



Commonwealth of Australia
APSJobs - Vacancies Daily
PS22 Daily Gazette Thursday - 30 May 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS22 Weekly Gazette Thursday - 30 May 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS22 Weekly Gazette Thursday - 30 May 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0742504

Australian Electoral Commission

Closing Date:Thursday 13 June 2024

International Engagement Section

Job Title	Senior Engagement Officer, International Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-184 15067
Agency Website	https://www.aec.gov.au/

Job Description

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

The International Engagement (IE) section provides a broad range of services to support the AEC's international partnerships and programs. IE works in partnership with electoral management bodies (EMBs) in the Indo-Pacific region, supporting them to deliver elections and building their technical capacity.

The AEC is committed to assisting EMBs in our region as part of our broader remit to defend democracy. Section 7(1)(fa) of the Commonwealth Electoral Act 1918 directs the AEC to provide international assistance in matters relating to elections and referendums.

The AEC's electoral assistance programs are built on requests for assistance from partner EMBs and are funded by the Department of Foreign Affairs and Trade (DFAT) through Australia's international development program.

Duties

We are looking for a dynamic, collaborative, self-motivated and details-oriented professional to fill a position in the International Engagement section.

As a Senior Engagement Officer, you will support the day-to-day management of the AEC's international engagement, including program management associated with the provision of election and referendum assistance to developing democracies. The role is responsible for undertaking work that is moderately complex and/or sensitive in nature, under limited direction. Participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives also forms part of this role.

On occasion, international travel, work outside of standard business hours, or additional duties at the time of an electoral event, will be a required component of the role.

To excel you'll have:

- Proven ability to engage and communicate in a complex cross-cultural environment and effectively anticipate international stakeholder needs.

- Knowledge and experience working in international development.
- Knowledge and experience in successfully setting priorities and delivering quality results on time and on budget in a project / program context.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Ability to supervise staff, including staff on temporary international deployments while developing capabilities and embedding professionalism.
- Demonstrated personal integrity whilst achieving results within legislative, program and policy parameters.

Desirable

- Relevant tertiary qualifications in international relations, public administration or similar and/or practical experience working in international development, including in-country experience.
- Knowledge of, or ability to quickly gain knowledge of, Australian electoral law and the Commonwealth Resource Framework.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Joanne Ridolfi, Joanne.Ridolfi@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0742627

Australian Electoral Commission

Closing Date:Thursday 13 June 2024

Enterprise Strategy and Transformation Division
Indigo Program Management Office Branch Program Planning and Reporting

Job Title	Assistant Director, Program Planning and Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-186 15765
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a team of a highly motivated and collaborative professionals that work in the Enterprise Transformation Group (ETG). The ETG is made up of two Divisions, the Chief Information Officer Division (CIOD) and the Enterprise Strategy and Transformation Division (ESTD). These Divisions have been established to drive the AEC's transformation agenda, and to deliver the Election Systems Modernisation Program (Indigo Program) on behalf of the agency.

The Enterprise Strategy and Transformation Division (ESTD) is responsible for enabling, assuring, governing, planning, reporting, and advising on the current and future activities of the Indigo Program. The Division has engaged specialists who are experts in their respective fields, and at the same time provides opportunities for change, growth and development for individuals who want to want to apply their skills and experience in a new environment, while building, shaping, and potentially redirecting their careers.

The Indigo Program is a once in a generation modernisation program to improve the delivery of election and roll management services. The Program Planning and Reporting section within the ESTD supports the successful delivery of the Indigo Program through detailed planning and reporting functions. This includes the prioritisation of objectives and development of, and reporting against, the Program's delivery roadmap. Using a Scaled Agile Framework® (SAFe®) methodology, the team is also responsible for the functional capability of the Solution Management Team (SMT).

Duties

The Assistant Director will lead and manage a team that will undertake a range of activities to support the effective and efficient functioning of the Indigo Program.

In this role, you will support Indigo Program planning by overseeing and managing the development of schedules, plans, and timeline/critical path monitoring, including dependency mapping and workforce planning. The team is also responsible for developing and delivering against a catalogue of program reporting artefacts to provide a range of audiences with visibility of Program progress against key deliverables, in support of insight, analysis, governance, assurance and decision making.

This role will be responsible for overseeing the development, preparation and maintenance of high-quality program documentation including briefings, decision papers, presentations, plans and reporting artefacts. This will include analysis and evaluation of progress, identifying risks, and developing intervention procedures or mitigation measures where required.

Situated within a fast paced and highly dynamic environment, this role also contributes to facilitating strategic Program activities, and offers an opportunity for the successful candidate to assist with the championing and continuous improvement of the AEC's Program management.

To excel you'll have:

- Experience working in, managing or co-ordinating programs or large projects, preferably using an Agile methodology.
- Excellent written and verbal communication skills, and the ability to effectively communicate information to a range of audiences.
- Strong attention to detail and experience in managing quality assurance of high volumes of correspondence, briefs and reports.
- Ability to gather information from a variety of sources, explore new ideas, identify opportunities for continuous improvement and identify any critical gaps.
- Experience in effectively managing competing priorities and strategic directions, with an ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Proven ability to make sensitive and complex decisions using professional judgement within legislative parameters and delegated authority.
- Proven ability to act with discretion and integrity in managing sensitive information.

Desirable

- Relevant tertiary qualifications in a related field.
- Experience or training in the Scaled Agile Framework® (SAFe®) methodology.

Eligibility

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

Notes

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

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To Apply

Position Contact	Susan Pardy, susan.pardy@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0742697

Australian National Maritime Museum

Closing Date:Thursday 06 June 2024

Fleet and Collections
Collections and Access

Job Title	Assistant Registrar Collections and Access
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	-
Classification	APS Level 4
Position Number	M077
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description <https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us>

The Australian National Maritime Museum is seeking a qualified and experienced Assistant Registrar Collections and Access to join our Collections and Access team in this ongoing APS 4 position.

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum

The Assistant Registrar Collections and Access works within the Collections and Access team to preserve and share the Museum's National Maritime Collection (NMC) and other historic material in the museum's care. This role will contribute to the documentation, safe storage, movement, and handling of the NMC, the administration of the collection database, and the digitisation of the collection. This position will organise the loan and shipment of historic objects in the Museum's collection and care, participate in the installation and demount of collection objects and loans for exhibitions, and assist with other outreach programs.

Duties

Key Accountabilities:

- Assisting in the development and implementation of procedures for collection access and management including accessioning, digitisation, storage, handling, inventory, loan, and documentation standards of the NMC and other historic material in the museum's care.
- Under limited supervision and in accordance with museum policies and procedures and industry best practice initiating and undertaking collection management programs including accessioning, storage, handling, inventory of historic materials in the museum's care.
- Monitoring the quality of collection management and loan data and records and ensuring they are accurate and of a high standard to aid access, control, accountability and minimise risk of damage or loss. Ensuring compliance with relevant legislation, permits and protocols and adjusting processes as necessary.
- Assisting with object, handling, documentation, shipment, and loans and liaising with internal and external stakeholders to assist in the planning and implementation of museum exhibitions.
- Under limited supervision managing aspects of the administration of the collection management application (TMS), preparing technical manuals and training users in use of the application.
- Responding to public enquiries and assisting with exhibition and outreach programs.
- Undertaking research and analysis of developments and innovations in museum collection management, digitisation and loans policy and procedures and implement system improvement initiatives.
- Supervising volunteers and collaborate with the team to meet Museum objectives and priorities with regards to collection access, digitisation, and data clean-up program.
- Fulfil the key competencies of the classification of this position as defined and described by the Integrated Leadership System (ILS).
- Any other lawful and reasonable request made within this position.

Eligibility

Selection Criteria:

Essential

- Bachelor's degree or equivalent qualifications in Museum Studies or a related experience and /or training field.
- Excellent understanding of the role and functions of the Collection and Access or Registration teams in a major museum.

- Ability to work with a collections management application and an understanding of collection documentation, with particular knowledge and understanding of collection control, access and discoverability.
- Demonstrated knowledge of documentation required for inbound and outbound loans of collection objects and a knowledge of loan management and object handling procedures.
- Demonstrated organisational skills showing initiative and good work management skills, including self-discipline, motivation, and the ability to prioritise and manage time to complete tasks and meet deadlines.
- Skills and knowledge of collection management application and its use in collection control and discoverability.
- Demonstrated ability in the use or administration of a museum's collection management application (TMS) and skills and knowledge in relevant software products such as word processing, and electronic document and records management system.
- Experience in museum object handling, movement, packing or in organising museum object freight for loans and exhibitions.
- Experience in supporting exhibition registration deliverables and on exhibition installation teams in the delivery of self-generated and inbound exhibition projects.
- Excellent communication and interpersonal skills, including the capacity to work in small teams and the ability to liaise effectively with internal and external stakeholders.
- Well-developed organisation skills and a demonstrated ability to achieve results within defined timeframes and budget.
- Demonstrated knowledge of best practice WHS processes and documentation, including the creation of Risk Assessments and Safe Work Method Statements.

Desirable

- Knowledge and skills in TMS Collection Management System.
- NSW driver's licence.
- Forklift licence.

Notes

If you are ready for that next step, please apply by addressing the selection criteria, providing a Cover Letter and CV.

Applications Close: 5pm AEST, Thursday 6th June 2024. No Applications will be accepted by mail or email.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

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

About the Australian National Maritime Museum

To Apply

Position Contact	Ken Cox, (02) 8241 8373
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0742667

Australian Signals Directorate

Closing Date:Sunday 16 June 2024

Capability & Transformation Group

Job Title	ASD 4 & 5 User Experience Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$77,788 - \$91,435
Classification	APS Level 4;APS Level 5
Position Number	ASD/04791/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team
Mission Data (MD) Division within the Australian Signals Directorate (ASD) is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence and Machine Learning capabilities. All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

About the Role
Our section is a part of ASD's MD Division, Data Foundations Branch. We are responsible for the delivery of end-user products and services for intelligence analysts to achieve mission objectives. Every day provides us with an opportunity to use our skills and experience to solve complex problems and to transform the way that ASD does business. You will work in an integrated team of Business Analysts and User Experience professionals that place the user perspective at the centre of our work. Our staff are diverse and have created a culture where teaching and learning from each other's experience forms an important part of our daily work. If this style of work resonates with you, keep reading!

ASD4 User Experience Designer

- Works under the guidance of senior designers on design projects as part of a project or scrum team to deliver user facing products
- Under the guidance of a senior designer, collaborates with developers on the design components of a work package
- Takes opportunities for continued professional development
- Ensures work packages conform to team design standards.

ASD5 User Experience Designer

- Produce designs for work packages under limited supervision as part of a project or scrum team to deliver user facing products
- Collaborate with developers on the design components of a work package
- Regularly seeks feedback on designs from supervisor
- Takes opportunities for continued professional development
- Contributes to team design standards.

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au)

Duties

As an ASD4 and ASD5 User Experience (UX) Designer, you will have a foundational understanding of UX design principles and methodologies. You will be responsible for ensuring that the final product allows for a positive experience when users interact. This involves working with the Business Analysts (BA) and User Researchers (UR) to understand user's needs, behaviors and wants. You will need to demonstrate the ability to identify problem areas for improvements in designs. You will need to demonstrate the ability of solving complex problems. You will also need to have a sound understanding of human centered design practices.

Each role will need to demonstrate the ability to:

- Create concepts based on research and requirements gathered from the BA and UR
- Develop wireframes and prototypes that meet user needs
- Contribute to design workshops to understand design requirements with users
- Contribute to design workshops to gather feedback on designs from users and stakeholders
- Find creative ways to solve problems
- Contribute to usability and feasibility assessments against designs created
- Communicate designs and prototypes with developers, users and seniors.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

Experience in one or more of the following areas is highly desirable:

- Proven experience as a UX designer
- Knowledge of human centered design

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0742685

Australian Signals Directorate

Closing Date: Sunday 16 June 2024

Capability & Transformation Group

Job Title	ASD6 User Experience Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$93,807 - \$106,828
Classification	APS Level 6
Position Number	ASD/04814/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Mission Data (MD) Division within the Australian Signals Directorate (ASD) is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence and Machine Learning capabilities. All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

About the Role

Our section is a part of ASD's Mission Data Division, Data Foundations Branch. We are responsible for the delivery of end-user products and services for intelligence analysts to achieve mission objectives. Every day provides us with an opportunity to use our skills and experience to solve complex problems and to transform the way that ASD does business. You will work in an integrated team of Business Analysts and User Experience professionals that place the user perspective at the center of our work. Our staff are diverse and have created a culture where teaching and learning from each other's experience forms an important part of our daily work. If this style of work resonates with you, keep reading!

ASD6 User Experience Designer

As an ASD6, you will be accountable for organising your own workflow, making decisions within your defined parameters relating to the area of responsibility and seek guidance when required. An ASD 6 is expected to have a high understanding of UX design principles and methodologies, with experience to showcase that understanding.

Key Duties

- Leading design components of a project.
- Managing junior staff members.
- Identifies UX design problems and works to solve them.
- Establishes clear plans and timeframes for UX design components in a project.
- Confidently presents UX designs in a clear, concise and articulate manner.
- Contributes to team design standards.

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://asd.gov.au) **Duties**

As a UX Designer, your role will be to ensure that what we are delivery allows for a positive experience when users interact. This involves working with the Business Analysts (BA) and User Researcher (UR) to understand user's needs, behaviors and wants. You will need to demonstrate the ability to identify problem areas for improvements in designs. You will need to demonstrate the ability of solving complex problems. You will also need to have a sound understanding of human centered design practices.

Each role will need to demonstrate the ability to:

- Create concepts based on research and requirements gathered from the BA and UR.
- Define the right interaction model.
- Develop wireframes and prototypes that meet user needs.
- Conduct design workshops to understand design requirements with users.
- Conduct design workshops to gather feedback on designs from users and stakeholders
- Find creative ways to solve problems.
- Conduct usability and feasibility assessments against designs created.
- Communicate designs and prototypes with developers, users and seniors.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

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Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

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Notes

Desirable Qualifications, Experience or Training

Experience in one or more of the following areas is highly desirable:

- Proven experience as a User Experience Designer
- Knowledge in human centered design

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About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0742698

Australian Signals Directorate

Closing Date: Sunday 16 June 2024

Capability & Transformation Group

Job Title	ASD EL1 User Experience Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$118,194 - \$133,323
Classification	Executive Level 1
Position Number	ASD/04822/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

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ASD EL1 User Experience Designer

As an EL1, you will be responsible for the guidance and work distribution of other UX designers. You will be the lead UX designer within projects, providing mentorship and supervising of junior designers. An EL1 to have at least 5 years' experience as a Senior Designer.

Key Duties

- Leads design team by managing and prioritising UX design work packages.
- Manages the UX design team's purpose and direction.
- Manages the growth of UX design capabilities within the division.
- Provides sign off on design components being produced.
- Sets design standards for work packages.
- Guides, mentors and develops UX design team members professionalisation

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au/careers)

Duties

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- Conduct design workshops to gather feedback on designs from users and stakeholders
- Find creative ways to solve problems.
- Conduct usability and feasibility assessments against designs created.
- Communicate designs and prototypes with developers, users and seniors.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

Experience in one or more of the following areas is highly desirable:

- Proven experience as a User Experience Designer
- Knowledge in human centered design

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0742714

Australian Skills Quality Authority (ASQA)

Closing Date:Wednesday 12 June 2024

Policy & Partnerships Group
Data, Reporting & Analytics

Job Title	Director, Data, Reporting and Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA, Hobart TAS, Adelaide SA
Salary	\$138,263 - \$159,108
Classification	Executive Level 2
Position Number	34168
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are

We are Australia's national Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our [website](#) for more information about ASQA, including our role and how we regulate.

Duties

We are seeking a **Director, Data, Reporting and Analytics** to lead the team responsible for ASQA's data information resources and their use.

Key responsibilities include:

- Development and implementation of data acquisition, analysis and reporting strategies to continuously improve the regulatory data set, inform regulatory policy advice, and support best practice risk based regulatory approaches.
- Defining and classifying data as outputs of our regulatory activities from across ASQA and supporting a high-performance culture through the effective use of data to understand and improve the efficient and effective delivery of regulatory outcomes.

- Collaborating across ASQA to support management of publication of information about our regulatory activity and decisions so that the Australian community can access information about ASQA's insights into sector performance and quality VET.
- Leading a team of data professionals to deliver on key business priorities, managing and reporting on performance, and building individual, team and organisational capability.
- Leading ASQA's participation in whole of VET sector data strategies to improve the quality, availability and timeliness of data relating to the VET sector.
- Supporting the Executive Director in leadership of the Policy and Partnerships Group.
- Working in partnership with other key stakeholders, internal and external to ASQA, in particular:
 - ASQA's Executive Committee
 - Department of Employment and Workplace Relations (DEWR)
 - National Centre for Vocational Education Research
- Ensuring continuous improvement is planned and delivered across all areas of functional responsibility.

Skills and experience

To succeed in this role, you will have:

- a sound understanding of behavioural science, statistics and evaluation methodologies, with an ability to apply critical thinking to information from a wide variety of sources, and to analyse a range of complex issues and identify gaps and potential issues
- demonstrated experience in providing high-quality strategic advice to senior management and preparing reports, including the ability to communicate the inherent value of accurate, robust, and reliable data and intelligence
- proven ability to apply resources to effectively and efficiently identify and manage risks proportionately and to make clear, well-reasoned, timely decisions in a fast-paced and changing environment
- strong leadership capability including demonstrated ability to identify opportunities for improvement and to lead and manage change including through understanding the emergence of new research and information technologies
- the ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships, including high level ability to influence, obtain timely information and manage sensitive information appropriately
- a sound understanding of best practice regulation (an advantage but not essential).

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

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)

- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a \$300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

- Under Section 22(8) of the Public Service Act 1999, employees must be **Australian Citizens** to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

This position is available as an **ongoing** or **non-ongoing** opportunity. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

How to apply

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees.

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

Find out more

Please review the **Position Description** for more information about the role and the team.

If you have questions about this exciting opportunity, please contact **Fiona O’Brien, Executive Director, Policy & Partnerships Group** via **Fiona.Obrien@asqa.gov.au**

Applications close: 11:30pm (AEST) Wednesday, 12th June 2024

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Fiona O'Brien, Fiona.Obrien@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0742726

Job Title	Director, Governance, Communication and Parliamentary Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$138,263 - \$159,108
Classification	Executive Level 2
Position Number	40641
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are

We are Australia's national Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our [website](#) for more information about ASQA, including our role and how we regulate.

Duties

We are seeking an **EL2 Director, Governance, Communication and Parliamentary Support** to lead a small team that is accountable for enabling clarity and accountability on ASQA's strategic direction through effective management and support of ASQA's governance mechanisms and relationship with the Minister's Office, corporate engagement, and communication services.

The Director translates strategic intent through developing and implementing a program of work and marshalling the broader resources of the agency to achieve strategic outcomes. The Director is responsible for strategic, tactical and operational deliverables necessary to support the achievement of organisational outcomes.

Key responsibilities include:

- enabling ASQA's vision, culture and strategic direction, and strong productive relationships that support ASQA's purpose, through:
 - facilitating and managing ASQA's governance arrangements, and supporting continuous improvement in the efficiency and effectiveness of the agency's system of governance,
 - planning, developing and publishing ASQA's strategic communications, managing media activities, and supporting the CEO's internal communications objectives, and
 - supporting the CEO in relation to high level stakeholder engagement activities.
- supporting the implementation of strategies that build trust and confidence in the regulator and the sector, including:

- leading management and coordination of ASQA's Ministerial and Parliamentary reporting and briefing obligations,
- high level liaison with the Minister's office and portfolio department's liaison officers and parliamentary teams,
- leading coordination of preparation of briefs to support ASQA's appearances at Senate Estimates and Parliamentary Committee hearings, and
- planning and delivering continuous improvement within the Team across all areas of functional responsibility.

Skills and experience

To succeed in this role, you will have:

- a demonstrated ability to successfully lead a high performing team undertaking strategic and operational communication, parliamentary and/or governance support functions, in an environment of ambiguity and complexity,
- an ability to apply critical and analytical thinking to information from a wide variety of sources, with excellent judgement and integrity, to provide high-quality strategic advice, briefs and reports, and to manage issues that may be sensitive and/or complex in nature,
- an ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships, including high level ability to influence, obtain timely information and manage highly sensitive information appropriately,
- an understanding of the Australian Government operating environment, particularly in relation to regulation, governance, and parliamentary processes,
- a proven ability to apply resources to identify and manage risks proportionately and to make clear, well-reasoned and timely decisions in a fast-paced and changing environment, and
- a demonstrated ability to identify opportunities for improvement and lead and manage change.

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

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a \$300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

- Under Section 22(8) of the Public Service Act 1999, employees must be **Australian Citizens** to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

This position is available as an ongoing or non-ongoing opportunity. Non-ongoing opportunity will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

How to apply

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees.

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

Find out more

Please review the **Position Description** for more information about the role and the team.

If you have questions about this exciting opportunity, please contact **Ty Emerson, Executive Director, Corporate and Enabling** via ty.emerson@asqa.gov.au.

Applications close: Wednesday, 12 June 2024 at 11:30pm (AEST).

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Ty Emerson, ty.emerson@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0742720

Defence Housing Australia

Closing Date:Thursday 13 June 2024

Service Delivery
Service Operations Regional Operations

Job Title	Property Manager
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	\$81,076 - \$87,667
Classification	APS Level 4
Position Number	493342
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you looking for the unique opportunity to grow your career in the property world in an APS environment? Are you interested in assisting Defence Members with their housing needs and making a big impact on their daily lives?

Defence Housing Australia is currently looking for a Property Manager to join the Regional Operations Team in Canberra.

About the role:

As a Property Manager you will manage a portfolio of service residences, which may have complexities to achieve contractual obligations and expected DHA standards. This includes management of occupant and landlord interactions, maintenance and other property related matters within DHA's agreed Standard Operating Procedures (SOPs). You will conduct property inspections, identify occupant liability and coordinate the preparation of properties for incoming occupants. You will identify and arrange maintenance services to be undertaken in line with budgets; including raising work orders, monitoring progress, and authorising payment upon completion. You will manage and update DHA systems efficiently and effectively to ensure properties are returned for occupancy within set timeframes to meet key performance. **Duties**

Skills you need to succeed as a Property Manager at DHA:

- Proven ability to problem solve, analyse and interpret information to make informed decisions, balancing the needs of the business against the application of legislation, industry best practice and applicable standards
- The ability to present and communicate information clearly across a range of mediums (including written and verbal) and strong stakeholder engagement skills.
- Highly developed organisation skills with the ability to manage competing priorities whilst delivering a high level of customer service.
- Demonstrated ability to quickly develop skills and knowledge of business and government processes, applicable legislation, and best practice to deliver quality business outcomes.
- Proven experience working flexibly within a high-pressure environment to meet organisation/team objectives

Eligibility

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

Notes

Benefits of this role include:

- A comprehensive training package and development opportunities
- 15.4% superannuation
- Generous leave entitlements

For more detail on what we offer, visit the DHA [website](#).

How to apply:

Apply now via our [online careers site](#) with your current resume and a 500-word pitch, as outlined in the position description. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

Order of merit

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

Inclusion and Diversity:

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Nicola McColl, 02 6217 8590
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0742544

Job Title	First Assistant Secretary (SES Band 2)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA
Salary	-
Classification	Senior Executive Service Band 2
Position Number	55-2024
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is seeking dynamic senior executives at the SES Band 2 level with aptitude and enthusiasm to drive Australia's economic agenda and to manage, develop and advise on policies to support the effectiveness and sustainability of Australia's economic environment.

As First Assistant Secretary at Treasury, you will play a vital role in the delivery of our purpose and will leverage your excellent leadership and collaboration skills to set the strategic direction for your division. You will possess exceptional stakeholder engagement capability and capacity to work effectively with the Executive, Ministers and key internal and external stakeholders.

Duties

Drawing on your proven professional or senior executive management experience, you will be comfortable operating in a multi-disciplinary, diverse and changeable environment.

Desirable Qualifications / Experience

Successful applicants are expected to demonstrate:

- well-developed judgement and strategic thinking skills that enable you to effectively manage high-priority projects simultaneously and anticipate and analyse issues from a range of perspectives;
- extensive experience in managing the development and implementation of policies, programs and approaches to work that are complex and of high importance;
- exceptional leadership and people management capabilities;
- high level stakeholder engagement and negotiation skills that make you well equipped to represent the Treasury and the Australian Government at a range of forums; and the
- ability to thrive under pressure and effectively perform in a fast-paced and changing environment.

Tertiary qualification(s) in a relevant field including but not limited to, economics, accounting, taxation, law, public policy or business and commerce is highly desirable.

The Treasury has offices in Canberra, Sydney, Melbourne and Perth, with most SES Band 2 roles based in Canberra.

Treasury will use this process to establish a merit pool that may be used to fill potential vacancies across all areas of Treasury, as required.

Eligibility

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Beaumont and Beaumont, 02 6126 4500
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0742708

Job Title	Director, EL2
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$156,255 - \$179,326
Classification	Executive Level 2
Position Number	56-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Market Conduct and Digital Division is seeking a director to lead the Treasury's work on reforming the legislative and governance arrangements for Australia's financial reporting bodies.

Information about the Government's decision to streamline Australia's financial reporting architecture is available at:
<https://ministers.treasury.gov.au/ministers/stephen-jones-2022/media-releases/streamlining-financial-reporting-architecture/>

Duties

As a **Director** in Markets Group, your role will involve a range of activities, including:

- lead a team of people to identify opportunities for improving policy settings and navigate policy issues as they emerge
- develop and implement strategic directions for the unit, and manage competing priorities effectively
- build team capability through coaching, providing performance feedback and encouraging career development
- develop and maintain productive relationships with other government agencies and with stakeholders in the private sector and in academia
- have accountability for briefings to ministers and senior officials, inputs to speeches, replies to parliamentary questions and other correspondence
- represent Treasury at whole of government and/or industry meetings

This role also involves providing leadership and staff support to members of the Corporations Branch that are based in Melbourne. This includes being a primary contact for organisational matters affecting Corporations Branch's Melbourne operations.

To perform these functions, you would be expected to:

- **show leadership:** be proactive, innovative and inclusive, while helping to maintain a fun and rewarding place to work
- **engage effectively:** build and draw upon relationships with internal and external stakeholders, including regulators, advocacy groups and corporations
- **navigate strategic context:** understand and shape the policy landscape, identify opportunities and show good judgement
- **deliver results:** deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government's decisions

Required and Desirable Qualifications / Experience

- The successful applicant will have tertiary qualification(s) related to corporations law and be able to demonstrate a contemporary understanding of the Australian corporations legislation.
- Experience in policy reform and legislative development is required.
- Experience in regulatory oversight, surveillance or enforcement will be very well regarded.

Eligibility

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

Notes

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

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

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To Apply

Position Contact	Tom Dickson, 02 6263 2868
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0742718

Job Title	Senior Accountant (12 month contract)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	JR100046
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

The Opportunity

As a Senior Accountant, you will be responsible for the day-to-day accounting of the Agency, Portfolio, and other Investment Funds. This role offers an exciting opportunity to contribute to the financial management and reporting processes within the Agency. You will play a key role in ensuring the accuracy and integrity of financial data while supporting various projects and initiatives.

Key Responsibilities

- Assist in the annual budget preparation and upload budget data into the Workday system for all expenditure.
- Prepare monthly management reporting for the Senior Leadership Team and other internal teams, including budget variance analysis and commentaries.
- Prepare monthly Agency results and budget estimate updates for the Department of Finance.
- Review and oversee accounts payable processes, ensuring accuracy and compliance with budget allocations.
- Reconcile general ledger accounts, maintain statutory registers, fixed assets register and ensure accurate financial documentation.
- Support the investment accounting process for the Future Fund Board entity, subsidiary entities, and other Investment Funds.
- Seek continuous improvements in the accounts payable and existing reporting processes.

About You

- Bachelor's degree in Business or Accounting and CA/CPA qualified.
- Proven experience in a similar role within the funds management industry.
- Strong proficiency in ERP systems, data analysis, and Microsoft Office tools.
- Excellent written and verbal communication skills with the ability to liaise with stakeholders at all levels.
- Demonstrated ability to multitask, prioritise work, and solve problems effectively.

To be eligible to apply, you must have Australian citizenship.

The successful candidate will be based in our Melbourne office.

Eligibility

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Liz du Preez, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0742530

Murray-Darling Basin Authority

Closing Date:Sunday 09 June 2024

River Management
River Modernisation

Job Title	APS6 River Modernisation Project Officers
Job Type	Full-Time, Ongoing
Location	Wodonga VIC, Canberra ACT, Mildura VIC
Salary	\$98,575 - \$108,492
Classification	APS Level 6
Position Number	100625,101188,101224
Agency Website	

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray-Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray-Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

Duties

The Position

The River Modernisation Project Officer roles will work with an interdisciplinary team to drive the continuous improvement of the operation of the River Murray system. The roles support a range of activities including policy development, data and option analysis, incident management and planning, and stakeholder engagement. The roles work closely with the River Murray Operations and Environmental water delivery functions and state and commonwealth water management agencies.

Your key responsibilities in this role are to

- Support the maintenance of the River Murray system operating framework, including reviewing key operational activities, analysing data and information and proposing improvements to River Murray operation arrangements.
- Support a review of the resilience of the operation of the River Murray system and underpinning legislation and data systems.
- Support the review of the Basin Plan regarding its potential impacts on and interaction with the operation of the River Murray System, particularly the provision of Critical Human Water Needs.
- Support the implementation and improvement of River Murray system water trade policy.
- Support the investigation and assessment options for reinstating water delivery capacity in the River Murray system.
- Work closely with state water management agencies and other stakeholders regarding the operation of the River Murray system.
- Assist the River Murray Operations branch in delivering its key actions and deliverables.
- Support and contribute to the management of governance, project and procurement processes.

The roles work closely with other parts of the River Management Portfolio and the Murray-Darling Basin Authority, Australian Government and Basin State water management agencies and wider stakeholders. **Eligibility**

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia’s greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work. You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	John Waterworth, 0262790426
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0742727

Job Title	2025 MDBA Graduate Development Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,266 -
Classification	APS Level 4;Graduate APS
Position Number	various
Agency Website	

Job Description

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

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We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

Duties

Who we are looking for?

The MDBA is recruiting for high-achieving graduates across the Science, Technology, Engineering and Mathematics (STEM) stream who are passionate about water and interested in becoming part of the MDBA team in our Canberra office.

We are particularly interested in graduates qualified in:

- Natural resource management
- Engineering
- Hydrology
- Groundwater
- Environmental and ecological sciences
- Environmental engineering
- Social and economic sciences

Eligibility

To be eligible for the Program you must:

- be an Australian citizen or permanent resident actively seeking Australian citizenship and will have been granted Australian citizenship prior to the commencement of the Program in February 2025
- at a minimum, have completed by 31 December a recognised Australia undergraduate degree in a critical discipline in the last three years

- at a minimum, have achieved a 65% Weighted Average Mark (WAM), and
- satisfy all MDBA engagement requirements including character clearances.

Notes

About the Program

The 11-month Program is designed to provide graduates with the opportunity to develop their knowledge, skills, and understanding of the work of the MDBA and the wider Australian Public Service (APS). Graduates will be exposed to a variety of learning and development activities as well as the opportunity to be involved in networking activities, including whole of government events.

The Program aims to:

- develop graduates to effectively contribute to the management and development of policies, programs and research
- maintain the level of technical and management potential within the MDBA.

Key aspects of the Program include:

- learning and development activities including completion of a Diploma of Government
- support through a buddy and mentor program
- opportunity to complete a regional placement
- ongoing exposure to Senior Executives.

Graduates will participate in 3 rotations over the 11-month Program. Each rotation will be approximately 14 weeks in duration and will comprise of a range of learning and development activities in addition to rotation work. Rotations are a great way for graduates to build their networks and identify the different parts of the MDBA which they are passionate about working in.

The aim of each rotation is to provide graduates with a broad understanding of the different programs, issues and priorities across the MDBA and their strategic contribution to the MDBA's objectives and goals.

In accordance with the Murray–Darling Basin Authority Enterprise Agreement 2024–2027 graduates will commence at the MDBA Graduate Broadband APS 4 classification and upon successful completion of the Program, graduates will be assessed for advancement to the APS 5 classification.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	HorizonOne Recruitment – Campaigns team, 02 5104 4577
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0742700

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 06 June 2024

Biosecurity Operations
Cargo & Conveyance Policy & Detection Capability Risk and Compliance
Based Recalibrations

Job Title	Director - Risk and Compliance Based Recalibrations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$141,563 - \$164,475
Classification	Executive Level 2
Position Number	2024/1902
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Biosecurity Operations Division delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

Cargo & Conveyance Policy & Detection Capability is responsible for determining, developing and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This pathway brings together how the department detects and responds to biosecurity risk and non-compliance, including through deploying surveillance and verification tools and capabilities such as detector dog teams and x-rays. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, seasonal pests and policy assessment related matters.

Duties

The Job
The Director of Risk and Compliance Based Recalibrations leads initiatives across the cargo import pathway that aim to refine how biosecurity systems, risk profiles and processes are utilised to improve biosecurity risk management. Key initiatives include:

- The Risk and Compliance Base Recalibrations - risk and assurance strategy for the cargo import pathway.

- Specialist training for Biosecurity Operations assessment staff that brings forward whole of system support within operations. It is directed towards improved identification of non-compliant activity by industry associated with the existing Cargo Compliance Management System.
- Leading Self Assessed Cargo (SAC) Reform initiatives focussed on review of SAC profile candidates to directly support improved regulatory assurance based on improved data outcomes.
- Exploration of improved interoperability of biosecurity regulatory tools and systems.

In addition to leading the biosecurity reform initiatives above, the duties of the positions include, but are not limited to:

- Leading and managing a section within the branch, foster a collaborative and productive work culture, work with multiple and changing deadlines.
- Setting the strategic direction and forward work program of the section, contribute to the strategic direction of the branch and division.
- Managing cross-agency and industry collaboration, activities and relationships.
- Representing the department in negotiation and discussions with other stakeholders and clients.
- Delivering an effective regulatory system to meet current and emerging biosecurity, imported food and export risks.
- Enhancing operational and divisional capabilities to deliver effective and efficient regulation.

Eligibility

What we are looking for **Knowledge and experience**

- Extensive experience building and maintaining strong working relationships with a range of government (cross divisional) and non-government, in particular allied industry stakeholders.
- Knowledge and understanding of existing biosecurity multi-pathway risk models in Cargo, Travellers and Mail environments and the associated nomenclature towards the re-engineering and uplifting of more efficient and effective regulatory mechanisms.
- Ability to navigate complex settings across the departments regulatory tools, risk electronic platforms and systems in the existing biosecurity risk architecture.
- Strong advocacy skills in negotiating sensitive agendas, competing priorities and system wide approaches.
- Knowledge and understanding of emerging technologies, risk assurance models, controls and adaptive synergies that may enable system wide adaptation with realistic and tangible outcomes.
- Knowledge of, and demonstrated compliance with, legislative frameworks and a strong understanding of government regulatory decision-making processes.
- Demonstrated understanding of the interconnectivity and dependencies between operational and policy framework for process change mechanisms.
- An understanding of Commonwealth biosecurity arrangements and the ways in which they support and protect Australia's agriculture.

Skills and capabilities

- Demonstrated ability to effectively lead and manage teams in a high-pressure environment.
- Demonstrated ability to promote a working together ethos that facilitates process change.
- Sound decision making and analytical skills, incorporating initiative and effective professional judgement.

- Demonstrated ability to drive strategic change mechanisms in an operating environment with competing priorities.
- Effective team management and leadership skills including coaching and mentoring abilities.
- High level interpersonal, negotiation and communication skills.
- Demonstrated planning and program management skills including leading and managing change. Demonstrated ability to work with a high level of autonomy under broad direction.
- Demonstrated ability to work with Senior Executive and Ministerial staff.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Joel Willis, joel.willis@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0742725

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 16 June 2024

People, Property and Security
People Strategy & Safety Health, Safety & Wellbeing

Job Title	Work Health and Safety, Assistant Director Operations (Multiple positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Darwin NT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/1810
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Work Health and Safety (WHS) Operations team is responsible for the implementation of WHS systems, strategy and standards across all groups and divisions. The operational team are the 'boots on the ground' who play a pivotal role in enabling the department to have a unified approach to implementing WHS systems and processes. This is through providing contemporary safety advice and guidance to support front-line workers and managers.

Duties

The Job

The WHS Assistant Director Operations reports directly to the WHS Director Operations. They are required to proactively collaborate and partnership with internal and external stakeholders to deliver WHS advice and build professional relationships. This role is required to work as part of the WHS leadership team to develop, implement and evaluate risk management policies and audit our programs. This includes providing awareness to our workforce on workplace health and safety, such as, providing support to facilitate hazard, incident and serious near miss incident investigations, to ensure the department continues to provide a safe workplace.

In this dynamic role the WHS Assistant Director Operations will br. This role is critical in developing the capability of Senior WHS Advisors to enable them to independently provide contemporary WHS advice to stakeholders.

The responsibilities of the WHS Assistant Director Operations include, but are not limited to:

- providing expert advice to executives, senior management and workers to build safety capability and knowledge to ensure sustained and continual improvement in work health and safety
- managing reporting and investigation of hazards, incidents, serious near miss incidents, including leading incident investigations with internal and external stakeholders to ensure appropriate analysis and effective risk mitigation controls are identified to minimise risk
- supporting stakeholders to report hazards, incidents, near miss incidents to proactively identify risks and enhance existing control measures
- providing feedback on the departments developed WHS strategy and supporting safety management system documentation for continuous improvement
- demonstrated abilities in implementing work, health and safety strategies and initiatives to positively influence and drive outcomes across an organisation
- demonstrating high level oral and written communication, interpersonal and consultation skills with the ability to build strong working relationships with internal and external stakeholders
- leading the development and implementation of strategies for enabling a high performing health and safety culture aimed at achieving positive safety culture in the workplace
- partnering with internal and external stakeholders to provide advice and support their teams to mitigate physical and psychological risks
- assisting in the implementation and continual improvement of WHS programs, policies, procedures to ensure proactive regulatory and statutory compliance
- developing and facilitating targeted WHS education and awareness sessions that focus on key organisational WHS risks
- preparing complex and/or sensitive correspondence, documents, reports, submissions, proposal papers and providing briefings to internal and external stakeholders.

Eligibility

What we are looking for
Knowledge and experience

- Working knowledge and understanding of the *Work Health Safety Act 2011 (Cth)*, *Work Health and Safety Regulations 2011 (Cth)*, Codes of Practice, and relevant Australian and International Standards, and their application in a complex operational environment.
- A minimum of 5-7 years' experience in a comparable role, with 3 years' experience leading a team of Senior WHS Advisors.
- Knowledge and technical skills in risk management and experience in the development and implementation of WHS management systems.

Mandatory Qualifications

As a minimum Certificate IV in WHS (BSB42012/BSB41415)/OHS (BSB41407/BSB41604) or relevant tertiary qualifications in risk, work health and safety, health or a specialised field.

Other requirements

- The role will require occasional interstate travel working closely to the department's regional offices and various site locations. This role may be required to visit meat establishments, which may require necessary vaccinations.
- Flexible working arrangements will be considered.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brian Stewart, 0403 178 361
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0742646

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

Closing Date:Thursday 13 June 2024

Finance (CFO)
Financial Management System Support and Transformation

Job Title	FMIS System Administrator – APS6
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1134
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=7DD5FE41-48A8-DCC5-24F2-DAC25299C6C4>

Who we are

DCCEEW's vision is an Australia that is prosperous because it is sustainable, with community and Country at the heart of our actions. We aim big because we have an important role to play in Australia's future.

By joining DCCEEW you will be part of delivering our key outcomes:

- Take a leadership role in responding to climate change, within Australia and internationally.
- Supporting the transition of Australia's economy to net zero emissions by 2050.
- Protecting our environment, heritage and water.
- Advance Australia's environmental, scientific, strategic and economic interests in the Antarctic region.

All our staff contribute to the delivery of these outcomes for Australia through the collective work that we do. The CFO Division is responsible for the overall financial management of the Department and is made up of:

- Financial Management Branch
- Budget Branch
- Financial Services Branch, and
- Property and Protective Security Branch.

The Financial Management Branch is responsible for the ongoing financial management and performance of DCCEEW. It supports business areas to manage their budget and finances effectively through timely and accurate advice and analysis to assist the department in making decisions. The branch provides strategic expert financial advice and delivers financial support across the department through a network of finance managers, delivers systems and change support, prepares financial statements, undertakes assets management, and ensures taxation compliance.

The System Support and Transformation team provides technical support through a helpdesk to users of TechnologyOne and Expense8. The team maintains user accounts and processes a range of master data maintenance tasks that include interfaces with other ERP systems through extract, transform and load processes. The team contributes to a range of TechnologyOne and

Expense8 development projects and troubleshoots complex issues with end users in a supportive, client focussed manner. **Duties**

The Job

Our team provides operational and strategic leadership and promotes a culture of teamwork, accountability, and provides services to deliver and support high-quality outcomes across the Department, meet deadlines, ensure compliance with required legislation and policies, and achieve organisational goals.

Responsibilities include:

- Provide high quality, service focussed customer support, advice and issue resolution to stakeholders across the department in relation to finance, travel and expense management systems (ERP stack).
- Assist to identify and implement continuous improvement strategies including the ongoing development and maintenance of system user templates and relevant guidance and delivery of training sessions and associated materials.
- Build and sustain collaborative relationships with the Financial Management and Financial Services Branches to enable them to provide high quality reporting, support and advice to clients across the department.

What we are looking for

Knowledge and experience

- Experience as a TechnologyOne or Expense8 systems administrator.
- Working knowledge of accounting, procurement and/or travel and the ability to interpret requirements into system functionality.
- A strong communication skillset, with the ability to provide accurate and timely information and advice (via email, phone, helpdesk management software, and in person).
- An inquisitive, collaborative, and analytical approach to troubleshooting and problem solving.
- The desire to identify opportunities for and contribute to delivery of continuous business improvement.

Skills and capabilities

- Well-developed communication and interpersonal skills with the ability to provide accurate and timely information and advice including the ability to proactively offer assistance and anticipate stakeholder needs (via email, phone, helpdesk management software, and in person).
- Demonstrated ability to form productive working relationships with a variety of stakeholder groups to deliver a professional, cohesive and customer focussed service.
- A capacity to be flexible, creative and manage multiple deadlines, sometimes under pressure including the ability to adapt plans as required.
- Demonstrated initiative, critical thinking, and problem-solving skills, with an ability to innovate and think laterally.
- An ability to research, assess and analyse, software and system strategies for best practice and produce high-quality written artefacts, policies and procedures.
- Operationally manage and support team members.

Desirable Qualifications

- Tertiary qualifications (or progression towards) in commerce, economics, accounting, finance, IT or a related field will be highly regarded.

Eligibility

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

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

Notes

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

To Apply

Position Contact	Kate Moore, 0402 119 898
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7DD5FE41-48A8-DCC5-24F2-DAC25299C6C4

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Attorney-General's

Vacancy VN-0742692

Attorney-General's Department

Closing Date:Thursday 13 June 2024

Information Division

Job Title	Senior Software Engineer (Front-end Developer)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$114,780 - \$139,657
Classification	Executive Level 1
Position Number	0241/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=C32E46B8-98DE-7CD9-3B79-DAC28C6C06E1>

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

Duties

Employment Opportunity

The Capability Sustainment Branch in Information Division is looking to engage a suitably qualified Senior Front-end Developer with demonstrated capability and experience in taking technical responsibility across a number of custom built on-premises and cloud based internal and external facing web portals.

The successful candidate must demonstrate the ability to prioritise, investigate, apply remediation and provide advice and carryout hands-on technical tasks to sustainment and project activities.

The successful candidate must demonstrate ability to adopt and apply appropriate development methods, tools and technical standard in line with industry standard and organisational requirements.

This is a senior administrator role within the Application Sustainment section and the successful candidate is expected to provide advice and contribution to process improvement, development standards, framework and applying the standards and framework against acceptance of software into production.

How you can help us make a difference

The department supports a number of internal and external facing high usage and high profile web portals (on premises and cloud native). The successful candidate must demonstrate strong front-end and UI development experiences and skills, including experiences in developing end to end solutions and integration with commercial off the shelf and bespoke systems and applications.

The candidate's proficiency in developing and supporting .Net, React, Angular and Power pages solutions is required.

The successful candidate should also comfortably demonstrate abilities to:

- Provides advice, guidance and expertise to promote adoption of methods and tools and adherence to security policies, and development benchmark and standards;
- Conducts and leads peer review of code and development task against quality and standards;
- Develops, provides advice and takes action to enhance front end portals and application to achieve business objectives;
- Monitors, mitigates risk and takes appropriate action to maintain application health and compliance against standards for sustainment, configuration and deployment, including ICT security policies and frameworks;

- Documents and shares lessons learnt on software development, configuration and management and integrations;
- Evaluates and provides evidence- based advice and guidance on application and system integration and configuration;
- Has an interest in and is willing to keep up to industry standard, provide advice and share insights on emerging technologies;
- Implements appropriate change control to software and system management practices;
- Carries out and contributes to the development of disaster recovery plans and applies incident management processes.

Please note: Salaries in the department are provided through its Enterprise Agreement. Additional remuneration may also be provided through Individual Flexibility Arrangements (IFA). These IFAs can be negotiated prior to commencement. **Eligibility**

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

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

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

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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About the Attorney-General's Department

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To Apply

Position Contact	Sarah Wang, 0499976141
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C32E46B8-98DE-7CD9-3B79-DAC28C6C06E1

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Attorney-General's

Vacancy VN-0742693

Attorney-General's Department

Closing Date:Thursday 13 June 2024

Information Division

Job Title	Cloud Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,729 - \$105,669
Classification	APS Level 6
Position Number	0242/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=0ED62427-9E93-1801-FA2D-DAC28C79E3C6>

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

Duties

Employment Opportunity

We are seeking an experienced and passionate Cloud Administrator to join our team. This role will play a pivotal role in maintaining the integrity, performance, and security of our cloud-based systems and procedures as well as configuring hybrid connectivity between on-site systems and the cloud environment. The role will also help plan and deploy our ongoing cloud migration. The ideal candidate will be adaptable and able to operate independently, as well as cooperating across teams in a fast-paced atmosphere with several concurrent projects.

Typical Duties and Responsibilities:

- Manage and administer the Microsoft 365 (M365) & Azure cloud environment, including provisioning, configuration, performance monitoring, policy governance and security
- Develop, and implement highly available, multi-region solutions within Microsoft Azure
- Migrate existing services to cloud-based solutions
- Monitor the performance of cloud systems, proactively identifying and addressing any performance bottlenecks or issues
- Investigate and troubleshoot issues related to cloud infrastructure, promptly resolving any identified issues

- Configure and document cloud solutions through the use of Infrastructure-as-Code (IaC) and Continuous Integration/Continuous Delivery (CI/CD) toolsets and practices
- Support cloud adoption of applications as they are being transformed and/or modernised
- Maintaining and improving documentation and processes

How you can help us make a difference

The ideal candidate will have in-depth knowledge and hands-on experience in implementing, configuring, and maintaining M365 & Azure services. The cloud administrator will play a crucial role in ensuring the seamless operation and optimization of M365 & Azure applications and services within our organisation. This involves managing a range of technologies in on-premises and public cloud environments.

Required Skills and Experience

- 3+ years of IT experience with 2+ years of experience in cloud infrastructure and services, including virtualisation, server, storage, networking, and XaaS
- Demonstrated experience in configuring, implementing and supporting the Microsoft 365 platform - including SharePoint Online, OneDrive for Business, Teams / Phone, Intune MDM, Exchange Online, Entra, Power Platform and Security
- Knowledge and experience working with Microsoft 365 Information Protection and Compliance Management
- Experience in Azure landing zones, blueprints, express route, load balancing, NSG, Azure networking, routing tables and VPN gateways
- Experience in supporting distributed enterprise systems with cloud-based application environments and developing implementation standards
- Demonstrated experience in DevOps and CI/CD including source control and deployment pipelines.
- Experience in cloud orchestration and monitoring technology
- Sound knowledge of Windows 10/11, Windows Server, and Windows Server fundamentals (AD, DNS, Group Policy etc)

Please note: Salaries in the department are provided through its Enterprise Agreement. Additional remuneration may also be provided through Individual Flexibility Arrangements (IFA). These IFAs can be negotiated prior to commencement. **Eligibility**

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

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

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

Notes

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To Apply

Position Contact	Angus Pye, (08) 9268 1728
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=0ED62427-9E93-1801-FA2D-DAC28C79E3C6

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Attorney-General's

Vacancy VN-0742695

Attorney-General's Department

Closing Date:Thursday 13 June 2024

Information Division

Job Title	Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$114,780 - \$139,657
Classification	Executive Level 1
Position Number	0243/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=766CE7E5-33BD-10A5-5E75-DAC28CCB4443>

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

Duties

Employment Opportunity

We are seeking an experienced and passionate Cloud Engineer to join our team. This role is responsible for assessing our IT infrastructure to help plan and deploy our ongoing cloud migration. The role will also be responsible for design, implementation, validation, and continuing maintenance of all assigned systems and procedures, as well as configuring hybrid connectivity between on-site systems and the cloud environment. The ideal candidate will be adaptable and able to operate independently, as well as cooperating across teams in a fast-paced atmosphere with several concurrent projects.

Typical Duties and Responsibilities:

- Manage and administer the Microsoft 365 (M365) & Azure cloud environment, including provisioning, configuration, performance monitoring, policy governance and security
- Design, develop, and implement highly available, multi-region solutions within Microsoft Azure
- Analyse existing operational standards, processes, and/or governance to identify and implement improvements
- Migrate existing infrastructure services to cloud-based solutions
- Manage security and access controls of cloud-based solutions
- Design, configure and document cloud solutions through the use of Infrastructure-as-Code (IaC) and Continuous Integration/Continuous Delivery (CI/CD) toolsets and practices
- Develop and implement policy driven data protection best practices to ensure cloud solutions are protected from data loss
- Support cloud adoption of applications as they are being transformed and/or modernised
- Follow best practice methodologies and adhere to recognised ITIL processes (EG: Change/release)
- Document system design, configuration, and procedures ensuring that they are maintained, reflect best practice.

How you can help us make a difference

The ideal candidate will have in-depth knowledge and hands-on experience in implementing, configuring, and maintaining M365 & Azure services. The cloud engineer will play a crucial role in ensuring the seamless operation and optimization of M365 & Azure applications and services within our organisation. This involves managing a range of technologies in on-premises and public cloud environments.

Required Skills and Experience:

- 5+ years of IT experience with 3+ years of experience in cloud infrastructure and engineering, including virtualisation, cloud, server, storage, networking, and XaaS
- Demonstrated experience in planning, designing, configuring, implementing and supporting the Microsoft 365 platform - including SharePoint Online, OneDrive for Business, Teams / Phone, Intune MDM, Exchange Online, Azure Active Directory (Entra), Power Platform and Security
- Knowledge and experience working with Microsoft 365 Information Protection and Compliance Management
- Experience with Azure landing zones, blueprints, express route, load balancing, NSG, Azure networking, routing tables and VPN gateways

- Strong experience in designing and configuring M365 & Azure environments
- Experience supporting distributed enterprise systems with cloud-based application environments and developing implementation standards
- Strong experience in DevOps and CI/CD including source control and deployment pipelines.
- Expertise in cloud orchestration and monitoring technology
- Sound knowledge of Windows 10/11, Windows Server, and Windows Server fundamentals (AD, DNS, Group Policy etc)
- Experience with business continuity and disaster recovery initiatives.

Please note: Salaries in the department are provided through its Enterprise Agreement. Additional remuneration may also be provided through Individual Flexibility Arrangements (IFA). These IFAs can be negotiated prior to commencement. **Eligibility**

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Notes

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To Apply

Position Contact	Angus Pye, (08) 9268 1728
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=766CE7E5-33BD-10A5-5E75-DAC28CCB4443

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Attorney-General's

Vacancy VN-0742696

Attorney-General's Department

Closing Date:Thursday 13 June 2024

Information Division

Job Title	Senior Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$139,657 - \$159,067
Classification	Executive Level 2
Position Number	0244/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=A2DF0474-56A2-BB21-8544-DAC28CDDC789>

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

Duties

Employment Opportunity

We are seeking an experienced and passionate Senior Cloud Engineer to join our team. This role is responsible for assessing our IT infrastructure to help plan and deploy our ongoing cloud migration. The role will also be responsible for design, implementation, validation, and continuing maintenance of all assigned systems and procedures, as well as configuring hybrid connectivity between on-site systems and the cloud environment. The ideal candidate will be adaptable and able to operate independently, as well as cooperating across teams in a fast-paced atmosphere with several concurrent projects.

Typical Duties and Responsibilities:

- Manage and administer the Microsoft 365 (M365) & Azure cloud environment, including provisioning, configuration, performance monitoring, policy governance and security
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- Support cloud adoption of applications as they are being transformed and/or modernised
- Follow best practice methodologies and adhere to recognised ITIL processes (EG: Change/release)
- Document system design, configuration, and procedures ensuring that they are maintained, reflect best practice.

How you can help us make a difference

The ideal candidate will have in-depth knowledge and hands-on experience in implementing, configuring, and maintaining M365 & Azure services. The senior cloud engineer will play a crucial role in ensuring the seamless operation and optimization of M365 & Azure applications and services within our organisation. This involves managing a range of technologies in on-premises and public cloud environments.

Required Skills and Experience:

- 8+ years of IT experience with 5+ years of experience in cloud infrastructure and engineering, including virtualisation, cloud, server, storage, networking, and XaaS
- Demonstrated experience in planning, designing, configuring, implementing and supporting the Microsoft 365 platform - including SharePoint Online, OneDrive for Business, Teams / Phone, Intune MDM, Exchange Online, Azure Active Directory (Entra), Power Platform and Security
- Knowledge and experience working with Microsoft 365 Information Protection and Compliance Management
- Solid experience in Azure landing zones, blueprints, express route, load balancing, NSG, Azure networking, routing tables and VPN gateways
- Proven experience supporting distributed enterprise systems with cloud-based application environments and developing implementation standards
- Strong experience in DevOps and CI/CD including source control and deployment pipelines, SDLC, and APIs.
- Expertise in cloud orchestration and monitoring technology
- Proven knowledge of Windows 10/11, Windows Server, and Windows Server fundamentals (AD, DNS, Group Policy etc)
- Experience with business continuity and disaster recovery initiatives.

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To Apply

Position Contact	Angus Pye, (08) 9268 1728
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A2DF0474-56A2-BB21-8544-DAC28CDDC789

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Attorney-General's

Vacancy VN-0742699

Attorney-General's Department

Closing Date:Thursday 13 June 2024

Information Division

Job Title	Project Manager - Infrastructure
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$114,780 - \$139,657
Classification	Executive Level 1
Position Number	0245/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=23BC31E9-F9FC-8636-7785-DAC28CF0DDCE>

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

Duties

Employment Opportunity

The Delivery Management section is the Project Management Office (PMO) within Information Division. Our team is responsible for end-to-end ICT project delivery with full oversight of the divisions program of work, tracking progress, managing expenses and ensuring alignment with the ICT strategy. Our project portfolio includes a range of ICT projects which includes networks, infrastructure, applications and more.

Information Division is looking for a Project Manager with demonstrated experience managing multiple network and infrastructure ICT Projects with critical delivery dates. The ICT Infrastructure Project Manager will provide leadership and co-ordination across a number of district Information and Communication Technology projects to ensure that technical infrastructure and systems deliverables are completed within approved budget, schedule and quality parameters.

Information Division currently follows an Agile delivery approach for delivering ICT projects in most cases, or a hybrid methodology where more appropriate. We work in partnership with Subject Matter Experts in the department and industry. Our Project Managers are responsible for all aspects of project management including project governance, budget, scope management, resource management, sourcing, contract management, stakeholder relationship management, performance management, risk mitigation and reporting. This position will play a key role in leading the technical teams to deliver exceptional products that are fit for purpose and meet customer and business expectations.

In addition to leading specific projects, the Project Manager will contribute to the Delivery Management Centre of Excellence (COE) where they will collaborate with other Project and Delivery Managers in the team to identify best practices in Project Management. They will also work to standardise project management practices, processes and artefacts used by the team to enhance project delivery efficiency and consistency across the division.

How you can help us make a difference

The successful candidate will identify improvements and contribute to the development of organisational policies, standards, and guidelines for Project Management.

The Project Manager will:

- Manage multiple network and infrastructure ICT projects and deliver agreed outcomes within agreed timeframes to the satisfaction of the Project Sponsor
- Design project implementation and resource plans, execute and manage project deliverables and costs
- Manage project quality, performance and resources, schedules, risks and issues

- Lead the Investigation and resolve technical issues, including logging, diagnosing, and resolving problems under the project team's direction
- Manage and coordinate the design and development of IT infrastructures within organisations
- Facilitate Project Board Meetings, Stage gate reviews, sprint ceremonies etc
- Manage project finances, budgets and forecasting
- Deliver evidence-based program-level and project-level reporting to senior management
- Establish formal ICT contracts following government procurement guidelines for the supply of products or services and effectively manage these contracts to ensure vendors fulfil contractual obligations
- Ensure projects are carried out in accordance with agreed architectures, standards, methods and tools and addresses security and privacy requirements
- Build long-term, strategic relationships with senior stakeholders.

Qualifications and experience:

- Demonstrated experience in a Senior Project Manager role with experience delivering network and Infrastructure ICT projects using formal project management methodologies such as PRINCE2 and PMBOK
- Tertiary qualifications in Project management (desirable)
- Agile certifications such as Professional Scrum Master, SAFe, AgilePM (desirable)

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To Apply

Position Contact	Melissa Purcell, (02) 6141 5846
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=23BC31E9-F9FC-8636-7785-DAC28CF0DDCE

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Attorney-General's

Vacancy VN-0742680

Australian Federal Police

Closing Date:Thursday 13 June 2024

Job Title	Learning & Development Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$95,010 - \$102,927
Classification	APS Level 5
Position Number	12960
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12960/>

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 mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- 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 suitably qualified applicants wishing to be considered for the role of Learning and Development Advisor.

Join our dynamic Education and Professional Learning (EPL) Team and be at the forefront of enhancing the Australian Federal Police's (AFP) investigative prowess. We are dedicated to developing cutting-edge flexible learning solutions tailored to our clients' needs, boosting the AFP's investigations capability.

As part of the EPL Team nestled within the broader Investigations Standards and Practices (ISP) portfolio, you'll champion best practices and elevate investigative standards. You will be essential in the development, implementation and evaluation of training programs that uplift the AFP's Investigative Capability. We are on the lookout for a skilled individual to fill this vital support role within the team. If you are ready to take on core responsibilities and exceed expectations, we invite you to join us in shaping the future of investigative excellence.

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?

As a Team Member supporting the Education and Professional Learning Team (EPL) within Investigations Standards and Practices (ISP) the successful applicant would be expected to:

- Develop high quality learning solutions to enhance AFP and Commonwealth partner agencies' investigative capabilities.
- Design and evaluate training programs to foster learning and encourage critical thinking.
- Stay updated on technology and design principles for creating engaging learning resources.
- Promote a culture of innovation and continuous improvement in educational products and processes.
- Identify critical capability gaps in investigations and learning strategies.
- Collaborate with key stakeholders to identify emerging trends in investigations and learning.
- Demonstrate an understanding of legislative, policy, and regulatory frameworks relevant to the Investigations Capability and Learning and Development Command.
- Manage project tasks including timelines, tracking project activities, supplier liaison and reporting as necessary.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of the application.
- A Negative Vetting 1 security clearance or the ability to obtain one.
- Demonstrated ability to develop and design high quality educational products.
- Strong attention to detail.
- Good oral and written communication skills.
- A high level of understanding of the role and function of the AFP.

Notes

Additional Information

- This role is located in Canberra, ACT and applicants are expected to be based in Canberra, ACT
- This role is an AFP band level 5
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Renee Macdonald, 02 51265181
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12960/

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Attorney-General's

Vacancy VN-0742315

National Anti-Corruption Commission

Closing Date:Thursday 13 June 2024

Executive

Job Title	Executive Officer to the CEO
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$140,402 - \$158,205
Classification	Executive Level 2
Position Number	052_05/24_PN1563
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

The successful candidate will work under the general direction of the CEO.

Key activities of this position include:

- Effectively managing the Office of the CEO including the appropriate prioritisation of tasks and workflow, managing critical tasks and requests for the Office of the CEO, including strategic responses to external requests and sensitive issues.
- Coordinating the preparation of briefing material and research, stakeholder management, cross-Commission communication, and monitoring progress on key activities.
- Providing input into strategic planning and business documentation including advice on work program and organisational issues for the Office of the CEO.
- Coordinating senior executive level briefs including drafting, editing, and preparation of reports.
- Liaising on behalf of the CEO with other statutory officers and senior executives.
- Providing support to the Commissioner and Deputy Commissioners where required.

- Providing direction and support to executive support staff within the Commission

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC’s positive workplace culture. **Eligibility**

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

- Citizenship** – Applicants must be an Australian Citizen.
- Security Clearance** – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- Suitability assessment** – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.
- Probation** - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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 Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Philip Reed, (02) 6203 8082
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General’s

Vacancy VN-0742610

Office of Parliamentary Counsel

Closing Date: Sunday 16 June 2024

Publications

Job Title	Software Developer
Job Type	Full-Time, Ongoing
Location	Forrest ACT
Salary	\$136,246 - \$164,027
Classification	Executive Level 2
Position Number	5180
Agency Website	https://www.opc.gov.au

Job Description

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

The Office of Parliamentary Counsel is seeking an experienced software developer to join a team that supports the Federal Register of Legislation application.

The Federal Register of Legislation is the authorised wholeofgovernment website for Commonwealth legislation and related documents. It contains the full text and details of the lifecycle of individual laws and the relationships between them.

We require a skilled full stack developer to join the team to support and enhance the application going forward.

Duties

In addition to meeting the selection criteria of the Integrated Leadership System (ILS) at the EL2 classification, the successful applicant will have demonstrated experience in some or all of the following criteria:

- Write well-designed, maintainable and testable code and integrate software components into an existing, fully functional software system
- Contribute to the development and on-going support of existing solutions using Agile development methods
- Collaborate with team members and provide ad hoc advice, research and proof of concept work on architecture, components and integration
- Participate in code quality assurance processes, such as unit testing and peer reviews for accuracy and functionality
- Design, implement and test software components to meet the user and system requirements

- Assist with continuous product and process improvement by identifying technological and systems deficiencies and recommending process, procedures and method improvements.

Eligibility

To be eligible for the role, you must:

- Be an Australian Citizen
- Be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is the legislative drafting and publishing agency for the Commonwealth of Australia. We deliver high quality services for the drafting of Bills and subordinate legislation. We publish Commonwealth laws and instruments through the Federal Register of Legislation website. We also offer a range of training courses on the legislative and drafting processes. OPC is a capable and well respected agency, offering staff a range of interesting and challenging work experiences. Whether it be in the preparation of legislation, editorial, publishing, training or corporate administration tasks in IT, Finance and Human Resources, OPC staff are valued and empowered to fulfil their potential. We encourage a culture that supports diversity, inclusion and respect, and welcome people from a range of backgrounds, skills, experiences, and perspectives. OPC is an Australian Commonwealth government agency established under the Parliamentary Counsel Act 1970. OPC is structured around 3 statutory appointments, headed by the First Parliamentary Counsel (FPC), with support from 2 Second Parliamentary Counsel. OPC has around 100 staff employed under the Public Service Act 1999.

To Apply

Position Contact	Andrew McLeod, (02) 6120 1383
Agency Recruitment Site	https://www.opc.gov.au/careers

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Defence

Vacancy VN-0742191

Department of Defence

Closing Date:Thursday 13 June 2024

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Senior Transformation Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DSTG/04408/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=948CD607-6B34-EAC9-4991-DAC0735B168C>

Duties

The Role

The role of Senior Transformation Officer within the Transformation Management Office (TMO) is an integral role for the successful delivery of strategic transformation within Defence Science Technology Group (DSTG). Working within a small team, the Senior Transformation Officer will provide support across various transformation and project activities, where no two days will be the same due to the diverse workload.

If you have a passion for delivering excellence in transformation, this exciting opportunity provides the ability to grow your skills by contributing to the coordination of project plans, schedules and transformation deliverables within DSTG. You will also serve as the central information hub, managing TMO enquiries from both internal and external stakeholders, using your exceptional communication skills to provide transformation guidance and information.

Key duties include:

- Coordinate and contribute to transformation workshops, meetings and stakeholder forums.
- Assist with drafting written materials, including business cases, project plans, executive briefs, and corporate documentation for review.
- Collaborate with the Director and Assistant Director TMO to manage DSTG’s transformation program schedule, tracking task progress and monitoring deadlines in order to report any identified or potential delays.
- Work collaboratively, and negotiate effectively, with stakeholders and subject matter experts to understand current DSTG policies, and to support delivery of transformation outcomes.
- Provide advice and assistance to stakeholders on transformation activities, project schedules, communication and change plans.
- Contribute to the development of change and communication products across a variety of tools to support transformation activities.
- Assist with the assessment and evaluation of information and processes for compliance with Defence legislation and policy, and recommend action if required.
- Be proactive in responding to stakeholder queries and requests, ensuring responses are provided within agreed timelines.
- Support delivery of continuous improvement initiatives within the branch and as part of the TMO team.

About our Team

The Science Strategic Planning & Engagement Division (SSPE) plays an exciting role by strategically positioning DSTG to deliver impact for Defence. The division coordinates and

develops external engagements, science policy, strategic research programs, workforce initiatives, strategic transformation and investment in DSTG's science and technology capabilities.

Situated within SSPE, the TMO is a dedicated team, which facilitates the implementation of strategic initiatives. By working together in an inclusive environment, the team achieves outcomes through coordination, scheduling, governance, and assurance activities. This contributes to successful implementation of DSTG's strategic reform initiatives, ensuring alignment to broader Defence initiatives.

By taking a shared approach, the team demonstrates their ability to work as one. They welcome and support staff, encouraging ideas, insights and opinions to empower staff to do their best, creating an inclusive and respectful workplace.

Our Ideal Candidate

We are seeking a strategic thinker who is able to undertake diverse project management work and contribute as part of a high-performing team to achieve results. As a dynamic team member, you will use your strong interpersonal and communications skills (both written and verbal) to build collaborative stakeholder relationships, influence change and drive continuous improvement. You will support and motivate the team to come together and excel in meeting organisational objectives. By possessing a desire for professional improvement, you will be committed to continuing your own self-development, utilising learning and development opportunities, professionalisation courses and on the job training.

Our ideal candidate will demonstrate:

- The ability to work across a diverse stakeholder group, building and fostering strong relationships to communicate transformation information.
- Excellent time management skills and an ability to use your initiative to analyse, plan, review and adjust priorities and work activities to meet business outcomes in a highly dynamic environment.
- Strong analytical and problem solving skills, including the ability to manage conflict and competing priorities.
- An appetite for creating positive change in a fast-paced environment.
- Initiative working with limited supervision whilst engaging multiple stakeholders to achieve project outputs.
- A willingness to work independently and collaboratively as part of a high performing team.
- A high proficiency in Microsoft Office applications, in particular Word, PowerPoint and Excel, and the ability to learn quickly and use new software systems.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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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	Audrey Gilrain, 0423 889 473
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=948CD607-6B34-EAC9-4991-DAC0735B168C

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Defence

Vacancy VN-0742221

Department of Defence

Closing Date:Thursday 13 June 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Contract Operations Team Leader
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/04505/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7BEB58EB-D84E-9ECE-88BB-DAC075B5AE6B>

Duties

The Role

As a Contract Operations Team leader, you will play a key role in the successful ongoing management and performance of the

Explosive Ordnance Services Contract (EOSC).

Duties include but may not be limited to:

- Coordinating and ensuring the effective delivery of outcomes by the EO Services Contract to the ADF and other customers;
- The use of judgement and initiative to resolve issues and risks associated with the delivery of services by the EO Services Contract;
- Engagement with the contracted service provider to monitor Contract performance and outcomes required in support of ADF needs;
- Ensure the contractor acts and complies with all National, State and Defence legislation and policies;
- Engagement with key ADF customers and a wide range of other Defence stakeholders;
- Attending and representing the Directorate at meetings with an array of stakeholders both ADF and civilian, internal and external to Defence.

About our Team

The Directorate of Logistics - Explosive Ordnance comprises of four functional areas in support of ADF explosive ordnance storage and distribution, Contract Management, EO Licensing, Facilities Planning and Delivery, and Logistics Capability planning.

In this role, as the Contract Operations Team Leader you will be part of a small team supporting and reporting to the Deputy Director Explosive Ordnance Storage and Distribution, within the Contract Management area.

Our Ideal Candidate

Our ideal candidate will have the skills and experience to fulfil the following criteria:

- An ability to interpret complex information from a range of regulations, procedures, policies and contract terms;
- Be able to interrogate and investigate multiple sources of data to arrive at, and support decision making;
- The ability to juggle competing priorities, an attention to detail and be results orientated;
- Have excellent written and verbal communication skills, and be able to engage confidently with various stakeholders to achieve agreed outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr Bryce Murdoch, 0411 117 557
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7BEB58EB-D84E-9ECE-88BB-DAC075B5AE6B

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Defence

Vacancy VN-0742274

Department of Defence

Closing Date:Thursday 13 June 2024

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Director Research Contracts and Agreements
Job Type	Full-Time, Ongoing
Location	Eagle Farm QLD, Edinburgh SA, Eveleigh NSW, Fairbairn ACT, Fishermans Bend VIC
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DSTG/04508/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4566E355-6DED-0F92-8193-DAC0B0085D70>

Duties

The Role

- The EL 2 Director is accountable for leading a Directorate responsible for the provision of contracting advice and implementation of research contracts and related agreements for the Defence Organisation.

- The Director is responsible for maintaining an effective and efficient contract drafting and implementation framework that is in line with departmental and Commonwealth procurement policies and regulations.
- It is expected that the Director will leverage their experience in managing contracting/procurement teams to continually improve and refine the processes of the Directorate as required.
- This role has a primary focus on contract drafting, negotiation and implementation, with a secondary focus on providing contract management advice to stakeholders.
- Requires a deep understanding of the early stages of the procurement process. Specifically, the Director will apply their knowledge and experience in project planning, contract drafting and negotiation to lead a team of commercial professionals and provide support as required.
- Experience in building and managing teams is critical for this role, it will provide the opportunity to consolidate previous leadership experience to further develop a team in a challenging and rewarding environment networked across multiple parts of Defence.
- Stakeholder management is central to the role, with a high volume of interaction and engagement with senior representatives from internal and external entities.
- Under broad direction, the successful candidate will report to the Executive Director of Partnerships Branch.

About our Team

The Defence Research Contracts & Agreements Directorate (RCAT) supports research procurements by implementing contracts and agreements that support Defence's Innovation, Science and Technology (IS&T) objectives. The team provides commercial and contracting services to all areas of the Defence Organisation.

RCAT is a part of DSTG's Science Partnerships Branch and is made up of commercial professionals with considerable experience in both traditional Defence procurement and contracting domains, as well as research-specific enterprises.

RCAT provides complex commercial advice and support to Defence officials seeking to contract external partners for IS&T activities. It works closely with specialist areas within Defence (including procurement, partnering, security, commercialisation and legal) to ensure the advice is robust and complies with Defence and Commonwealth policies and regulations that are applicable to contracting for IS&T.

Our Ideal Candidate

The ideal candidate will have proven ability to build and maintain relationships with internal and external partners at all levels within a science and technology research environment.

The successful candidate will be able to earn the trust of a range of internal and external stakeholders by demonstrating passion, commitment and an understanding of the complexities and operating challenges of stakeholders, with a particular focus on commercial aspects.

Your competency in the following areas is distinctly advantageous:

- The role requires an innovative and self-motivated person with exceptional influencing, communication representational and relationship management skills and the initiative to make a difference.
- Experience in leading and managing highly qualified and experienced people in a commercial domain.
- Extensive knowledge of research and collaboration frameworks, legislative frameworks and an understanding of government decision-making processes and policies of relevance to Defence Innovation, Science and Technology Strategy.

- An awareness of collaboration challenges between industry, universities and government agencies.
- Experience in negotiating a wide range of collaboration and research contracts and related agreements across organisational boundaries.
- The demonstrated ability to build and maintain productive working relationships with key senior stakeholders in Defence Science, Government and the Australian innovation system.
- A good understanding of procurement, ideally applied in a large and/or government organisation.
- Tertiary qualification in a relevant discipline(s).

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Greg Redden, 0466 717 704
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4566E355-6DED-0F92-8193-DAC0B0085D70

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Department of Defence

Closing Date:Thursday 13 June 2024

Defence Capabilities Group
Joint Logistics Command

Job Title	Legislation Policy Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/04527/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6F5D26DA-7181-4D2C-B319-DAC0AF949159>

Duties

The Role

The Explosives Act Thematic Review (EATR) Taskforce is seeking an APS 6 Policy Officer to assist with the reform of Commonwealth explosives legislation framework and development of a new Commonwealth Explosives Regulator. This work will support the Government's priorities outlined in the Defence Strategic Review, including for Guided Weapons and Explosive Ordnance. Specifically, the reform activities are seeking to assure both operational capability, community safety, with all activities involving commonwealth explosives.

You will:

- Undertake research and analysis of the existing legislation framework, both within Australia, and some overseas contexts;
- Assist with the delivery of legislative reform including developing strategies, plans, schedules, briefs and other related artefacts;
- Work collaboratively with internal and external stakeholders in relation to complex issues, building credibility, trust and thus fostering excellent working relationships; and
- Be responsible for coordinating and delivering a variety of Taskforce planning, reporting, scheduling and record keeping activities.

About our Team

Defence is undertaking a review of the existing Commonwealth explosives legislation framework on behalf of the Australian Government. The new legislation will include establishing a Commonwealth Explosives Regulator (CER).

The EATR Taskforce will provide options for Government in 2024 on the potential organisational arrangement for the CER. The Task Force will establish the CER in accordance with the approved option. This is a significant, high profile project that involves reviewing and reforming interdependent Commonwealth and State and Territory legislation and corresponding policy

development.

Tasks will involve close engagement and negotiation with Defence senior executives, other Commonwealth agencies, State and Territory governments and regulatory bodies, and industry. This is a unique opportunity to build your experience in government and Cabinet processes, engage with other government agencies and be a significant contributor in the creation of a new regulatory entity.

Our Ideal Candidate

Our ideal candidate will:

- Be a proactive, self-directed team player;
- Have an existing experience of government policy development or transferrable skills and knowledge with regard to legislation, regulation and/or compliance frameworks or projects;
- Have demonstrated experience or willingness to learn about the Commonwealth's role providing national regulation to support both operational capability and safety;
- Have demonstrate experience with development and implementation of a range of operational support products, including frameworks, policies, guidelines and factsheets;
- Have highly-developed oral communication skills and demonstrated ability to communicate information coherently and concisely to different audiences;
- Have demonstrated ability to set priorities, meet deadlines, work effectively under pressure and in a team environment; and
- Have the ability to travel interstate and support senior EATR Taskforce representation when required.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Amy Bracegirdle, 02 6265 2252
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F5D26DA-7181-4D2C-B319-DAC0AF949159

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Defence

Vacancy VN-0742293

Department of Defence

Closing Date:Thursday 13 June 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Director Capability Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	JCG/04432/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D65A678D-5640-CDD6-ECC5-DAC0B12A7418>

Duties

The Role

Accountable to the Executive Director for leading project and work teams to achieve complex aligned to the National Defence Strategy and IIP.

- Responsible for providing strategic direction and guidance to integrated teams, including managing resources, exercising delegations, setting clear performance and behavioural standards, and managing performance outcomes.
- Responsible for exercising independence and applying high-level decision making to influence program directives and requirements, develop project plans and strategies, monitor workflow and manage risk, issues and performance.

- Responsible for building and sustaining productive working relationships with the Defence strategic centre, delivery agencies, groups and services and external stakeholders to understand and manage dependencies and requirements.
- Responsible for engaging the Defence strategic centre, groups and services, and whole-of-government central agencies to inform, collaborate and negotiate on complex issues to positively influence Theatre Logistics capability outcomes.
- Responsible for drafting high-level correspondence including committee submissions, ministerial and cabinet papers, senior-level briefing papers, and presentation material.

About our Team

Logistics Capability Branch is a newly established branch within Joint Logistics Command. Logistics Capability Branch sponsors and manages logistics capability development, delivery and integration through the Logistics Capability Program to enable to generation and sustainment of priority areas that align with the Defence Logistics Authority-Delegate's directions.

In doing so, Logistics Capability Branch is responsible for:

- Progression and integration of logistics related to the National Defence strategy direction.
- Establishing, managing and maturing projects and programs within the Defence Logistics Capability Program.
- Building and maturing the capacity and capability of the Logistics Capability Branch, and ensuring its alignment with the One Defence Capability System.
- Successfully accelerating the delivery of critical capabilities under JP8218 Theatre Logistics.

Our Ideal Candidate

We are looking for agile and motivated individuals who have:

- Demonstrated experience and expertise in Program and/or Project Management.
- Demonstrated experience within the One Defence Capability System,
- Demonstrated ability to develop and implement plans and strategies,
- Demonstrated ability to work in a complex and ambiguous environments,
- Demonstrated ability to communicate with influence,
- Highly developed written communication skills with experience writing Cabinet, Ministerial, committee and/or senior leadership briefs and papers,
- Demonstrated ability work work independently with minimal oversight and;
- Demonstrated strong interpersonal skills and strong leadership qualities.

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>

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To Apply

Position Contact	Teisha Mercer, 02 6155 9596
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D65A678D-5640-CDD6-ECC5-DAC0B12A7418

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Defence

Vacancy VN-0742342

Department of Defence

Closing Date:Thursday 13 June 2024

Capability Acquisition and Sustainment Group
Integration

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Sydney NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/02198/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EC2737C7-2AE1-A2BC-B68A-DAC0EA6A3998>

Duties

The Role

The Strategy and Planning Branch within the Strategy, Planning and Independent Assurance Division, Capability Acquisition Sustainment Group (CASG) are seeking APS 6s to join our teams. In light of the recent uplift of CASG Program Management

Function within the Branch, there are a number of opportunities to recruit proactive and motivated APS 6s to support various initiatives within the areas of:

- Risk Management
- Planning and Scheduling
- Cost Forecasting and Budgeting
- Earned Value Management (EVM)
- Program, Project and Product Management Policy.

Project Support Officers will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed project technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

APS 6 Project Support Officers will also have a considerable level of complex stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

We intend to create a merit pool which will be leveraged throughout the year to fill vacancies across the Branch.

About our Team

Strategy and Planning Branch is responsible for best practice in Program, Project and Product Management and for leading and defining new ways of doing business that is responsive to Defence's future capability requirements.

Program Management Function within Strategy and Planning Branch are leading improvements in Project Management & Project Controls, to strengthen the following areas: Planning and Scheduling; Cost Forecasting and Budgeting; Risk Management; and Project Management professionalisation.

Our Ideal Candidate

Our ideal candidate will be a positive, team player, willing to learn, have a strong attention to detail, be able to adapt efficiently to changes in workload and committed to providing consistent high-quality support to various Branch initiatives. If you also possess the following skills, then we encourage you to apply:

- Strong communication skills;
- Structuring messages clearly and succinctly, both orally and in writing;
- Provide project management support and facilitate administrative and coordination requirements;
- Resolve problems using expertise, taking the initiative to identify alternative courses of action;
- Engage with internal and external stakeholders and Projects/Products as required to assist with business requirements;
- Ability to understand and apply application of relevant policy and procedures;
- Build and sustain effective relationships with team members and actively participate in team work and group activities;
- Have sound analytical skills to develop and recommend options that achieve optimal Defence outcomes;
- Strong task management and prioritisation skills and;
- Strong collaboration skills.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Office of AS CASG Strategy and Planning, 02 5109 2526
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EC2737C7-2AE1-A2BC-B68A-DAC0EA6A3998

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Defence

Vacancy VN-0742349

Department of Defence

Closing Date:Thursday 13 June 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Assistant Product Manager - CJC03 - JC2SPO
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/04575/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7B9D0EC4-C95A-3CA7-74E9-DAC0EB0E2B6F>

Duties

The Role

Joint Command and Control Systems Program Office (JC2SPO) is seeking an Assistant Product Manager.

As an Assistant Product Manager, you will work within a blended APS, Military and Industry team and be accountable to use your knowledge of, and compliance with, legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will provide detailed product management technical, professional and policy advice in relation to complex work. You will analyse, develop and recommend product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.

About our Team

The Joint Command and Control Systems Program Office (JC2 SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas.

These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains. JC2 SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

The ideal candidate will be a customer-oriented problem solver focused on achievement of outcomes. A strong team player with the ability to engage with a broad range of stakeholders.

Under the pressure of customers' operational demands, you can plan, prioritise and communicate effectively to ensure that customers' are met.

The ideal candidate will be:

- Accountable for the accurate completion of work within agreed schedules to ensure product management requirements are fully considered, costed and documented.
- Understand and apply product management policies, processes and procedures to support management of Defence assets.
- Build and sustain productive working relationships to achieve product management outcomes.
- Investigate and identify product management risks and issues and take the initiative to provide solutions.
- Review, analyse and report upon product performance.
- Analyse, develop and recommend product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.

Eligibility

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

Notes

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

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To Apply

Position Contact	Melanie Broadbent, 02 6192 7435
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B9D0EC4-C95A-3CA7-74E9-DAC0EB0E2B6F

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Defence

Vacancy VN-0742368

Department of Defence

Closing Date:Thursday 20 June 2024

Air Force
Air Command Australia

Job Title	Communications Technician
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	\$67,339 - \$89,659
Classification	
Position Number	AF/04187/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3947C638-78A4-EE94-23A2-DAC0EB8C9194>

Duties

The Role

The (APS 3/4/5) Communications Technician is responsible for the conduct of maintenance on Communication, Navigation, Surveillance (CNS) equipment either in the workshop or at various sites within the RAAF Base East Sale confines and surrounding area. The position provides extensive exposure to the majority of the CNS equipment in an Air Navigation Support Provider (ANSP) Air Traffic Control environment.

Responsibilities for this role include, but are not limited to:

- Plan maintenance tasks;
- Conduct preventative and corrective maintenance on Communication, Navigation, Surveillance (CNS) systems within the scope of authority;
- Adhere to all Technical and Defence Aviation Safety Regulations (DASR) during the conduct of maintenance;
- The role will provide a number of opportunities to develop skills and knowledge through participation in courses and on the job training;
- There is a requirement to work day and evening shifts, some weekend work will be required; and
- Proficiency with computers is required, and training in Defence specific computer aided maintenance management programs will be provided.

Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the Defence Enterprise Collective Agreement 2024. This may include additional remuneration and/or the variation of other conditions. In these cases, total remuneration will comprise of base salary + IFA additional remuneration + superannuation.

About our Team

453 Squadron Maintenance Team in East Sale (Vic) delivers critical support to Air Traffic Control (ATC) operations by maintaining and managing Communication, Navigation, Surveillance (CNS) equipment systems. These systems include radar, radios, navigation aids and communication network systems in support of Defence and Civilian ATC.

The team is comprised of 16 members. The communications technician will work for a

Maintenance Manager as part of a small mixed team of RAAF and APS personnel.

The team is motivated and self-disciplined, creating an environment for continuous improvement, personal development and career progression.

Our Ideal Candidate

The ideal Communications Technician is capable of working alone and within small teams while conducting technical maintenance work within an Air Navigation Support Provider environment, which is bound by strict Defence Aviation Safety Regulations and instructions.

The candidate must be able to effectively communicate both written and verbally with other team members and external stakeholders involved in the maintenance and operation of Communication, Navigation, Surveillance (CNS) equipment. **Eligibility**

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3, Level 4 or Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Shaun Hull, 03 5931 7631
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3947C638-78A4-EE94-23A2-DAC0EB8C9194

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Defence

Vacancy VN-0742371

Department of Defence

Closing Date:Thursday 13 June 2024

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Director Strategic Partnerships
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DSTG/04425/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0B3CE765-2DB4-CDC4-7FA3-DAC0EC5AB6C3>

Duties

The Role

The Director of Strategic Partnerships has responsibility for leading and developing a geographically dispersed team which develops and implements strategic partnering frameworks to facilitate Defence's science and technology engagement with universities, industry, research agencies and other entities in the innovation system.

The role will foster cultural change and will establish close working relationships with numerous internal and external stakeholders across Defence and the innovation system.

Specifically, the role will:

- Lead and develop a multidisciplinary team with expertise in partnerships and collaboration.
- Provide strategic direction, clear and consistent communication, manage performance and develop people.
- Lead the development and implementation of strategic frameworks to support the development of partnerships and collaboration across Defence Science and Technology and Defence more broadly.
- Coordinate the provision of highly complex briefing material, reports, correspondence and advice to a range of Stakeholders including Ministers and Defence senior executives.
- Manage allocated resources, set work area priorities, workflows, develop strategies and evaluate business outcomes.

About our Team

Strategic Partnerships is a Directorate within Partnerships branch which consists of the Directorates of Partnership Development, Strategic Partnerships, Partnership Security, Research Contracts & Agreements and Science Translation.

Science Strategic Planning and Engagement Division is responsible for the planning and oversight of DSTGs research program, including developing the strategic direction, capability planning and external engagement.

Science Partnerships works to enhance Defence impact by collaborating with research and industry partners, nationally and globally.

The Strategic Partnerships Directorate consists of a geographically dispersed team with extensive experience in developing and implementing collaborative arrangements between organisations in a science and technology environment.

The Strategic Partnerships team is extensively networked with other teams across DSTG, Defence and the national innovation system.

Our Ideal Candidate

The ideal candidate will have proven ability to build and maintain relationships with internal and external partners at all levels within a science and technology research environment.

The person will be able to earn the trust of a range of internal and external stakeholders by demonstrating passion, commitment and understanding of the complexities and operating challenges of stakeholders.

Specifically:

- The role requires an innovative and self-motivated person with exceptional influencing, communication representational and relationship management skills and the initiative to make a difference.
- High level strategic thinking and planning skills and experience in leading and managing significant change agendas, with highly qualified and experienced people.
- Extensive knowledge of research and collaboration frameworks, legislative frameworks and an understanding of government decision-making processes and policies of relevance to Defence Science and Technology Strategy.
- The person must have a very strong understanding of the Australian innovation system and an awareness of collaboration challenges between industry, universities and government agencies.
- Experience in negotiating a wide range of collaboration and research arrangements across organisational boundaries.
- The person will be adaptable to change, have strong leadership and people skills, and a demonstrated ability to build and maintain productive working relationships with key senior stakeholders in Defence Science, Government and the Australian innovation system.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Greg Redden, 0466 717 704
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0B3CE765-2DB4-CDC4-7FA3-DAC0EC5AB6C3

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Defence

Vacancy VN-0742413

Department of Defence

Closing Date:Thursday 13 June 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Senior Tactical Data Link Tester - JC2SPO
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/04574/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7B02ACA3-B931-0040-3833-DAC125096CA7>

Duties

The Role

Joint Command and Control Systems Program Office (JC2SPO) is seeking Senior Tactical Data Link Testers. Tactical Data Link's (TDL's) underpin the integration of the Joint Force and are vital for ADF Operations as they connect sensors and weapon systems. JC2SPO supports implementation of TDL functionality through the provision of specialist Engineering Advice and Test and Evaluation services. You will work within a blended APS, Military and Industry team responsible for conformance and interoperability testing of ADF TDL systems.

About our Team

The Joint Command and Control Systems Program Office (JC2SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas. These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains. JC2SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

You will be a customer-oriented problem solver focused on achievement of outcomes. Under the pressure of operational demands, you can plan, prioritise and communicate effectively.

The ideal candidate will be:

- Experienced in performing technical activities, tasks relating to military RF and communications systems.
Experienced in providing specialist Engineering Advice and Subject Matter Expertise, support to Interoperability Assurance, Test and Evaluation, Laboratory and Infrastructure services.
- Accountable for exercising assigned technical authorities and any Technical Regulatory Authority delegations;
- Experienced working in and/or providing technical support in line with applicable legislative, policy and regulatory frameworks
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders on complex issues.
- A team leader who values team work and performs well in a diverse and integrated environment.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Melanie Broadbent, 02 6192 7435
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B02ACA3-B931-0040-3833-DAC125096CA7

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Defence

Vacancy VN-0742423

Department of Defence

Closing Date:Thursday 20 June 2024

Defence Science and Technology Group
Research Technology and Operations

Job Title	Senior Research Security Advisor/COMSO
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DSTG/04512/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C78E2B3C-A57E-C597-66E5-DAC12622828D>

Duties

The Role

Exciting opportunities exist for enthusiastic, motivated, high performing security professionals to join Defence Science and Technology Group (DSTG).

Working in DSTG you will be part of a dedicated security team providing researchers and staff with security advice and capability support to enable them to deliver efficiently on Defence priorities in line with legislative and policy requirements.

You will work to promote a positive enabling security culture within a highly technical research environment by providing professional support and advice, directly contributing to enhancing Defence research through risk managed, yet innovative approaches to security.

Within the Security Operations Directorate, there are vacancies for APS 6 Senior Security Research Advisors across major DSTG sites at Fishermans Bend (VIC), Edinburgh (SA) and Fairbairn (ACT). Security advisors operate at a whole of group level but are based in regional teams to enable them to build closer engagement with key stakeholders, better understand their work programs

and physical infrastructure.

As a Senior Research Security Advisor, you will be expected to contribute to the development and implementation of consistent security processes through a service delivery desk model, but also through direct divisional engagement. You will need to proactively engage with a broad range of stakeholders to monitor and discuss group and divisional security performance and ensure appropriate security understanding and compliance is maintained. This will include preparation of detailed security plans and a willingness and ability to negotiate and influence. You will need to work with divisional stakeholders to anticipate, develop and deliver solutions to complex and sensitive problems. You will be accountable for the accurate and timely delivery of complex personnel and protective security service to support divisional staff. A focus of your work for 2024-25 will be the supporting the uplift of security capability through DSTG including in coordinating the certification and accreditation of facilities.

You will be encouraged to take on the role of COMSO or Deputy COMSO on a roster arrangement, supporting a regional approach to management of SCIFS. Responsibilities in this capacity may include managing and maintaining the accreditation and certification of a DSTG SCIF, and the protection of SCI information, managing and facilitating compartment briefs, transfers and debriefs, acting as the point-of-contact between DSTG and Australian Signals Directorate (ASD), and conducting regular audits of sensitive information as per the requirements of the Protective Security Policy Framework (PSPF).

Within the Security Strategy, Assurance and Reporting Directorate, there is a single vacancy for a Senior Security Advisor. COMSO responsibilities for this vacancy are negotiable. Your role will focus on liaising with stakeholders in relation to complex or sensitive issues and you will take the lead in developing procedures, instructions and tools to operationalise the requirements of legislative and Defence policy frameworks to the research setting. You will lead the development and customisation of education and instructional materials for staff across DSTG, but also for your security colleagues. You will be required to undertake specialist research and analysis, conduct interviews and investigations, and design and conduct assurance activities in support of the DSTG Security Strategy. You will lead and contribute to the production of high-quality reports, submissions, briefings and discussion papers related to the security function.

You will be required to work collegiately with security colleagues across the broader security function and may be required to build, coach or lead a team and be accountable for setting their work priorities, building their capability and ensuring the quality of their work.

The duties of an APS 6 Security Advisor in Defence include the following, but you will have a greater or lesser focus on each of these duties dependant on your specific responsibilities from time to time:

- Prepare and conduct security training and awareness sessions to Defence personnel to support the protective security needs of Defence.
- Identify, research and analyse complex protective security issues, and provide recommendations and advice to stakeholders to enable the achievement of appropriate security arrangements.
- Understand the security risk context within the Defence environment to provide advice on complex protective security matters.
- Build and sustain productive and collaborative relationships with whole-of-Government stakeholders to achieve protective security objectives.
- Evaluate and assess activities and processes to identify and initiate innovative solutions to enable continuous improvement.
- Collate, research and analyse protective security issues to produce high-quality reports, submissions, briefings and discussion papers.
- Tailor communication style and language according to the audience's level of knowledge, skill and experience.
- Accountable to lead a team, allocate work, resources and tasks, set work area priorities, develop strategies and evaluate business outcomes.
- Accountable for accurate completion of work within timeframes, sharing own expertise with others and guide and mentor less experienced employees.
- You are accountable for contributing to your own professional growth and development.

About our Team

Research Technology and Operations Division (RTO) delivers specialist capabilities to Defence Innovation Science and Technology (IS&T). RTO comprises a professional workforce of engineers, technicians, computational scientists and other staff who provide a wide range of highly specialised and unique research capability and innovative solutions delivering advanced research platforms for defence, national security and the wider IS&T ecosystem. RTO capabilities accelerate and protect Defence's science and technology advances and promote a collaborative, compliant, safe and healthy workplace.

Research Operations Branch is building a strong and professional workforce of highly qualified, trusted advisors who work with our research scientists in the provision of leading edge, safe and secure research infrastructure and business advice. We engage with broader Defence stakeholders to ensure DSTG's I, S&T enabling capability requirements are well planned and appropriately prioritised with a strategic mindset. Research Operations also has stewardship of the delivery of DSTG's Trials planning, coordination and support.

Our Ideal Candidate

The ideal candidate for this role;

- Is passionate about a role in protective security in government, is committed to adhering to and promoting Defence values and behaviours, and is committed to Defence's purpose to defend and protect Australia and advance its strategic interests.
- Has a sound knowledge of Australian Government and Defence security principles, policy and controls and understanding of Australia's protective security environment and the importance of protective security in mitigating Defence's security risks.
- Is a strong and confident influencer with a willingness to work with stakeholders to address complex and sensitive issues while maintaining productive working relationships.
- Has a thorough understanding of security risk assessment development and management.
- Is able to demonstrate well developed written and verbal communication skills with the ability to interpret policy and provide advice that resonates with different stakeholder groups.
- Has a demonstrated ability to interpret policy, develop and deliver solutions to complex problems and be able to prioritise work, manage time and deadlines and work proactively and autonomously with limited direction.
- Demonstrates an understanding of security risk management, the ability to engage with risk and confidently make security risk decisions based on all available information.
- Is a confident leader who can grow and develop a team through coaching and a demonstration of behaviours aligned with Defence and DSTG cultural expectations.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	James Constable, 08 7375 2807
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C78E2B3C-A57E-C597-66E5-DAC12622828D

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Defence

Vacancy VN-0742437

Department of Defence

Closing Date:Thursday 13 June 2024

Air Force
Air Command Australia

Job Title	Aeromedical Data Scientist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/03990/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=ED795F3B-B229-F61C-15D3-DAC12737CB29>

Duties

The Role
The RAAF Institute of Aviation Medicine (IAM) is seeking a Data Scientist to join the Aeromedical Analysis and Decision Support (AADS) Team.

This position offers a rare opportunity to be involved in enabling and supporting Defence aviation through the production of aeromedical guidance tailored to provide Commanders and aviation safety stakeholders with information necessary to support decision making in areas related to human performance, aeromedical hazards, and aviation safety.

Working in an organisation that values innovation and expertise, you will be collaborating with uniformed and civilian aviation medicine specialists to contribute to the important body of work that AADS draw from to provide timely and appropriate guidance to both Defence and non-Defence stakeholders.

In your role as Data Scientist, you form part of a small close-knit team of specialists to deliver the following duties:

- Provide expert advice on the generation and analysis of data as part of research activities undertaken by members of the AADS team;
- Perform data processing and analysis where required to value-add to team outputs.
- Within scope of expertise, perform data collection and analysis for directed tasking;
- Provide guidance for compliance with ethical and legislative frameworks within Defence, and assist AADS team members to prepare ethics applications;
- Provide policy advice and contribute to policy development with Defence aviation and safety related policies;
- Provide support to internal and external tasks encompassing physiological responses to challenging conditions of flight, physical and cognitive ergonomics, human systems integration, crashworthiness and survivability, interaction with life support equipment, and the health and wellbeing of aircrew and controllers;
- Develop verbal and written evidence-based advice to support Command decision-making on matters related to human performance, safety, and operational capability;
- Participate in peer review of reports prior to section lead endorsement and dissemination to stakeholders;
- Promote within IAM the structured approach to developing an evidence-based information package to support Command decision-making, and foster this behaviour through example and mentorship;
- Monitor and review efficacy of guidance produced with relation to Defence Health and aviation policy, and provide evidence-based framework to ensure advice remains contemporary and relevant;
- Assist the Principal Advisor to scope emerging tasks, and develop a priority-based strategy to meet task requirements;
- Assist the Principal Advisor to provide guidance and support to other analysts within AADS, as well as IAM personnel and other Defence members seeking advice on decision support activities.

About our Team

IAM is the ADF unit providing domain expertise in aviation medicine and human factors, supporting aviation capability across the Tri-Services, providing specialist guidance and expert advice for:

- Specialist advice in aviation medicine/human factors;
- Human-systems integration and ergonomics regarding operating aircraft or control systems;
- Interface between aircrew and life-support systems;
- Hazard analysis and advice in assessment/management of risks arising from human physiology, ergonomics, anthropometry, medical factors, or human performance limitations;
- Assessing likelihood and consequence of medical hazards in aircrew and controllers, and working with risk-holders within a harmonised Defence risk-management system;
- Supporting unit-level investigations arising from aviation safety events, or formal investigations for aircraft incidents;
- Applying a structured approach to problem definition and providing evidence-based recommendations to support decision-makers.

This exciting and rare opportunity to grow your career in a supportive environment will allow you to be integral to a team contributing to Defence aviation capability/risk management.

Our Ideal Candidate

To succeed in the role, you will have personal drive and integrity with the ability to:

- Plan, provide advice, and deliver critical complex review activities within the aeromedical field, working to agreed priorities and outcomes;

- Demonstrate effective verbal and written communication skills which enable you to positively liaise with internal and external stakeholders as required;
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes;
- Manage concurrent activities with competing priorities within the direction established by IAM;
- Comply with organisational values, sharing responsibility for the achievement of team goals and objectives;
- Maintain prolonged focus on detailed analysis tasks;
- Develop formal reports and technical advice to a high standard;
- Demonstrate the ability to apply the principles of problem definition and scientific method as the foundation of a problem-solving framework, and the ability to analyse and interpret data to develop evidence-based, meaningful and relevant recommendations.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Dr Adrian Smith, 08 7374 4220
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED795F3B-B229-F61C-15D3-DAC12737CB29

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Defence

Vacancy VN-0742528

Department of Defence

Closing Date:Thursday 13 June 2024

Defence Digital Group
Group Operations

Job Title	Portfolio Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DDG/04618/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C81ABCAC-ADA9-6E21-296A-DAC163F06877>

Duties

The Role

The newly established Portfolio Management Branch are seeking motivated and enthusiastic individuals to fill multiple APS 6 positions across a variety of directorates.

Each of these positions requires you to have the ability to work in a dynamic and often fast paced environment assisting and driving a number of administrative and reporting duties. In return, you will work within supportive and inclusive teams striving for an excellent workplace culture.

Your duties will include, but are not limited to:

- Prioritisation of portfolio activities in alignment with the strategic direction of the Department and priorities of the Group;
- Development, implementation and ongoing management of a prioritisation model supported by ServiceNow;
- Delivery of scenario planning to support decision making;
- Providing analysis of project performance through various reporting artefacts;
- Interrogate and evaluate data to perform systematic analysis and draw accurate conclusions, identify alternative courses of action to resolve problems;
- Delivering accurate, timely and high quality analysis and advice, through the provision of regular and ad hoc reporting to the Defence Digital Group Executive; and
- Support the department in undertaking analysis and shaping advice for senior leaders and colleagues across Defence.

About our Team

The Portfolio Management Branch (PMB) sits within the Group Operations Division in Defence Digital Group and has been established to strengthen performance across the Group by providing improved reporting and strategic insights to supporting data led decision making.

The Directorate of Prioritisation is responsible for the prioritisation of portfolio activities in alignment with the strategic direction of the Department and priorities of the Group. Within the Directorate of Prioritisation, attendance at governance forums and providing secretariat support of portfolio lead governance is required.

The Directorate of Reporting & Analysis is responsible for providing a number of reporting artefacts to the Defence Digital Executive and Defence Portfolio Ministers, in support of the decision-making across the Defence Digital Portfolio. The team provide insights and recommendations based on the analysis of information, such as strategic projects and programs, and ensure that reporting is accurate, transparent, and truthful, enabling early intervention when required.

Our Ideal Candidate

As our Ideal Candidate you should have:

- High level of organisational skills;
- Demonstrated ability to problem solve, create solutions, influence, negotiate and collaborate with stakeholders at all levels;
- The ability to analyse and interpret data from multiple sources in order to make recommendations;
- Keen eye for detail and the ability to provide quality products;
- An innovative approach to work that applies holistic thinking and continuous improvement of our processes; and
- Ability to support the Director and Assistant Directors in a range of forums, and attendance at meetings as required.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "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>

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To Apply

Position Contact	Catherine Back, 02 5130 2463
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C81ABCAC-ADA9-6E21-296A-DAC163F06877

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Defence

Vacancy VN-0742683

Department of Defence

Closing Date:Wednesday 12 June 2024

Defence
Multiple Groups

Job Title	Engineering – Bulk Recruitment Round
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NT NT, Various locations - QLD QLD, various locations in VIC VIC, Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA, Various locations - NSW NSW
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	D/04637/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=12ECB80D-7D3A-A4D8-8073-DAC28C756D23>

Duties

The Role
Defence are looking for experienced, Engineers with strong leadership and strategic awareness to fill a variety of engineering roles.

As an EL 2 Engineering Leader, your key duties may include:

- Accountable for managing and leading a team, such as an Engineering Manager including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Providing Engineering Leadership as a Chief Engineer, Principal Engineer or Engineering Executive and exercising assigned engineering and technical authorities and delegations.
- High level of stakeholder engagement both within the agency and with industry and external stakeholders whilst utilising engineering and technical management knowledge and expertise, business and operational context to identify issues and uncertainties in acquisition and sustainment of defence capability.
- Provide strategic advice to senior management and stakeholders, as well as leading and assuming accountability for very complex work / work programs that have strategic, political, technical complex or operational significance.
- Exercise a significant degree of independence and is accountable to perform and achieve very complex engineering and project work within an integrated workforce.

EL 2 Engineering Leaders will require knowledge of and experience of compliance with legislative frameworks, engineering and technical management knowledge, and ability to deliver advancements to established principles, techniques, methods and regulations within the Defence environment.

Note: Consideration will be given to candidates across Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane (in no specific order).

About our Team

We are recruiting in an exciting time for Defence across a range of positions in Engineering and Technical between three Groups:

- Capability Acquisition and Sustainment Group (CASG): CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.
- Naval Shipbuilding and Sustainment Group (NSSG): NSSG is responsible for delivering and sustaining Australia's naval capability – the ships and submarines – for Australia to be able to fight and win at sea.
- Guided Weapons and Explosive Ordnance Group (GWEO): GWEO's mission is to deliver an Enterprise with a focus on domestic manufacture, long-range strike and uplifting our war stocks enabling the Australian Defence Force, in competition and conflict.

As an employer of choice, we have developed training pathways to encourage your development. Within these programs we provide funding for your professional membership and credentialing.

Our Ideal Candidate

As an EL 2 Engineering Leader, you will work in a dynamic and diverse environment requiring a number of key competencies.

Our ideal candidates will bring the following attributes and skills to the role;

- Lead and manage a team practicing inclusive leadership, collaboration and integrity.
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems.
- Have extensive knowledge relating to the methodology, systems and procedures within the engineering management function and have the ability to translate this into strategy.
- Effectively challenge the status quo when required.

- Demonstrate resilience and personal accountability for the quality of advice and delivery of outcomes.
- Excellent communicators, both oral and in writing and able to work well within diverse network.

If you are high performing, collaborative leader and enjoy stakeholder engagement, and exemplify the Defence Values and Behaviours, this is the job for you! **Eligibility**

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:
Engineering positions require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	CASG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12ECB80D-7D3A-A4D8-8073-DAC28C756D23

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Defence

Vacancy VN-0742690

Department of Defence

Closing Date:Wednesday 12 June 2024

Job Title	Engineering and Technical – Bulk Recruitment Round
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - NT NT, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	D/04655/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=34A7B8D9-C813-5998-3A47-DAC28D065271>

Duties

The Role

Defence is seeking high-performing, experienced, professional individuals for a variety of engineering and technical roles.

These civilian engineering and technical roles may cover broad areas of technology or be specialised depending on the work area and your skill set. Key duties may include:

- Accountable under limited direction to perform and achieve complex engineering and technical work within an integrated workforce.
- Engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve outcomes.
- Undertake specialist, technical research and analysis, conduct reviews, assessments and perform procedural or operational support work to achieve results to meet Defence capability needs.

Defence is seeking to fill the following vacancies:

- Engineers - Explosive Ordnance
- Technical Officers

Airframes – Engines
Configuration Management
Mechanical
Electronics-Electrical

Please select which vacancies you want to be considered for.

In addition to the above vacancies, Defence is seeking to create an APS 5 level merit pool to fill future vacancies.

Note: Preference will be given to candidates across Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane (in no specific order).

About our Team

We are recruiting in an exciting time for Defence across a range of positions in Engineering and Technical between three Groups:

- **Capability Acquisition and Sustainment Group (CASG):** CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.
- **Guided Weapons and Explosive Ordnance Group (GWEO):** GWEO's mission is to deliver an Enterprise with a focus on domestic manufacture, long-range strike and uplifting our war stocks enabling the Australian Defence Force, in competition and conflict.
- **Naval Shipbuilding and Sustainment Group (NSSG):** NSSG is responsible for delivering and sustaining Australia's naval capability – the ships and submarines – for Australia to be able to fight and win at sea.

We support tailored Professionalisation Pathways to support your development and career. As part of an integrated team you will work with capable, committed and diverse people.

Our Ideal Candidate

We are seeking passionate, enthusiastic and motivated individuals to join our team. Our ideal candidate will have:

- Relevant tertiary qualifications (Bachelors and above).
- Be able to apply technical engineering knowledge and/or experience, understand priorities to research, and define issues and implement corrective actions.
- Sound business acumen and an awareness and/or understanding of the Defence Industry Development Strategies.
- Build and sustain positive relationships with team members and actively participate in teamwork and group activities.
- Excellent communication and stakeholder engagement skills.
- High-level organisational skills, be self-driven and possess initiative, with the ability to influence and shape behaviours to achieve tasks and business objectives.
- Demonstrated ability to adapt to shifting priorities and compressed timelines.

If you are an Engineer/Technical with a strong personal drive to develop or grow your expertise, we would love to hear from you. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

Engineering positions require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Technical positions require the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain, or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	CASG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=34A7B8D9-C813-5998-3A47-DAC28D065271

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Defence

Vacancy VN-0742707

Department of Defence

Closing Date:Wednesday 12 June 2024

Defence
Multiple Groups

Job Title	Engineering - Bulk Recruitment Round
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - NT NT, Various locations - ACT ACT, Various locations in WA WA, Various locations - SA SA, various locations in VIC VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	D/04641/24
Agency Website	

Duties

The Role

Defence are looking for high performing, experienced, professional Engineers with strong leadership qualities to fill a variety of engineering management and engineering specialist roles.

As an EL 1 Engineer, your key duties may include:

- Provide engineering leadership, with a record of delivering complex technical and engineering outcomes.
- Lead an operational or project team and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes.
- Deliver a program of acquisition and sustainment engineering and technical activities that are not only relating to complex systems, but are critical for the Australian Defence Force working closely with Industry Partners.
- Responsible for exercising assigned engineering authorities and relevant Technical Regulatory Authority delegations.
- Implement deep engineering and technical management knowledge to deliver advancements to engineering principles, techniques, methods and regulations within the Defence environment.
- Communicate, engage, and maintain stakeholder networks.

As part of this selection process a Merit Pool of highly suitable candidates will be established to fill similar vacancies that may arise over the next 18 months.

Defence is seeking to fill the following vacancies:

- EL 1 Chief Engineer
- EL 1 Chief Engineer Manager
- EL 1 Engineer Professional – Electronics – Electrical
- EL 1 Engineer Professional – Explosive Ordnance
- EL 1 Engineer Professional manager- Explosive Ordnance
- EL 1 Engineering Executive
- EL 1 Engineering Executive Manager
- EL 1 Engineering Manager
- EL 1 Engineering Professional
- EL 1 Engineering Professional Manager
- EL 1 Research Engineer
- EL 1 Research Engineer Manager
- EL 1 Technical Manager
- EL 1 Technical Specialist- Technical Professional

Please select which vacancies you want to be considered for.

In addition to the above vacancies, Defence is seeking to create a merit pool at the EL 1 level to fill future vacancies.

Note: Preference will be given to candidates across Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane (in no specific order).

About our Team

We are recruiting in an exciting time for Defence across a range of positions in Engineering and Technical between three Groups:

- **Capability Acquisition and Sustainment Group (CASG):** CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.
- **Naval Shipbuilding and Sustainment Group (NSSG):** NSSG is responsible for delivering and sustaining Australia's naval capability – the ships and submarines – for Australia to be able to fight and win at sea.
- **Guided Weapons and Explosive Ordnance Group (GWEO):** GWEO's mission is to deliver an Enterprise with a focus on domestic manufacture, long-range strike and uplifting our war stocks enabling the Australian Defence Force, in competition and conflict.

As an employer of choice, we have developed training pathways to encourage your development. Within these programs we provide funding for your professional membership and credentialing.

Our Ideal Candidate

As an EL 1 Specialist Engineer or Engineering Manager, you will work in a dynamic and diverse environment requiring a number of key competencies.

Our ideal candidates will bring the following attributes and skills to the role:

- Sound business acumen and an awareness and/or understanding of the Defence Industry Development Strategies.
- The capacity to think strategically, develop plans and take initiative to resolve issues to enhance the achievement of business level outcomes.
- Excellent communication and stakeholder engagement skills.
- High-level organisational skills, be self-driven and possess initiative, with the ability to influence and shape behaviours to achieve tasks and business objectives.
- Demonstrated ability to adapt to shifting priorities and compressed timelines.
- In-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Demonstrated ability to adapt to shifting priorities and compressed timelines.

If you are a high performing, collaborative leader and enjoy stakeholder engagement, and exemplify the Defence Values and Behaviours, this job is for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Engineering positions requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	CASG Strategic Recruitment, casg.strategicrecruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D81F3FE3-ED67-6FA3-E259-DAC28D6863D1

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Education, Skills and Employment

Vacancy VN-0742669

Department of Education

Closing Date:Thursday 13 June 2024

Finance
Finance Management Finance Business Partner

Job Title	Finance Business Partners (APS6, EL1)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$98,105 - \$133,328
Classification	APS Level 6;Executive Level 1
Position Number	24/1185 24/1222
Agency Website	https://www.education.gov.au/

The role of the Finance Business Partners (APS6, EL1) is to deliver customer focused, fit-for-purpose and professional financial management and budgeting services on behalf of the Chief Financial Officer, to Senior Executives and staff, particularly on complex matters such as financial planning, forecasting, costing and reporting.

Duties

Reporting to the Assistant Director, the Finance Business Partner (APS6) is responsible for:

- Supporting business areas to manage financial resources in the immediate and longer term, ensuring the financial sustainability and sound financial management of their function.
- Providing quality finance advice on the development and regular reporting of budgets/forecasts, financial performance responsibilities and process improvements in accordance with financial policies.
- Supporting business stakeholders on developing and updating monthly financial forecasts including operating and staffing.
- Providing financial reports to Group Executives, including detailed analyses of monthly financial results.
- Undertaking end of month financial activities by preparing journals and variance commentary for both departmental and administered programs.
- Undertaking cost centre maintenance and budget transfers in response to business restructures.
- Providing financial management and budget training to business areas.

Reporting to the Director, the Finance Business Partner (EL1) is responsible for:

- Providing strategic financial advice to Group Executives on managing the financial resources within their control in the immediate and longer term. Ensuring the financial sustainability and sound financial management of their function.
- Supporting Group Executives to allocate approved budgets, and working with business areas to build their bottom-up budget.
- Providing expert financial assistance and advice on the development and regular reporting of budgets/forecasts, financial performance responsibilities and process improvements in accordance with financial policies.
- Collaborating with business stakeholders to develop monthly financial forecasts, including operating, capital and staffing.
- Discussing financial and budget management issues and risks in regular financial meetings with business areas and key stakeholders.
- Managing end of month financial activities, and representing the team in the monthly financial roundtable meeting.
- Co-ordinating financial inputs into divisional reporting requirements including the annual report, senate estimates, questions on notice and ministerial briefings.

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

Qualifications and Education

- Qualification in Accounting/Finance is desirable.

- Membership of a professional accounting association (CPA/CAANZ), or progress towards, is highly regarded.

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 Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Tim Tian, (02) 6240 9234
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education, Skills and Employment

Vacancy VN-0742687

Department of Education

Closing Date:Sunday 16 June 2024

National Reform
Intergovernmental, Strategy and Governance Various

Job Title	Program and Policy Officer Senior Program and Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Hobart TAS, Perth WA, Sydney NSW
Salary	\$87,264 - \$107,880
Classification	APS Level 5;APS Level 6
Position Number	24/1213 24/1214
Agency Website	https://www.education.gov.au/

Job Description

<https://www.education.gov.au/about-department/work-us>

The Intergovernmental, Strategy and Governance Branch provides key enabling functions to the Minister, Secretary, other Senior Executives and the National School Resourcing Board to support the implementation of an exciting education agenda. We are looking for team members who are dynamic, flexible and excited to contribute to driving outcomes for Schools Group. The branch will give you exposure to critical functions of governance, and the opportunity to work in a dynamic and interesting role within a branch that is focused on delivery of outcomes and providing a positive culture to work and develop within.

Duties

Responsibilities of the **APS5 Program and Policy Officer** may include:

- Maintaining an understanding of relevant policies, programs, research, legislation, frameworks and data sets.
- Use of sound judgement to interpret and analyse relevant evidence, research, data and stakeholder feedback for policy development and program issues.
- Develop and maintain productive working relations with stakeholders including peak bodies, state and territory government representatives, contract and program partners and other Commonwealth Government agencies.
- Draft a range of documents, including briefings for senior executives National School Resourcing Board members, and Ministers.
- Undertake data analysis to support policy direction and program development.
- Contribute to governance arrangements, undertake procurement activities and manage contracts and projects.
- Coordinate and prepare briefing packs for the Deputy, Secretary and Minister in support of key engagement forums in the Schools Policy Group (Deputy Secretary), Australian Education Senior Officials Committee (Secretary) and the Education Ministers Meeting (Minister)
- Prepare handling briefs on items for the Deputy Secretary, Secretary and Minister
- Provide logistical support for executive forums, including managing the agenda and attendees as per the requirements of the Senior Executive and Minister

Responsibilities of the **APS6 Senior Program and Policy Officer** may include:

- Maintaining a well-developed understanding of relevant policies, programs, research, legislation, frameworks and data sets.

- Use of sound judgement to interpret and analyse relevant evidence, research, data and stakeholder feedback for policy development and program issues.
- Develop and maintain productive working relations with stakeholders including peak bodies, state and territory government representatives, contract and program partners and other Commonwealth Government agencies.
- Draft, review and disseminate a range of documents, including briefings for senior executives National School Resourcing Board members, and Ministers.
- Undertake data analysis to support policy direction and program development.
- Contribute to governance arrangements, undertake procurement activities and manage contracts and projects.
- Staff supervision
- Coordinate and prepare briefing packs for the Deputy, Secretary and Minister in support of key engagement forums in the Schools Policy Group (Deputy Secretary), Australian Education Senior Officials Committee (Secretary) and the Education Ministers Meeting (Minister)
- Prepare handling briefs on items for the Deputy Secretary, Secretary and Minister
- Provide logistical support for executive forums, including managing the agenda and attendees as per the requirements of the Senior Executive and Minister
- Manage the finances of project funds, including liaising with external and internal stakeholders, checking invoices and preparing relevant reporting on the financial status of the project funds.

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

Contact Officer (APS 5): Nicole Keane | Nicole.Keane@education.gov.au | 02 6240 0963

Contact Officer (APS 6): Jessica Overdijk | Jessica.Overdijk@education.gov.au | 02 6123 5039

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 Education

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To Apply

Position Contact	Nicole Keane, 02 6240 0963
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education, Skills and Employment

Vacancy VN-0742689

Department of Education

Closing Date: Sunday 16 June 2024

National Reform
Intergovernmental, Strategy and Governance Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Hobart TAS, Perth WA, Sydney NSW
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/1215
Agency Website	https://www.education.gov.au/

Job Description

<https://www.education.gov.au/about-department/work-us>

The Intergovernmental, Strategy and Governance Branch provides key enabling functions to the Minister, Secretary, other Senior Executives and the National School Resourcing Board to support the implementation of an exciting education agenda. We are looking for team members who are dynamic, flexible and excited to contribute to driving outcomes for Schools Group. The branch will give you exposure to critical functions of governance, and the opportunity to work in a dynamic and interesting role within a branch that is focused on delivery of outcomes and providing a positive culture to work and develop within.

Duties

Responsibilities of the EL1 Assistant Director may include:

- Maintain an extensive understanding of relevant policies, processes, frameworks, and research, with a particular focus on integrity and learning, and mentor team members to develop that knowledge within the team.

- Lead and supervise the drafting, preparation and dissemination of a range of documents, including briefings for Ministers, senior executive and NSRB members to convey complex ideas with clarity.
- Use sound judgement and common sense to interpret and analyse relevant evidence and data and apply findings to policy proposals and program issues.
- Lead major business improvement projects related to community engagement and learning systems.
- Lead the interaction with stakeholders including state and territory representatives, schools peak bodies, external agencies, contract and program partners, and other Commonwealth Government agencies, developing and maintaining productive working relationships.
- Guide, develop and mentor team members – including identifying opportunities and providing feedback.
- Lead the coordination and preparation briefing packs for the Deputy, Secretary and Minister and NSRB Board

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

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About the Department of Education

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To Apply

Position Contact	Emma Freeman, 02 6121 9303
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education, Skills and Employment

Vacancy VN-0742710

Safe Work Australia

Closing Date:Thursday 13 June 2024

Enabling Services Research

Job Title	Director, Research Strategy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$142,828 - \$171,207
Classification	Executive Level 2
Position Number	60622
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia (SWA) is seeking a highly motivated leader with outstanding project management skills, a flair for innovation and strong strategic engagement capability to help reinvigorate its research function.

The Director, Research Strategy will establish and lead a small section with a big agenda. In the first 9 months you will marshal resources to deliver a work health and safety (WHS) summit, which will bring SWA Members, researchers and other relevant experts together in a new forum to exchange ideas, discuss knowledge gaps and set research priorities into the future.

Separately, you will also be working closely with internal and external stakeholders to consider how we will support and deliver research into the future. Competitive grants, collaborative partnerships and support for early-career researchers are among several ideas to be considered.

Duties

To deliver effectively in the role, you will be an energised self-starter with a delivery focus, and have:

- the ability to stand up, inspire and guide a team towards achieving strategic objectives
- a willingness to embrace, manage and evaluate risk in decision-making and delivery of outcomes
- experience designing and administering grant opportunities in the Commonwealth context, and
- proficiency initiating, establishing, and maintaining relationships with diverse stakeholders to promote Agency objectives and achieve common goals.

We need a person with a strategic mindset, strong analytical ability and someone who can see beyond their immediate area and anticipate the needs of their section, branch and Agency and lead accordingly.

You will provide strategic leadership of the Research section, including:

- delivering the inaugural national WHS research summit, where participants can exchange ideas, discuss knowledge gaps and set research priorities
- establishing a multi-disciplinary team to deliver new research strategy and framework that ensures that the research and analysis that underpins policy decisions is robust and grounded in empirical evidence
- setting the strategic priorities and deliverables for the Research section
- collaborating across the WHS and workers' compensation ecosystem to influence the design, execution, and dissemination of high-quality research aligned to SWA's priorities
- fostering innovation through research, identifying new approaches and best practices for public service delivery
- building and maintaining strong relationships with key internal and external stakeholders, and
- building research capability within SWA, supporting staff development and fostering a culture of continuous improvement.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

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About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths. Find out more about who we are and what we do.

To Apply

Position Contact	Duncan Cambray, (02) 6121 7200
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Environment and Energy

Vacancy VN-0742682

Clean Energy Regulator

Closing Date:Monday 10 June 2024

Scheme Support
Digital Services Digital Governance

Job Title	Senior Contracts Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$95,284 - \$108,474
Classification	APS Level 6
Position Number	CER 045/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

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

About the Branch

The Digital Services Branch (DSB) enables the agency's information and communications technology (ICT) capabilities by managing its technology infrastructure, business and corporate applications, and collaborating with business areas to develop new capabilities through business analysis and system delivery. Branch responsibilities include information and records management.

The branch objectives are:

- Develop the Information Management Function,
- Facilitate access to records and establish standards for Record Management,
- Foster collaborative internal and external relationships,
- Lead strategic direction for technology services within the agency,
- Optimise ICT operations to meet client needs and allocated budget,
- Promote sound project management and change management practices,
- Continually improve the efficient use of existing investment, and
- Implement the Scaled Agile Framework for Enterprises (SAFe).

About the Section

The DSB's Digital Governance Section:

- Manages finance and contract management for the branch,
- Liaises with the agency procurement team, on behalf of the branch; and
- Provides information governance for the agency; including records management and privacy.

Duties

The Digital Governance section is seeking a highly capable and experienced Senior Contracts Officer to support the team manager, assist and provide specialist advice on the procurement and management of digital services (hardware, software, hosting, contractors, consultancies and other related procurement activities).

Working under broad direction, the Senior Contracts Officer will manage various procurement and contract activities across the Digital Services Branch and will:

- Coordinate and support end-to-end digital procurements across the branch, including for software, hardware, personnel and services.
- Facilitate the drafting and completion of spending proposals, RFQs and contract variations.
- Draft and review submissions across agency-specific and Whole of Government procurement and contract management tools (e.g. Technology1, DTA's ICT Marketplace and AusTender).
- Support procurement team / vendors on pre-award enquiries, contract sign-off, and where necessary support contract negotiations.
- Provide specialist advice and practical guidance to the branch on procurement and contract matters in accordance with Australian Government legislation and policy.
- Undertake contract management activities including regular reporting and check-ins with suppliers and vendors, managing and building quality business relationships.
- Contribute to the development and continuous improvement of procurement, asset and contract management processes in consultation with key stakeholders.
- Support asset management activities including procurement, maintaining agency records, sanitisation, disposal.
- Supervise a small team to meet the sections' objectives, ensuring quality outputs and building team capability through coaching, performance feedback and encouraging career development.

Qualifications/Experience

Essential

- Recent, relevant experience in procurement and/or contract management working within the Government Procurement Framework.
- Demonstrated experience and ability to manage a high workload with excellent attention to detail and manage priorities accordingly.
- The ability to:
 - manage time and plan own workload against performance expectations
 - communicate confidently in a clear and concise manner
 - build rapport and maintain stakeholder relationships
 - research and make sound decisions within established guidelines.

Desirable

- Qualifications in procurement and/or contract management, such as a Certificate IV in Government (Procurement & Contracts).

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are found suitable and able to obtain and maintain a security clearance at a Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining and maintaining this clearance.

Notes

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

About the Clean Energy Regulator

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

To Apply

Position Contact	Jessie Clayworth, 02 6159 3634
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0742662

Austrade

Closing Date:Thursday 13 June 2024

Trade and Investment
Trade Operations Trade

Job Title	Manager, Events
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$112,868 - \$126,961
Classification	Executive Level 1
Position Number	4759_05/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We're seeking an experienced, creative, and digitally-focused event manager to build Austrade's event offering in a virtual and physical (or blended) environment. You will be part of a team that is responsible for providing group services across trade, international education and investment.

You'll have excellent influencing skills in order to collaborate internally to build strong external client relationships as part of our service delivery. Ideally, you will also have an understanding of working within a government context.

As a critical organiser you have extensive experience with the EventsAir event platform, online event registration tools and CRMs. You know how to communicate clearly and effectively and have a passion for producing successful events.

Duties

- Drive event strategy, performance, processes and measurement within Austrade to create a high performance culture
- Provide EventsAir expertise, finding new and improved ways to use the system, as well as providing training and support to the organisation to uplift system capability
- Provide strategic advice, support and direction on producing events, as required to other business areas of the organisation
- Engage key stakeholders at the start of the event planning process to identify the event content strategy and themes to ensure alignment to organisational priorities
- Managing events including; project management, production timelines, event agendas, content development, run-sheets and MC notes, as well as leveraging event content via digital channels
- Manage an event calendar and work with stakeholders across the regions to develop a regular cadence of events and activities
- Proactively manage timelines for event deliverables which may include digital marketing materials, social media posts, and backend setup of events on preferred digital platforms
- Establish guidelines and best practices for event planning and management, event execution and event post show reporting in both virtual and blended delivery environments

Eligibility

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

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia’s leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best ‘in-country’ advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia’s growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Vanan Periasamy, +61 (2) 9392 2222.
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0742666

Austrade

Closing Date:Thursday 13 June 2024

Trade and Investment
Resources, Energy, Services, Education and Infrastructure Education

Job Title	Content and Communications Specialist - Study Australia
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$97,613 - \$105,979
Classification	APS Level 6
Position Number	4762_05/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This role is responsible for supporting the creation, refinement, implementation and delivery of content and communications for the Education and Skills team at Austrade. This includes working with Austrade's Marketing, Digital and Social Media teams, and with Austrade staff at posts around the world.

The Study Australia Content and Communications Specialist is responsible for the sourcing, writing and repurposing of content for Austrade's global online channels, as well as Australian provider-facing news and internal communications. The role also supports the Global Sector Lead International Education and Assistant General Manager Education and Skills on content development, communications strategy and analytics, and engagement with key government and sector stakeholders.

Duties

- Refine and implement cohesive and coordinated content for the Austrade Education and Skills team across all Study Australia digital channels.
- In support of the Global Sector Lead International Education, work with the Education and Skills team, Marketing, Social Media and Digital teams, as well as the global Austrade network, to develop, manage and promote tailored content across multiple channels and to distinct audiences.
- Create new website content, social media, blogs, eDMs, event promotions and supporting campaign materials using Australia's nation brand and ensuring consistent use of Study Australia tone, messaging and positioning principles.
- Build student, alumni and employer stories that reflect Australia's value proposition for students and their parents/sponsors, education agents and sector stakeholders.
- Develop and maintain relevant, up-to-date and timely content, both internally (Austrade) and externally (federal, state and territory governments and study destination agencies, peak bodies and stakeholders, and content partner suppliers).
- Build effective relationships and key strategic alliances across Austrade and across our government networks, onshore and offshore, including on policy content matters.
- Identify new channels and opportunities for outreach to international students, education agents globally, parents and alumni.
- Work closely with the Web team to review, create, update, maintain and position Study Australia website content, including providing input into ongoing site development.
- Fulfil other duties as needed, such as coordination of the Austrade IE Global PD program, overseeing the running of market briefings and webinars, virtual agent and international school events, as needed.

Eligibility

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

Notes

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About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia’s leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best ‘in-country’ advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia’s growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia’s trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Helen Kronberger, +61 (3) 9648-3000
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0742661

Australian Digital Health Agency

Closing Date:Friday 14 June 2024

Technology Services
Technology Operations Branch Change and Release Section

Job Title	Service Asset and Configuration Librarian
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$94,456 - \$106,563
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As a Configuration Librarian reporting to the Configuration Manager, you will be responsible for working with the ITSM team in a project to implement Enterprise level CSDM and CMDB from ground up with a key focus of delivering the objectives in the configuration management plan. Once the CMDB project transitions to BAU at a high level you will be responsible for the following:

- Undertakes reviews and audits that verify the physical existence of service providers CIs, and checks that they are correctly recorded in the configuration management database (CMDB).
- Maintains and makes available a current and consolidated CMDB.
- Creates hardware and software configuration baselines

Duties

- Plans the capture and management of configuration items and related information.
- Agrees scope of configuration management processes and the configuration items (CIs) and related information to be controlled.
- Identifies, evaluates, and manages the adoption of appropriate tools, techniques and processes (including automation) for configuration management.
- Contributes to planning and executing of risk-based audit of existing and planned processes, products, systems, and services.
- Carries out capability improvement assignments, such as maturity or performance assessments to identify strengths and weaknesses. Selects and prioritises improvement opportunities, generates buy-in and plans improvement activities justified by measurable organisational benefits.

For all queries relating to the responsibilities of the position, please contact Ilyas Mohideen at ilyas.mohideen@digitalhealth.gov.au **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

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Application

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing Date: 14th of June 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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

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	Ilyas Mohideen, ilyas.mohideen@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0742706

Australian Digital Health Agency

Closing Date:Wednesday 12 June 2024

Digital Solutions Division
Connected Care Branch Standards Section

Job Title	Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	0195_04/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Agency are currently recruiting for Project Manager (EL1) to join our team on a Full-time ongoing basis. The successful applicant will be an experienced project manager who will be responsible for the successful delivery of complex digital health standards related projects. This requires high level of engagement and relationship management to stakeholder's role is responsible for coordinating the delivery of project milestones with internal and external stakeholders. The Project Manager will require the ability to facilitate technical discussions to understand impact on project delivery and communicate technical information to a non-technical audience.

The Project Manager role will report to the Director, Standards in the Digital Solutions Division. The Project Manager is required to undertake highly specialised, technical work contributing critical elements to projects and business-as-usual service delivery that impact on strategic and operational outcomes for the agency. Within this role the successful applicant will be assisting with the management of Agency procurement, contracts, and finance requirements.

The role will be responsible for:

- Support the Agency’s role in the Sparked collaborative, providing strategic advice and leadership to the collaborative.
- Contribute to expert advice to digital health program areas in relation to digital health standards development, adoption and implementation.
- Lead a program of work to support upskilling and education of the workforce in digital health standards development and implementation.
- Support digital health standards use, development and implementation with other areas of the business to ensure streamlined participation in digital health community functions.

Duties

The following Knowledge, Skills and Experience will be super beneficial to hit the ground running in this role:

- Previous experience working as a Project Manager with large organisations.
- Experience in managing multi-stakeholder, standards related projects is highly desirable.

- Demonstrated experience in managing digital health projects in a multi-vendor environment, creating and managing integrated project schedules that align dependencies and deliverables, track progress and minimise project risk.
- Highly organised with sound knowledge of digital transformation, standards and interoperability.
- The ability to work on multiple projects and priorities, and pivot between different projects and activities.
- Outstanding verbal, written and presentation communication skills with the ability assist in the preparation of ministerial briefs, agendas, papers, and reports.
- Proven experience in stakeholder management to achieve project and be able to understand, negotiate and resolve complex, difficult, and/or sensitive issues.

For all queries relating to the responsibilities of the position, please contact Cath Koetz at cath.koetz@digitalhealth.gov.au

Eligibility

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

Notes

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To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

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To Apply

Position Contact	Cath Koetz, cath.koetz@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0742715

Australian Digital Health Agency

Closing Date:Friday 14 June 2024

Technology Services Division
Information Technology Services IT Development, Reliability and Information Services

Job Title	Assistant Director ICT Procurement and Contract Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	ELL10213
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Assistant Director Procurement and Contract Management will be responsible for the provision of commercial, contracting and procurement advice and support into commercial strategies, development of Approach to Market documentation, conduct of procurement including evaluation, negotiation and probity support as well as commercial support in relation to contract management issues and risks. Additionally, this role will be responsible for the coordination and management of specialist advice including legal and financial.

Duties

The Assistant Director Procurement and Contract Management will be responsible for developing and managing a high performing team, developing and fostering productive relationships with stakeholders and clients, communicating with influence and striving for commercial outcomes that comply with Commonwealth Government legislation and policy requirements.

- Experience advising on and processing major ICT procurement projects requiring the sourcing of large, complex and/or strategic requirements.
- Complex contract management experience, including with Whole of Australian Government vendors.
- Experience in the procurement and contract management of labour hire contractors.
- Experience procuring and managing hardware and software contracts.
- Experience in developing and effectively communicating procurement and contract management policy and guidance.

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

Qualifications

Relevant tertiary qualifications.

- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

For all queries relating to the responsibilities of the position, please contact Fatin Mustaq at fatin.mustaq@digitalhealth.gov.au

Notes:

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

Application

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing Date: 14th of June 2024, 11:00pm

Salary: This role offers between \$116,075 - \$132,386 plus 15.4% superannuation depending on skills and experience.

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To Apply

Position Contact	Fatin Mustaq, fatin.mustaq@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0742717

Australian Digital Health Agency

Closing Date:Wednesday 12 June 2024

Corporate Services Division
Communications and Marketing

Job Title	Senior Media Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$94,456 - \$106,563
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Are you passionate about media and communications? Do you have experience in developing and implementing media strategies, managing media relations and producing engaging content? As a Senior Media Officer with the Australian Digital Health Agency, you'll play a pivotal role in our Communication and

Marketing Branch.

In this dynamic position, you'll craft compelling communication products that resonate with our audiences. Whether it's a success story, a breakthrough innovation, or a community initiative, your words will inspire and inform. You'll execute effective media and communication strategies to support Agency products and services and protect its reputation. You'll also respond to, and proactively engage with, media outlets including pitching stories and drafting content media releases, responses and opinion pieces. Managing multiple priorities with finesse, you'll thrive under pressure, ensuring that deadlines are met, and quality is never compromised.

Monitoring the media cycle and providing expert media advice to leadership are critical aspects of this position. By keeping a close eye on media engagement metrics, you'll provide informed advice to leadership. The insights you gather through monitoring media metrics, analysing trends and evaluating our impact will guide our future strategies, ensuring that we're always on the right track.

Duties

Effective stakeholder management skills underpin your success in this role. Expect to collaborate with internal teams, media outlets, external partners, and government and community stakeholders to craft strategic content and manage evolving media issues.

The ability to respond agilely to the news cycle is also required, as is participating in the on-call media roster for after-hours and weekends.

More than 5 years' experience as a journalist equips you with the deep industry knowledge required to maintain productive relationships with journalists and expertly manage sensitive issues. Among your trademarks are outstanding organisational skills, a strong work ethic and the ability to work independently.

Your media reporting skills and your contemporary media approach will keep us ahead of the curve in the rapidly changing media landscape. You'll work alongside our highly experienced strategists to execute those strategies to achieve cut-through.

We're seeking someone who can write with finesse, report with precision and think like a modern storyteller. If this sounds like you, apply today!

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.

Qualifications

- Degree in journalism, media and communications/marketing or another relevant field
- Minimum 5 years working in media relations, journalism or public relations.

For all queries relating to the responsibilities of the position, please contact Kate Haggman at kate.haggman@digitalhealth.gov.au

Notes

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

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a statement of claims.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing Date: 12 June 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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To Apply

Position Contact	Kate Haggman, kate.haggman@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Australian Digital Health Agency

Closing Date:Friday 14 June 2024

Technology Services Division
Information Technology Services IT Development, Reliability and Information
Services

Job Title	Assistant Director Information Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	ELL10200
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Assistant Director Information Management is responsible for ensuring the day-to-day operations of the information and records management team operate efficiently, are well organised and support the branch in delivering high quality outcomes and modern services for the Agency.

The Assistant Director Information Management will work collaboratively across the Agency to manage an information management program that not only meets the Agency's legislative, regulatory and ethical obligations, but that is also tied to the Agency's overall business strategy, values and behaviours.

Duties

The Assistant Director Information Management is responsible for managing an agency-wide, integrated information management program designed to optimise the Agency's use of its information assets.

The position will:

- Lead ADHA's information management strategy and governance activities.
- Establish ADHA's digital literacy and knowledge management capabilities.
- Provide expert information architecture advice to the Branch and broader Agency.
- Provide subject matter expert advice relating to Australian Government record keeping and life-cycle best practice and compliance, and how they apply in electronic document and records management systems.
- Champion best practice record keeping approaches and practices, support governance and contribute to business improvement strategies.
- Lead a small team, set work area priorities, allocate work and resources, encouraging career development and promoting professionalism.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain a higher clearance if required by the Agency

Notes

Qualifications

Tertiary qualifications in information or records management or extensive professional experience (Required)
For all queries relating to the responsibilities of the position, please contact Fatin Mustaq at fatin.mustaq@digitalhealth.gov.au

Notes:

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Closing Date: 14th of June 2024, 11:00pm

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To Apply

Position Contact	Fatin Mustaq, fatin.mustaq@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Information Technology Operations and Platforms Unit Business & Technology Group

Job Title	ICT Network Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,125 - \$104,053
Classification	APS Level 6
Position Number	#059_05/24
Agency Website	

Job Description

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

The Australian Institute of Health and Welfare (AIHW) provides reliable, regular and relevant information and statistics on Australia's health and welfare. We are committed to providing high quality, national data and analysis across the health, housing and community services sectors. This covers a wide range of areas, from health and welfare expenditure, hospitals, disease and injury, disability and mental health, to ageing, disadvantaged and vulnerable, populations, homelessness, and Indigenous health and welfare.

The AIHW currently has a number of exciting projects and work underway to enhance its ICT environment and capabilities and are seeking an APS6 Network Engineer to join the team. As the Network Engineer you will assist with the management and administration of the AIHW ICT voice and data networks including the Wide Area Network, Local Area Network, Cloud based networking, audio and video related networks. You will also provide support by troubleshooting, planning and designing for network changes while adhering to change management practices. You will be able to learn new technologies quickly and work in a collaborative way.

Duties

Under general direction you will:

- Work as part of a small team to provide and maintain a high quality, client focused ICT environment and networks.
- Provide the provision of level 2 and 3 support for the AIHW networks and ICT systems (at the administrator level).
- Maintain the corporate network and infrastructure, including daily monitoring, troubleshooting and performance analysis.
- Support and maintain corporate network infrastructure, including associated software, hardware, back-up and recovery services.
- Maintain clear and up-to-date network diagrams and ICT system, documentation, and procedures.
- Assist with ICT projects, support and upgrades as required.
- Working with Security Team, maintain Security Networking posture.

To succeed in this role you will be a motivated go-getter who is able to work in a fast-paced

environment, effectively manage their priorities and communicate with a wide range of stakeholders. **Eligibility**

Our ideal candidate will have most or all of the following skills and knowledge:

1. Demonstrated experience triaging and troubleshooting technical issues in complex IT network environments.
2. Experience managing and responding to ICT incidents/outages.
3. Well-developed organisational skills, including the ability to determine priorities, develop strategies, procedures and work practices.
4. Ability to establish productive working relationships including the ability to work closely with a range of stakeholder such as security, architects, developers, and administrators.
5. Well-developed written and verbal communication skills.
6. Job specific: 2 + years' experience managing corporate networks. Demonstrated experience in all or most of the following: Cisco and Extreme switches (mandatory), Fortinet Firewalls (mandatory), ExpressRoute(Mandatory) F5 technologies, Nutanix, Cloud Services, Microsoft always on VPN's and VLAN's, Microsoft Azure and ICT security.

Notes

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About the Australian Institute of Health and Welfare

To Apply

Position Contact	Miranda Laws, 02 6244 1115
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0742634

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date:Wednesday 12 June 2024

Radiation Health Services Monitoring and Emergency Response

Job Title	Science Officer Health Physics Measurements
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Yallambie VIC
Salary	\$86,137 - \$90,425
Classification	APS Level 5
Position Number	13680
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Primary purpose of the role

In this role, you will work under general direction and perform a range of routine scientific tasks associated with the operation and maintenance of laboratory and field radiation measurement systems. You will form part of a small team of scientific and technical-based staff engaged in the measurement of radioactivity in environmental samples and the radiological surveillance of the Australian environment. You will assist with related tasks including the implementation of relevant quality assurance programs, maintenance of records, preparation of technical reports and research activities. Performing a range of scientific tasks, the role requires you to provide assistance to ARPANSA in reporting and advising on sources of radioactivity.

Duties

Key accountabilities

- Under general direction and using established procedures and methods, undertake a range of routine tasks associated with the provision of professional scientific support for the development and maintenance of ARPANSA’s radiation measurement systems.
- Calibrate and maintain systems to support ARPANSA’s radiation measurement capability.
- Provide scientific support in a small team of scientific and technical staff involved in the measurement of radionuclides in environmental samples and the development of analytical techniques.
- Undertake suitable duties in support of the Section’s programs and projects, in the laboratory or the field, including roles defined in ARPANSA’s Incident Management Plan.

Eligibility

Our ideal candidate - job specific capabilities

A tertiary degree in a branch of the physical sciences from an Australian educational institution or a comparable overseas qualification or other qualifications and/or experience, which are appropriate to the duties of the position.

Knowledge and experience of gamma-ray spectrometry and laboratory quality systems is advantageous.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Knowledge of standard techniques, procedures, and instrumentation for the measurement of radiation.
2. Ability to carry out scientific procedures and analyses in an organised and systematic manner.
3. Ability to apply limited discretion and professional judgement to problem-solving and decision-making.
4. Sound oral and written communication skills including maintenance of technical documentation.
5. Ability to work collaboratively and build and sustain relationships with team members, counterparts in comparable organisations and clients.

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For more information, please contact Stephen Long at 03 9433 2313.

Application close: 12 June 2024

This position will be offered Ongoing/Non-ongoing for a specified term of up to 30 June 2025, with the possibility of extension up to two years. This non-ongoing position may become ongoing. Should the position become ongoing then the Merit Pool established through this selection process may be used to fill the vacancy on an ongoing basis.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Stephen Long, 03 9433 2313
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0742652

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date:Wednesday 12 June 2024

Radiation Health Services Radiation Protection Services

Job Title	Administration Support Officer
Job Type	Part-Time, Ongoing
Location	Yallambie VIC
Salary	\$69,493 - \$77,724
Classification	APS Level 3
Position Number	13582
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Primary purpose of the role

Under general guidance and direction, you will be responsible for providing subject matter expertise to the PRMS laboratory Information Management System (LIMS) project and administration support for the PRMS portal. You will also support the dispatching of personal radiation monitoring service (PRMS) monitors and ensuring that monitors are returned in a timely manner. You will provide high level customer service to existing clients and promote the agency’s PRMS service to potential clients. You will also undertake

responsibility of the stock levels for inventory used within the PRMS area and provide support to other Administrative Support functions as required.

Duties

Key accountabilities

- Provide subject matter expertise to the PRMS LIMS project
- Support the ongoing administration support for the PRMS portal
- Provide exceptional customer service to PRMS clients
- Respond to all client issues raised, or escalate as required where issues are of a sensitive or serious nature
- Support the efficient and timely distribution of PRMS monitors and their timely return at the conclusion of the monitoring period
- Identify and implement improvements to work practices and interactions with clients

Eligibility

Our ideal candidate - job specific capabilities

You should possess well developed communication and interpersonal skills that can be applied to internal and external clients, service providers and contractor in building productive working relationships.

You will possess personal drive and integrity together with a demonstrated capacity to work cohesively within a team environment, displaying initiative, tact and independent judgement in carrying out your specific responsibilities.

You will possess up to date knowledge and experience of technology including Microsoft Office programs and experience using a LIMS.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated high level client service skills.
2. Demonstrated capacity to work in an organised and systematic manner, set priorities and meet deadlines.
3. Experience working as part of a diverse team to achieve a common goal.
4. Demonstrated initiative and a positive attitude towards Agency change management initiatives.
5. Demonstrated ability and experience in the use of technology including the suite of Microsoft Office programs and laboratory information management systems.

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For more information, please contact Ben Paritsky at 03 9433 2405.

Application close: 12 June 2024

This position will be offered as Part time at 0.6FTE.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Ben Paritsky, 03 9433 2405
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Department of Industry, Science and Resources
(DISR)

Closing Date:Thursday 13 June 2024

National Measurement Institute
Chemical & Biological Metrology Aust Sports Drug Testing Lab

Job Title	LIMS and Database Manager
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, North Ryde NSW
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1103_05/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=D5190784-E3D2-2CE3-C051-DAC162BC1E39>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government’s economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people’s lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia’s future.

Please see the [APSC’s APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the National Measurement Institute

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

About the Branch

The **Chemical and Biological Metrology Branch** provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

About the Australian Sports Drug Testing Laboratory Branch

The Australian Sports Drug Testing Laboratory (ASDTL), as part of the National Measurement Institute, is the only World Anti-Doping Agency (WADA) accredited laboratory conducting the testing of athlete samples in the Oceania region as well as conducting research in the field of human sports anti-doping. The ASDTL provides testing service to two key clients, Sport Integrity Australia (SIA) and Drug Free Sport New Zealand (DFSNZ), as well as international sporting federation and anti-doping organisation.

The ASDTL is a dynamic team which undertake a wide range of tasks in tight timeframes, with competing deadlines and high expectations of the quality of finished products.

It is expected that our ideal candidate will be able to support and promote NMI's vision, mission and business objectives, by actively contributing to the ASDTL's team goals, strategies and work plans while achieving quality outcomes and adhering to documented procedures.

The position will be based in North Ryde, Sydney at the National Measurement Institute.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your

career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- maternity and paternity leave
- a vacation care subsidy
- \$200 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to study assistance
- access to staff counselling services.

Our ideal candidate

Our ideal candidate has:

- Demonstrated extensive experience in the development of Laboratory Information Management System (LIMS), particularly as it relates to sports drug testing.
- Extensive experience in database development and management as it relates to WADA's reporting online database Anti-Doping Administration and Management System (ADAMS)
- Demonstrated experience in computer applications relating to data manipulation and laboratory data systems.
- Experience with scientific laboratory processes and the Quality Assurance and Quality Systems principles and practices.
- Demonstrated ability to work co-operatively and effectively in a team environment in accordance with equity provisions.
- Well-developed skills in effectively communicating with stakeholders of all levels, including colleagues, senior management and external clients.
- Ability to prepare procedural documents and willingness to present information to staff within ASDTL
- In accordance with equity provisions and participative work practices, the ability to work with only minimal guidance to help establish and maintain projects and provide ideas to help achieve organisational goals.
- Demonstrated oral and written communication skills and ability to work productively in a team and independently to ensure smooth workflow for the team

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The successful candidate will be responsible for the developing and managing Laboratory Information Management System and supporting laboratory ICT requirements.

As a LIMS and Database Manager you will:

- Develop and implement effective solutions relating to ASDTL's LIMS (Laboratory Information Management System) and World Anti-Doping Agency (WADA)'s online reporting database Anti-Doping Administration and Management System (ADAMS).
- Develop innovative processes to improve LIMS and implement rapid solutions to adapt to changing requirements of laboratory in line with WADA technical documents and ADAMS NextGen reporting requirements
- Work with ASDTL subject matter experts (SME) and vendor to configure and customise LIMS system to accommodate laboratory requirements
- Ability to assess requirements and configure new functionality
- Manage databases under the direction of the Operations Manager to ensure optimal workflow systems
- Perform end-to-end testing as required
- Provide training and support to LIMS users
- Manage backups of instrument data and system images of instrument PCs
- Coordinate administration and technical activities within the Australian Sports Drug Testing Laboratory for the Sydney Athlete Passport Management Unit (Sydney APMU) as it relates to the timely review and management of the Athlete Biological Passport (ABP).
- Liaise with other internal or external professionals to resolve assessments, complete assessment or make referrals
- Assist with and draft the preparation of procedural or technical manuals and guidelines for use within ASDTL
- Travel to domestic and overseas conferences, meetings or symposium as required

Eligibility

A Bachelor degree or equivalent qualification from a recognised university.

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

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

Notes

A merit pool may be established to fill future ongoing and non-ongoing APS6 Science and Technical stream vacancies, should they become available within 18 months from the date advertised.

The laboratory offers flexible working arrangements but during major sporting events there is an expectation for all staff to work shifts and on weekends or public holidays.

Selection may be based on written application and referee reports only.

Vaccination for Hepatitis B is required for this position. NMI will provide vaccination for the successful applicant if required.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney - North Ryde based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	ChemBio Recruitment, ChemBioRecruitment@measurement.gov.au
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=D5190784-E3D2-2CE3-C051-DAC162BC1E39

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742614

Job Title	Senior/CASA Inspector, Flight Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Cairns QLD, Perth WA, Brisbane QLD, Adelaide SA, Sydney NSW
Salary	\$140,112 - \$175,136
Classification	
Position Number	3782
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

CASA is seeking applicants to join the Regulatory Oversight Division who are ready to use their extensive rotary wing aviation experience in an Inspector role within the Regulatory Service Branch, an element of our national operating model.

We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the Civil Aviation Act 1988 (the Act). Along with the essential qualifications, the successful candidates will have the requisite rotary experience (generally not less than 5,000 hours as a pilot-in-command of civil and/or military aircraft) and previous appointments either in operational management as a pilot, designated examiner or training instructor, or as a military pilot where equivalent experience in civil air transport operations would have been acquired.

About the branch

The Regulatory Service Branch performs assessments of industry applications for regulatory permissions based on CASA policy and procedure and available safety risk information. The Branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based.

Assessment of ongoing compliance is performed by CASA Inspectors. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies.

About the roles

The CASA Inspector – Flight Operations (FO1) and Senior CASA Inspector – Flight Operations (FO2) roles.

Reporting to a Manager in our Regulatory Service teams, this role will work within a locally managed team of CASA Inspectors working collaboratively and cohesively.

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

Duties

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

The CASA Inspector - Flight Operations (FO1) works under limited direction and demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and expertise.

The Senior CASA Inspector – Flight Operations (FO2) works under general direction and demonstrate and exercise both initiative and judgment. This includes providing highly developed technical knowledge and expertise in complex, or unusual matters where existing standards, policies and procedures may not cover the circumstances.

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

1. Interpreting analysis of trending reports and pursuing remediation activities to address high risk trending results.
2. Provide input to the ongoing continuous improvement of process, procedures, and standardisation.
3. Working closely with CASA staff to address specific safety information, education and training issues arising from regulatory services activities.
4. Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements, Australian and international standards, quality assurance procedures and best practice models.
5. Supporting the provision of oversight as a member of a nationally dispersed division to drive successful CASA stakeholder outcomes.
6. Managing compliance processes including data analysis and produce intelligence reports in line with CASA standards.
7. Encouraging industry to comply with its obligations to maintain high standards of aviation safety through education, training,

industry forums and timely aviation safety advice.

8. Providing on the job training for CASA Inspectors in their respective discipline.
9. Complying with standard business processes in line with CASA standards and identifying and recommending modifications to operational policies, procedures and standards.
10. Ensuring accurate records and information is maintained supporting all regulatory activities and team reporting requirements.
11. Exercising prescribed delegations in accordance with CASA policy and good administrative decision-making processes.
12. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's values and behaviours.

Our ideal FOI1 candidates

- Technical civil or military equivalent qualifications that can be considered relevant to the role (for example Flight Training Examiner, Instructor rating, Check Pilot approval, etc.).
- Extensive supervisory experience in aviation (for example checking and training, Chief Pilot, Chief Flying Instructor, Flight Examiner, Approved Testing Officer) or an equivalent national aviation authority.
- Strong understanding of Australia's civil aviation legislation with a focus on flight operations and their application in a regulatory environment.
- Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
- Demonstrated high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.
- Relevant tertiary or professional qualifications.

Our ideal FOI2 candidates

- All of the above requirements for FOI1 candidates, plus
- High level understanding of flight operations regulations and Australia's civil aviation legislation, with a focus on flight operations and their application in a regulatory environment.
- High level knowledge of project management principles.
- A high-level understanding of quality assurance and risk management principles.
- Demonstrated experience handling complex and ambiguous situations systematically.
- Demonstrated experience delivering high quality service ensuring outcomes meet corporate objectives.

Eligibility

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
- You must be an Australian citizen or hold permanent resident status.

Minimum requirements for FO1:

- Hold an Air Transport Pilot Licence or Commercial Pilot Licence (Helicopter Category Rating)
- A current Class 1 medical certificate.

Minimum requirements for FO2:

- Hold an Air Transport Pilot Licence (Helicopter Category Rating)
- Hold or have held a Class 1 medical certificate.
- Have had Medium/heavy transport category helicopter experience in an offshore or military background.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	John Doherty, +61740423612 or 0427 479 047 or
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742617

Civil Aviation Safety Authority Australia

Closing Date:Thursday 13 June 2024

Regulatory Oversight
Surveillance

Job Title	Senior/CASA Inspector, Flight Operations - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Cairns QLD, Perth WA, Brisbane QLD, Adelaide SA, Sydney NSW
Salary	\$140,112 - \$175,136
Classification	
Position Number	3782
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

CASA is seeking applicants to join the Regulatory Oversight Division who are ready to use their extensive rotary wing aviation experience in an Inspector role within the Regulatory Service Branch, an element of our national operating model. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the Civil Aviation Act 1988 (the Act). Along with the essential qualifications, the successful candidates will have the requisite rotary experience (generally not less than 5,000 hours as a pilot-in-command of civil and/or military aircraft) and previous appointments either in operational management as a pilot, designated examiner or training instructor, or as a military pilot where equivalent experience in civil air transport operations would have been acquired.

About the branch

The Regulatory Service Branch performs assessments of industry applications for regulatory permissions based on CASA policy and procedure and available safety risk information. The Branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based.

Assessment of ongoing compliance is performed by CASA Inspectors. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies.

About the roles

The CASA Inspector – Flight Operations (FO1) and Senior CASA Inspector – Flight Operations (FO2) roles.

Reporting to a Manager in our Regulatory Service teams, this role will work within a locally managed team of CASA Inspectors working collaboratively and cohesively.

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

Duties

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

The CASA Inspector - Flight Operations (FO1) works under limited direction and demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and expertise.

The Senior CASA Inspector – Flight Operations (FO2) works under general direction and demonstrate and exercise both initiative and judgment. This includes providing highly developed technical knowledge and expertise in complex, or unusual matters where existing standards, policies and procedures may not cover the circumstances.

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

1. Interpreting analysis of trending reports and pursuing remediation activities to address high risk trending results.
2. Provide input to the ongoing continuous improvement of process, procedures, and standardisation.
3. Working closely with CASA staff to address specific safety information, education and training issues arising from regulatory services activities.
4. Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements, Australian and international standards, quality assurance procedures and best practice models.
5. Supporting the provision of oversight as a member of a nationally dispersed division to drive successful CASA stakeholder outcomes.
6. Managing compliance processes including data analysis and produce intelligence reports in line with CASA standards.
7. Encouraging industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice.
8. Providing on the job training for CASA Inspectors in their respective discipline.
9. Complying with standard business processes in line with CASA standards and identifying and recommending modifications to operational policies, procedures and standards.
10. Ensuring accurate records and information is maintained supporting all regulatory activities and team reporting requirements.
11. Exercising prescribed delegations in accordance with CASA policy and good administrative decision-making processes.
12. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's values and behaviours.

Our ideal FO1 candidates

- Technical civil or military equivalent qualifications that can be considered relevant to the role (for example Flight Training Examiner, Instructor rating, Check Pilot approval, etc.).
- Extensive supervisory experience in aviation (for example checking and training, Chief Pilot, Chief Flying Instructor, Flight Examiner, Approved Testing Officer) or an equivalent national aviation authority.
- Strong understanding of Australia's civil aviation legislation with a focus on flight operations and their application in a regulatory environment.
- Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
- Demonstrated high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.
- Relevant tertiary or professional qualifications.

Our ideal FO12 candidates

- All of the above requirements for FO1 candidates, plus
- High level understanding of flight operations regulations and Australia's civil aviation legislation, with a focus on flight operations and their application in a regulatory environment.
- High level knowledge of project management principles.
- A high-level understanding of quality assurance and risk management principles.
- Demonstrated experience handling complex and ambiguous situations systematically.
- Demonstrated experience delivering high quality service ensuring outcomes meet corporate objectives.

Eligibility

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
 - You must be an Australian citizen or hold permanent resident status.
- Minimum requirements for FO1:
- Hold an Air Transport Pilot Licence or Commercial Pilot Licence (Helicopter Category Rating)
 - A current Class 1 medical certificate.
- Minimum requirements for FO2:
- Hold an Air Transport Pilot Licence (Helicopter Category Rating)
 - Hold or have held a Class 1 medical certificate.
 - Have had Medium/heavy transport category helicopter experience in an offshore or military background.

Notes

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

About the Civil Aviation Safety Authority Australia

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

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Position Contact	John Doherty, +61740423612 or 0427 479 047
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742618

Job Title	Senior/CASA Inspector, Flight Operations - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Cairns QLD, Perth WA, Brisbane QLD, Adelaide SA, Sydney NSW
Salary	\$140,112 - \$175,136
Classification	
Position Number	3782
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

CASA is seeking applicants to join the Regulatory Oversight Division who are ready to use their extensive rotary wing aviation experience in an Inspector role within the Regulatory Service Branch, an element of our national operating model. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the Civil Aviation Act 1988 (the Act). Along with the essential qualifications, the successful candidates will have the requisite rotary experience (generally not less than 5,000 hours as a pilot-in-command of civil and/or military aircraft) and previous appointments either in operational management as a pilot, designated examiner or training instructor, or as a military pilot where equivalent experience in civil air transport operations would have been acquired.

About the branch

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About the roles

The CASA Inspector – Flight Operations (FO1) and Senior CASA Inspector – Flight Operations (FO2) roles. Reporting to a Manager in our Regulatory Service teams, this role will work within a locally managed team of CASA Inspectors working collaboratively and cohesively. The role requires an understanding of various aviation industry sectors, civil aviation legislation hierarchy and supporting material. These positions are identified as safety sensitive. The incumbents may be required to perform, or be available to perform, safety sensitive aviation activities, as defined in the relevant regulations.

Duties

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

The CASA Inspector - Flight Operations (FO1) works under limited direction and demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and expertise.

The Senior CASA Inspector – Flight Operations (FO2) works under general direction and demonstrate and exercise both initiative and judgment. This includes providing highly developed technical knowledge and expertise in complex, or unusual matters where existing standards, policies and procedures may not cover the circumstances.

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

1. Interpreting analysis of trending reports and pursuing remediation activities to address high risk trending results.
2. Provide input to the ongoing continuous improvement of process, procedures, and standardisation.
3. Working closely with CASA staff to address specific safety information, education and training issues arising from regulatory services activities.
4. Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements, Australian and international standards, quality assurance procedures and best practice models.
5. Supporting the provision of oversight as a member of a nationally dispersed division to drive successful CASA stakeholder outcomes.
6. Managing compliance processes including data analysis and produce intelligence reports in line with CASA standards.

7. Encouraging industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice.
8. Providing on the job training for CASA Inspectors in their respective discipline.
9. Complying with standard business processes in line with CASA standards and identifying and recommending modifications to operational policies, procedures and standards.
10. Ensuring accurate records and information is maintained supporting all regulatory activities and team reporting requirements.
11. Exercising prescribed delegations in accordance with CASA policy and good administrative decision-making processes.
12. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's values and behaviours.

Our ideal FOI1 candidates

- Technical civil or military equivalent qualifications that can be considered relevant to the role (for example Flight Training Examiner, Instructor rating, Check Pilot approval, etc.).
- Extensive supervisory experience in aviation (for example checking and training, Chief Pilot, Chief Flying Instructor, Flight Examiner, Approved Testing Officer) or an equivalent national aviation authority.
- Strong understanding of Australia's civil aviation legislation with a focus on flight operations and their application in a regulatory environment.
- Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
- Demonstrated high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.
- Relevant tertiary or professional qualifications.

Our ideal FOI2 candidates

- All of the above requirements for FOI1 candidates, plus
- High level understanding of flight operations regulations and Australia's civil aviation legislation, with a focus on flight operations and their application in a regulatory environment.
- High level knowledge of project management principles.
- A high-level understanding of quality assurance and risk management principles.
- Demonstrated experience handling complex and ambiguous situations systematically.
- Demonstrated experience delivering high quality service ensuring outcomes meet corporate objectives.

Eligibility

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
- You must be an Australian citizen or hold permanent resident status.

Minimum requirements for FO1:

- Hold an Air Transport Pilot Licence or Commercial Pilot Licence (Helicopter Category Rating)
- A current Class 1 medical certificate.

Minimum requirements for FO2:

- Hold an Air Transport Pilot Licence (Helicopter Category Rating)
- Hold or have held a Class 1 medical certificate.
- Have had Medium/heavy transport category helicopter experience in an offshore or military background.

Notes

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	John Doherty, +61740423612 or 0427 479 047
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742670

Museum of Australian Democracy - Old Parliament
House

Closing Date:Wednesday 12 June 2024

I.T I.T Continuity

Job Title	Systems Support Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	32202
Agency Website	

Job Description

moadoph.gov.au/about/career

Positioned within the IT team, the APS6 System Support Administrator is responsible for the implementation, maintenance and support of whole of agency ICT systems, projects and technologies. In the implementation and maintenance of these systems and technologies, this position must work effectively with business representatives, internal and external stakeholders, and team members to achieve results, and ensure that systems are delivered in a way that supports and promotes the agency’s strategic objectives.

The position will work closely with the IT Support Officer(s) as an escalation point for the IT Helpdesk, to ensure ICT systems' service levels are maintained and to limit service interruptions wherever feasible.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties

Under the direction of the EL1 Manager the Systems Support Administrator will be required to:

- Coordinate the delivery of whole of agency ICT projects, including scoping, planning, implementation and maintenance plans, including collaborating with internal and external stakeholders.
- Monitor whole of agency compliance with system implementation policies and procedures.
- Monitor, analyse and report on operational expenditure of software and systems.
- Analyse current business processes and workflows to identify and improve systems and practices while meeting business objectives and responsibilities.
- Gather and investigate information from diverse sources to identify risks and opportunities relating to system development, and report on findings at Project and ICT Steering Committee meetings.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. 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	Daniel Iglewski, (02) 6270 8205
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742674

Museum of Australian Democracy - Old Parliament
House

Closing Date:Wednesday 12 June 2024

IT IT Strategic Planning

Job Title	Systems Training Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$72,625 - \$78,340
Classification	APS Level 4
Position Number	22413
Agency Website	

Job Description

moadoph.gov.au/about/career

Positioned within the IT team, the APS4 Systems Training Officer will support the roll out, continued development, and take-up of various enterprise-wide platforms and software that deliver critical business functions for the agency.

The role will support the agency adoption and engagement of enterprise systems, specifically the Digital Asset Management System, Contact Relationship Management System and Microsoft Office 365 suite. The position will work with the System Support officer to provide level 1 and 2 support and helpdesk triage. The position is also responsible for tailoring and delivering training for MoAD’s digital systems, including Piction, Salesforce, and M365 applications, driving staff adoption and technical literacy.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties

Under the supervision of the EL1 IT Manager and collaborating with the broader IT team, the Systems Training Officer will:

- Create, deliver and maintain internal training modules and knowledgebase articles.
- Provide basic level 1 & 2 technical support managed through the helpdesk.
- Respond to and manage ICT service requests.
- Prepare and maintain systems and process documentation.
- Work with the agency to facilitate change management across the enterprise platforms.
- Assist with the maintenance of MoAD's ICT systems as required.
- Carry out additional administrative duties as required.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. 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	Daniel Iglewski, (02) 6270 8205
Agency Recruitment Site	moadoph.gov.au/about/career

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Museum of Australian Democracy - Old Parliament House

Closing Date:Wednesday 12 June 2024

I.T I.T

Job Title	Systems Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$72,625 - \$78,340
Classification	APS Level 4
Position Number	22412
Agency Website	

Job Description

moadoph.gov.au/about/career

Positioned within the IT team, the APS4 Systems Support Officer will support the roll out, continued development, and take-up of various enterprise-wide platforms and software that deliver critical business functions for the agency.

The role will promote the agencies strategic goals by providing technical support for the museum's corporate and non-corporate environments and technologies, including a basic UNCLASSIFIED Windows domain. The position will also work with the Systems Training Officer to provide level 1 and 2 support and training for MoAD's digital systems including M365, Entra, SharePoint Online, Teams and Salesforce. They will also champion the agency's security policies, change management and systems access procedures.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties

- Under the supervision of the EL1 IT Manager and guidance of APS6 Systems Support Administrator the APS 4 Systems Support Officer will:
- Provide basic level 1 & 2 technical support to staff and perform basic system administration.
 - Respond to and manage ICT service requests including triage and escalation as required.
 - Assist with the maintenance of MoAD's ICT systems.
 - Prepare and maintain system and process documentation.
 - Work with vendors to diagnose and correct problems.
 - Work with the agency to facilitate change management across the enterprise platforms.
 - Carry out additional administrative duties as required.

To be successful in this role, you will need to demonstrate:

- Ability to respond to support requests in a timely manner.
- Good time-management skills, with the ability to prioritise tasks and exercise sound judgement and initiative.
- Proactive approach to professional development and learning.
- Ability to work effectively within a small team and to engage positively with stakeholders.
- Ability to effectively follow directions provided by a supervisor and keep supervisors and team members up to date.
- Well-developed oral communication skills, with the ability to breakdown and communicate technical issues to non-technical audiences.
- Experience in a relevant technology support role for 2+ years.

Highly desirable

- Understanding the importance of, and experience in supporting organization-wide business systems such as Salesforce and Microsoft 365 applications, including SharePoint Online and Teams.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. 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	Daniel Iglewski, (02) 6270 8205
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742678

Museum of Australian Democracy - Old Parliament House

Closing Date:Wednesday 12 June 2024

IT IT

Job Title	IT Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$110,115 - \$120,900
Classification	Executive Level 1
Position Number	22405
Agency Website	

Job Description

moadoph.gov.au/about/career

Positioned within the IT team, the EL1 IT Manager is responsible for the Museum’s IT operations as well as the implementation and planning of whole of agency ICT projects. This position must work effectively with business representatives, internal and external stakeholders, and team members to achieve results, and ensure that systems and infrastructure are delivered in a way that supports and promotes the agency’s strategic objectives. The individual is in part responsible for the ongoing management of the IT roadmap and will periodically report to executive management on its progress.

This position is responsible for managing agency wide ICT procurements in-line with Department of Finance, and internal procurement policies and guidance, as well as the whole of agency ICT operational and capital expenditure budgets. This individual will be documenting business systems and processes with the eye on going “cloud first”, ensuring that the agency can reduce its on premise footprint overtime. The position will include the drafting of policies and procedures that are in line with the ACSC’s PSPF and ISM requirements and guidelines, and documenting any changes to the agency’s digital systems as they happen. MoAD is an Essential Eight site, which means that the applicant will be required to have experience in this area and be responsible for its maturity management if successful.

As the position is responsible for the management of multiple team members, it will be providing guidance, instructions and will be ensuring that bodies of work are progressing as expected.

This position is also the final escalation point and manager of the internal helpdesk, and the prime contact for all externally procured and managed services for ongoing operations.

Duties

Under the supervision of the EL2 Head IT, the position will be:

- Analysing current business processes and workflows to identify and improve systems and practices while meeting business objectives and responsibilities.
- Supervise and train the IT staff members, catching up regularly and ensuring that deliveries are met.
- Monitor and manage the internal helpdesk platform, including supporting other agency sections in troubleshooting and triage.
- Coordinate the delivery of whole of agency digital and infrastructure projects, including scoping, planning, implementation, and maintenance plans.
- Gather and investigate information from diverse sources to identify risks and opportunities relating to system development, and report on findings at Project and ICT Steering Committee meetings.
- As Old Parliament House is a heritage building the position will be working with the relevant areas to ensure that impacts of projects and infrastructure are considered and approved from a heritage perspective.
- In partnership with the IT, Facilities and Security teams, deliver security focused solutions and processes to comply with both internal and Whole of Australian Government security policies and frameworks.
- Monitor whole of agency compliance with system implementation policies and procedures.
- Foster both intra-agency and inter-agency collaboration across ICT projects and initiatives, including cyber security and records management.
- Conduct self-directed research to identify business needs and suggest digital solutions to those needs, ensuring that a wide range of ideas and viewpoints are considered.
- Manage whole of agency ICT procurements and supplier relationships to ensure operations and projects are delivered on time and within budget.
- Work towards a “cloud first” systems hosting and consumption model to support high availability and evolving the agency’s strategic outlook.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. 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	Mark de Rooij, (02) 6270 8161
Agency Recruitment Site	moadoph.gov.au/about/career

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Social Services

Vacancy VN-0742381

Department of Social Services

Closing Date:Thursday 13 June 2024

Community Policy and Engagement
Community Partnerships

Job Title	EL 1 - Assistant Director, Social Impact Investing - Outcome Based Contracting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-0480
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services and Treasury are jointly leading the implementation of the Government's \$199.8 million Targeting Entrenched Disadvantage Package. The package reflects a whole of government commitment to addressing entrenched disadvantage in communities across Australia.

As part of the package the Government has committed to implementing the \$100 million Commonwealth Outcomes Fund with states, territories, philanthropy and services providers to tackle disadvantage by funding projects utilising outcome-based funding arrangements. DSS is implementing the Outcomes Fund and have a number of new roles needed to be filled within the department. We are looking for motivated, innovative people who can demonstrate persistence and problem solving to join our highly supportive team.

Do you think outside the box? Can you see other ways of doing things? Do you want a job that helps bend and shape the system to achieve new and better ways of working? The new Outcomes Fund Team will finalise the design of the Fund, select, negotiate and manage up to 10 projects under the Fund working closely with state governments, service providers and philanthropic foundations.

Duties

Our ideal candidate demonstrates experience in policy development, program management and/or data analysis and has the ability in preparing high quality written material to a wide range of audiences.

As part of this role, you will manage and support the selection of suitable projects and negotiate outcome-based contracts with state and territory governments and service providers as well as liaise with a range of internal and external stakeholders.

You will undertake data governance, maintenance and management to support contracts and also develop and manage the evaluation of the Fund as well as individual projects. Other key duties include developing, managing and delivering project plans and, you will also contribute to relevant strategic policy decisions.

Please review the job pack for the 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 Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Judi Drown, 02 6146 3436
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0742703

National Disability Insurance Agency

Closing Date:Thursday 13 June 2024

Specialised Service Delivery
Aged Care and Hospital Interface Hospital Interface Planning

Job Title	APS6 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Darwin NT, Woodridge QLD, Geelong VIC, Adelaide SA, Midland WA, Deakin ACT
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	0725_04/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Aged Care and Hospital Interface Branch is responsible for servicing two cohorts of participants; those living in or at risk of entering aged care under 65 years of age, and those in hospital who are medically ready for discharge but have barriers to doing so.

The Hospital Interface team helps participants discharge from hospitals, the team has Specialised Hospital Discharge Planners and Health Liaison Officers who prioritise participants' plans in hospitals to help them discharge in a safe and timely way.

We are seeking APS6 Planners to join our team.

Duties

Where you can add value

You as an APS6 Planner will work with a reasonable degree of autonomy and are required to provide detailed technical, professional, policy, operational support, and advice in relation to participants.

Not every day will be the same and being adaptable is the key to success. Main elements of this role include:

- you are organised and methodical gathering information from participants and multiple stakeholders, to enable high-quality planning and evidence-based decision-making
- communicating and meeting with scheme participants to ensure progression of goals
- consistent monitoring and determining of funded supports to be included in participant plans
- resolving issues and complaints in relation to participant plans
- working together with your team members and assisting to develop specialised knowledge in areas of expertise
- collaborative approach to engaging with mainstream interfaces including Health and Aged Care

Enough about us, let's talk about you

These positions will have a considerable level of public contact in relation to complex, difficult, or sensitive issues.

To join our team, you will have:

- outstanding communication and interpersonal skills to develop and maintain networks
- experience working with Government mainstream services
- the ability to be flexible and adapt to a fast-paced environment
- be able to work autonomously as part of a high performing team
- high levels of integrity and professionalism to support our values and mission
- a high-level understanding and knowledge of disability and its impact on individuals
- a positive contemporary attitude to people with a disability
- experience dealing with complex situations
- Allied Health experience (desirable)

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 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Eligibility

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

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.

Notes

While these roles can be performed from Surry Hills, Darwin, Woodridge, Geelong, Adelaide, Midland & Deakin (ACT), remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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	Ally O'Rourke, 0459 857 183
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0742711

National Disability Insurance Agency

Closing Date:Wednesday 12 June 2024

CEO Office
Children's Taskforce

Job Title	Children's Taskforce Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - ACT ACT
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	0935_05/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA is increasing its effort to improve outcomes for children and young people in the NDIS based on the outcomes of the NDIS Review and other reform directions determined by the Australian Government and the NDIA Board.

The Children's Taskforce is leading significant projects that are designed to improve the way that the NDIS works for children and their families. The Taskforce has both a policy and project focus and has strong interactions with other elements of the NDIA's significant reform agenda.

Through a recruitment campaign, we have opportunities at the EL2, EL1 and APS 6 levels. Please see the NDIA careers page for access to all vacancies.

Duties

An APS 6 role within the Children's Taskforce will see you as a Policy Officer or Senior Project Officer. In these roles you can expect to:

- Research, review and analyse best practice frameworks and resources.
- Draft written advice such as briefs, correspondence, submissions, policy documents, plans, reports, discussion papers and corporate documentation.
- Provide support in consultation and engagement to provide advice to inform improvements.
- Support the development, coordination, monitoring and reporting of strategic, operational and project plans including managing project schedules.
- Collaborate with internal and external stakeholders and synthesizing evidence and research to support informed decision-making and planning.
- Identify and assist with the management of project risks, issues and benefits.
- Contribute to project quality management to ensure that deliverables are fit for purpose.

Eligibility

You will be a highly motivated individual who is adept at exercising initiative and judgment and have superior written and verbal communication skills.

You will be a problem solver who is able to work collaboratively in a change environment to identify, develop and evaluate solutions to complex policy issues.

You will be committed to authentic collaboration with key stakeholders and actively applying the voice and experience those key stakeholders into changes to policies and practice.

You will have demonstrated knowledge and understanding of issues affecting children with disability and their families and carers and strong desire to work on achieving improved outcomes.

Notes

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

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

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	Greg Rodgers, (02) 4220 0613
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0742712

National Disability Insurance Agency

Closing Date:Wednesday 12 June 2024

CEO Office
Children's Taskforce

Job Title	Children's Taskforce Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - NT NT
Salary	\$116,118 - \$127,090
Classification	Executive Level 1
Position Number	0934_05/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA is increasing its effort to improve outcomes for children and young people in the NDIS based on the outcomes of the NDIS Review and other reform directions determined by the Australian Government and the NDIA Board.

The Children's Taskforce is leading significant projects that are designed to improve the way that the NDIS works for children and their families. The Taskforce has both a policy and project focus and has strong interactions with other elements of the NDIA's significant reform agenda.

Through a recruitment campaign, we have opportunities at the EL2, EL1 and APS 6 levels. Please see the NDIA careers page for access to all vacancies.

Duties

Within the Children's Taskforce Branch as an EL1 Assistant Directors you can expect to:

- Lead a team and contribute to the development and analysis of policy in a specialised area of work that requires consideration of sensitive issues project planning, design and development functions to support service improvement.
- Support the Director and SES leaders in the coordination, management and delivery of strategic policy products, informed through co-design with the community.
- Contribute to project design, governance arrangements and operational integration so that project deliverables and milestones are met.
- Draft policy documents, reports, briefing papers, Ministerial correspondence, Cabinet submissions and discussion papers.
- Manage and resolve competing work priorities.

Eligibility

You will be a highly motivated individual who is adept at exercising initiative and judgment and have superior written and verbal communication skills.

You will be a problem solver who is able to work collaboratively in a change environment to identify, develop and evaluate solutions to complex policy issues.

You will be committed to authentic collaboration with key stakeholders and actively applying the voice and experience those key stakeholders into changes to policies and practice.

You will have demonstrated knowledge and understanding of issues affecting children with disability and their families and carers and strong desire to work on achieving improved outcomes.

Notes

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Greg Rodgers, (02) 4220 0613
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0742716

National Disability Insurance Agency

Closing Date:Wednesday 12 June 2024

CEO Office
Children's Taskforce

Job Title	Children's Taskforce Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - NT NT
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	0914_05/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA is increasing its effort to improve outcomes for children and young people in the NDIS based on the outcomes of the NDIS Review and other reform directions determined by the Australian Government and the NDIA Board.

The Children's Taskforce is leading significant projects that are designed to improve the way that the NDIS works for children and their families. The Taskforce has both a policy and project focus and has strong interactions with other elements of the NDIA's significant reform agenda.

Through a recruitment campaign, we have opportunities at the EL2, EL1 and APS 6 levels. Please see the NDIA careers page for access to all vacancies.

Duties

EL2 Directors will lead teams and manage complex policy projects in the context of broad system reform. Directors will:

- Lead and contribute to project planning, design, and development functions to support service improvement across the whole Taskforce workplan.
- Lead and manage a diverse team for high performance, promoting a climate of accountability and continuous improvement, including work planning, coaching and staff development activities.
- Coordinate, manage and deliver strategic policy products, informed through co-design with the community.
- Develop and interpret policy in a specialised area of work that requires consideration of sensitive issues.
- Drive a suite of projects within a broader reform program of work and ensuring high quality inputs and deliverables.

- Prepare, review, and advise on policy reports, briefing papers, Ministerial correspondence, Cabinet submissions and discussion papers.
- Monitor and evaluate projects to ensure that objectives are being met within budget and timeframes.
- Adapt and respond quickly in changing situations.

Eligibility

You will be a highly motivated individual who is adept at exercising initiative and judgment and have superior written and verbal communication skills.

A problem solver who is able to work collaboratively in a change environment to identify, develop and evaluate solutions to complex policy issues.

Committed to authentic collaboration with key stakeholders and actively applying the voice and experience those key stakeholders into changes to policies and practice. You will have demonstrated knowledge and understanding of issues affecting children with disability and their families and carers and strong desire to work on achieving improved outcomes.

Notes

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Greg Rodgers, 02 4220 0613
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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National Disability Insurance Agency

Closing Date: Tuesday 11 June 2024

Chief Corporate and Commercial Officer
Corporate Information and Property Branch

Job Title	Property and Corporate Services Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Brisbane QLD
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	0753_04/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Corporate, Information, and Property Services Branch is responsible for the delivery of centralised corporate services across the Agency, including delivering and managing the Agency's physical property portfolio, corporate services and shared services arrangements with Services Australia.

Duties

The APS4 Property is a team membership position that will work within defined parameters relating to their area of responsibility providing operational and administrative support.

The APS4 Property will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of property matters to resolve moderately complex enquiries.

Some of your duties and responsibilities will include:

- Monitoring third party providers for property, shared services or other corporate operations matters
- Responding to property and corporate services related enquiries and issues from staff members
- Monitoring levels of stationery and consumables within a portfolio of NDIA locations and ensuring sufficient stocks are ordered and delivered to sites
- Working collaboratively with other enabling services to ensure positive outcomes for staff
- Supporting NDIA staff with fleet, mail and other corporate operations matters.

Eligibility

The Corporate, Information, and Property Services Branch are seeking a motivated individual who thrives in a collaborative team environment and has strong demonstrated experience in customer service or business enabling roles. The successful candidate is able to balance competing requests and priorities and is comfortable liaising with stakeholders to provide advice and resolve issues.

Notes

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

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

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	Lauren Booth, 07 3016 8471
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0742722

National Disability Insurance Agency

Closing Date:Tuesday 11 June 2024

Chief Operating Officer
Chief Corporate and Commercial Officer

Job Title	Property and Corporate Services Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Melbourne VIC, Dandenong VIC, Brisbane QLD, Robina QLD, Parramatta NSW, Penrith NSW, Adelaide SA, Darwin NT
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	0752_04/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Corporate, Information, and Property Services Branch is responsible for the delivery of centralised corporate services across the Agency, including delivering and managing the Agency's physical property portfolio, corporate services and shared services arrangements with Services Australia.

Duties

The APS5 Property is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility. The position will be required to provide policy advice within an area of specialisation with advice based on policies and legislation.

The APS5 Property will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries.

Some of your duties and responsibilities will include:

- Engaging and monitoring third party providers for property, shared services or other corporate operations matters
- Responding to property and corporate services related enquiries and issues from staff members
- Contributing towards team planning, task assignment and monitoring activities that support delivery and completion of work
- Monitoring levels of stationery and consumables within a portfolio of NDIA locations and ensuring sufficient stocks are ordered and delivered to sites
- Developing and maintaining carpark ballots and fleet vehicles
- Supporting the development, implementation and maintenance of policies and procedures that support the activities of the team, including resolving or escalating emerging issues
- Supporting NDIA staff of fleet, mail and other corporate operations matters

Eligibility

The Corporate, Information, and Property Services Branch are seeking a motivated individual who thrives in a collaborative team environment and has strong demonstrated experience in customer service or business enabling roles. The successful candidate is able to coordinate competing requests, set priorities and manage workflows, and is comfortable liaising with stakeholders to provide advice and resolve complex or difficult issues.

Notes

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

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

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	Shelley Caines, 0491210238
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0742723

National Disability Insurance Agency

Closing Date:Tuesday 11 June 2024

Chief Operating Officer
Chief Corporate and Commercial Officer Corporate Information and Property
Branch

Job Title	Property and Corporate Services Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Tuggeranong ACT, Geelong VIC, Brisbane QLD, Surry Hills NSW
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	0687_04/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Corporate, Information, and Property Services Branch is responsible for the delivery of centralised corporate services across the Agency, including delivering and managing the Agency's physical property portfolio, corporate services and shared services arrangements with Services Australia.

Duties

The APS6 Property is a team leadership position and is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents. The position is required to provide detailed technical, professional, policy, operational support and advice in relation to complex problems.

The APS6 Property will have a considerable level of contact with internal and external stakeholders and will be required to communicate and negotiate with clients or stakeholders under limited direction, to minimise oppositions and maximise acceptance and cooperation.

Some of your duties and responsibilities will include:

- Working with internal and external stakeholders, undertaking property submissions and acquisition of new property or shared premises arrangements with other co-location partners
- Undertaking block and stack activities, and managing site moves in consultation with all stakeholders and business areas
- Managing projects and contracts for enabling services including budget management, scope development and contract administration
- Providing NDIA staff with advice and support for fleet, mail and other corporate operations matters
- Managing all aspects of properties and other corporate services, liaising with stakeholders, ensuring ongoing maintenance of NDIA sites, services are fit for purpose and comply with policy
- Developing executive briefs and other written material and communicating decisions and directions.

Eligibility

The Corporate, Information, and Property Services Branch are seeking a motivated individual who thrives in a collaborative team environment and has strong demonstrated experience in customer service or business enabling roles. The successful candidate is responsible for implementing work plans, setting tasks and priorities, managing workflows and emerging issues and risks, and can manage relationships with stakeholders to achieve work area goals.

Notes

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

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

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To Apply

Position Contact	Fiona Cassidy, 03 5223 7179
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0742392

Australian Bureau of Statistics

Closing Date:Wednesday 12 June 2024

Data Middleware and Analytics

Job Title	Middleware Service Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Docklands VIC, Belconnen ACT
Salary	\$113,288 - \$130,959
Classification	Executive Level 1
Position Number	24/MIDDLEWARE_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=1AD0D79D-A6BF-ED70-8A14-DABFC3F7CB87>

The Australian Bureau of Statistics (ABS) is looking to recruit a **Middleware Service Manager** to work in our Data, Middleware, Analytics section.

This is a permanent role at the Executive Level 1 classification level. The successful applicant can work from any of our offices located in Belconnen (Canberra), Docklands (Melbourne) or Adelaide, although a hybrid model of working from home and the office applies.

Duties

The Middleware team of the Data, Middleware, Analytics (DMA) section is responsible for the design, implementation, administration and maintenance of ABS' web, middleware and application hosting technology stack. This stack includes:

- application load balancing and firewalling (F5, AWS WAF)
- web app platforms (JBoss, IIS, Tomcat); and
- data management platforms (Pega, Informatica and Confinity)
- cloud services (AWS and Azure).

A good understanding of the Amazon Web Services cloud and services is recommended for this role.

Duties of the Middleware Service Manager role will include:

- establish, participate and maintain relationships with stakeholders and vendors
- provide technical leadership to the team, educate technical staff and improve processes
- technical project management
- solution design
- contributing to strategic planning
- liaise with clients and vendors to troubleshoot and resolve critical issues

- make informed decisions about solutions and technical strategy/roadmap
- staff management and mentoring.

The team helps build integrated, secure and robust solutions while working with key stakeholders, including ABS technical and business teams, application development teams and strategic vendors.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- a proven ability to work with multiple stakeholders and multi-disciplinary teams by fostering positive working relationships using well-developed communication skills
- a proven ability to clearly communicate complex concepts to a broad range of stakeholders, both in writing and orally, with the ability to solve problems with a high degree of technical complexity
- technical project management skills, including preparation of reports, coordinating resources and experience in testing and security assurance of deliverables
- self-motivation, with an ability to adapt and a desire to learn
- technical solution evaluation and design skills, with a focus to streamline and optimise IT operations
- proven experience with leading geographically diverse teams; identifying areas for improvement, implementing best practices and supporting strategic planning
- proven experience administering, integrating and operating a range of Web, Middleware and Application Hosting, DevOps and Infrastructure Automation technologies and platforms.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain Baseline security clearance.

Notes

How to apply

To apply you will need to upload your current resume, provide referee details and respond to the following:

Refer to the selection criteria and attempt to address all criteria in your response. Please limit your response to 500 words.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating

data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Carter Wong, (02) 6252 7598
Agency Recruitment Site	https://abs.nga.net.au/?jati=1AD0D79D-A6BF-ED70-8A14-DABFC3F7CB87

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Treasury

Vacancy VN-0742591

Australian Bureau of Statistics

Closing Date:Wednesday 12 June 2024

Technology and Security
Business Analysis, Testing and DevOps

Job Title	Performance Test Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Docklands VIC, Geelong VIC, Sydney NSW
Salary	\$92,210 - \$104,135
Classification	APS Level 6
Position Number	24/PTA_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=60137321-FB7B-9A49-F623-DAC216EE3733>

The Australian Bureau of Statistics (ABS) is looking fill several **Performance Test Analyst** positions within the testing and quality assurance domain of the Business Analysis, Testing and DevOps section.

There is a mix of both ongoing (permanent) and non-ongoing (temporary) positions at the APS 6 classification level. Successful

candidates can work at any of our offices located in Adelaide, Brisbane, Canberra, Geelong, Melbourne or Sydney, although a hybrid model of working from home and the office applies.

Duties

The Performance Test Analyst is part of a team responsible for the design, build, testing and deployment of effective performance test solutions to ensure the quality, reliability and completeness of business systems deployed on departmental platforms. Here are some of their key responsibilities:

- undertake performance test projects in collaboration with key stakeholders, vendor representatives and other teams / experts
- contribute to the development and implementation of performance test strategies and plans and provide input into test scripts
- execute scheduled performance tests in accordance with agreed strategy /plan and timeframes
- analyse and review performance test results, modify tests where necessary and provide reports on performance anomalies, risks and issues and recommendations for improvement
- work collaboratively with key stakeholders, vendor representatives and other IT teams / experts to discuss test results and ensure that issues / problems identified during testing are resolved efficiently.

Much of the work we do impacts the acquisition, processing and dissemination of critical statistical products that are used by governments, businesses and the public in key decision-making processes.

The team is dispersed across multiple locations and our personnel are deployed into projects which cover a variety of products and services, our key work program partnerships being Census, Big Data Insights and Analytics, Data Integration and Data Acquisition.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- minimum 2+ years active, continuous, hands-on experience with:
 - o performance test planning
 - o workload modelling
 - o capacity planning for medium to large scale applications
 - o developing dynamic performance testing suites using Apache JMeter and LoadRun Enterprise
- experience monitoring application-performance using at least one of the following observability tools: Dynatrace, CloudWatch, Splunk
- experience diagnosing performance issues and recommending implementing performance tuning and risk mitigation approaches to address them
- experience with CI/CD, DevOps, automation, and cloud technology

- excellent written and verbal communication skills; the ability to work independently and collaboratively in multidisciplinary teams and engage effectively with various stakeholders
- experience in coaching, mentoring, and managing others
- a commitment to upholding the ABS and APS values, adhering to the APS code of conduct and employment principles.

Desirable but not essential is:

- ISTQB qualifications
- tertiary qualifications in ICT, computer science, software engineering or related discipline
- experience with automation and/or non-functional testing experience with agile project delivery methodologies.

Eligibility

To be eligible to apply for these positions you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

To apply, you will need to upload your current resume, provide referee details, and respond to the following (up to 600 words):

Using the role description as a guide, provide examples of your skills and experience relevant to the selection criteria. For each example provided, clearly articulate what your role and contribution was and what outcome was achieved.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Latifur Rahman, 02 6252 6852
Agency Recruitment Site	https://abs.nga.net.au/?jati=60137321-FB7B-9A49-F623-DAC216EE3733

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Treasury

Vacancy VN-0742660

Australian Bureau of Statistics

Closing Date:Wednesday 12 June 2024

IT Work Program Management

Job Title	Project Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Belconnen ACT, Adelaide SA, Brisbane QLD, Docklands VIC, Geelong VIC, Hobart TAS, Perth WA, Sydney NSW
Salary	\$92,210 - \$104,135
Classification	APS Level 6
Position Number	24/ITWPM_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=A6C27093-D6D7-7AE1-8CB8-DAC2545592C7>

The Australian Bureau of Statistics (ABS) is looking to fill multiple **Project Support Officer** roles in the IT Work Program Management Section, part of our IT Strategy & Architecture Branch in our Technology and Security Division (TSD).

The IT Work Program Management Section supports TSD to deliver ABS business objectives effectively and efficiently through proactive management of costs, capability and capacity. The team works collaboratively across the division to develop and implement workforce strategies, build professional ICT capabilities, and source ICT skills from the market that are required to deliver work programs.

Duties

The available roles cover a range of responsibilities for undertaking work that is moderately complex to complex and/or sensitive in nature. The work may include aspects related to coordination of workforce management activities, actively contributing to project planning and strategic plans and/ or project financial management.

The successful candidates may be involved in one or many of the following:

- using project management methods and tools including agile methodologies to coordinate, monitor and evaluate various operational workforce management outcomes
- work with the finance team to provide financial reporting and analysis of budget requirements for programs and projects
- prepare workforce reporting, business planning documents, project documentation and proposal papers for an executive audience

- understanding and driving capability uplift through the administration of training programs, management of training governance and delivery of initiatives aligned to our training strategy
- implementation of workforce strategy initiatives
- management of resource supply and demand at a divisional level
- design and deliver process improvement initiatives for workforce or financial processes.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- experience in resource management or financial management/ budgets (i.e. in an operational capacity or of a project or program)
- effective oral and written communication skills, including the ability to produce information in an inclusive, clear and concise manner for a range of audiences
- demonstrated ability to partner with others and sustain positive relationships with team members, internal stakeholders and external stakeholders
- experience in leading delivery of operational initiatives and/or activities whilst assessing the implication to strategic objectives and benefits
- demonstrated ability to use a flexible, outcomes-based approach to meet business objectives while maintaining attention to detail and governance policies and procedures
- experience in applying project management methods to manage work, adjust priorities and work activities to meet project deliverables.

Eligibility

To be eligible to apply for these positions you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

You will need to upload your current resume (maximum 2 pages), provide referee details and respond to the following:

In 600 words maximum, describe a recent project or program of work where you led or were part of a team which delivered workforce or financial outcomes for a project or program. You might like to provide details about what role you played, activities you undertook, who you engaged with, any challenges you encountered and how this work contributed to delivering on project outcomes.

Please refer to the selection criteria and attempt to address all criteria in your response.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage

and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Lorena Carrasco, (02) 6256155
Agency Recruitment Site	https://abs.nga.net.au/?jati=A6C27093-D6D7-7AE1-8CB8-DAC2545592C7

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Treasury

Vacancy VN-0742560

Australian Taxation Office

Closing Date:Thursday 13 June 2024

Client Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Relationship Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Albury NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Upper Mount Gravatt QLD
Salary	\$78,290 - \$84,971
Classification	APS Level 4
Position Number	EXT_CEG EST_355_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=B7C56168-4DB4-3EAD-2645-DAC16524C276>

Duties

We are seeking Relationship Officers to join our Enterprise Solutions and Technology and Client Engagement Groups.

As a Relationship Officer, you will perform an important role in maintaining effective relationships with business partners to support programs of work. You'll work collaboratively to support key tasks and deliverables, including engagement, technical, security and associated frameworks.

You will review and interpret queries to respond, escalate and maintain records. You'll identify feedback to help build better products or develop new services.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility
Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	ATORecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=B7C56168-4DB4-3EAD-2645-DAC16524C276

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Treasury

Vacancy VN-0742561

Australian Taxation Office

Closing Date:Thursday 13 June 2024

Client Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Relationship Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Penrith NSW
Salary	\$87,279 - \$92,526
Classification	APS Level 5
Position Number	EXT_CEG EST_361_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D33CE903-E251-B3BE-12B5-DAC1655667D0>

Duties

We are seeking Relationship Officers to join our Enterprise Solutions and Technology and Client Engagement groups.

As a Relationship Officer, you will communicate and engage with business partners to support our work programs. You'll monitor and measure change associated with the introduction of new and existing policy, processes and technologies. You'll create and implement communication plans and supporting products.

You will undertake research and analysis activities to resolve moderately complex issues. You'll identify client needs and provide advice to influence the design of products, communication and engagement approaches.

You will produce reports, briefs and evaluate data to produce accurate and effective analysis.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility Notes

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

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To Apply

Position Contact	ATORecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=D33CE903-E251-B3BE-12B5-DAC1655667D0

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Treasury

Vacancy VN-0742562

Australian Taxation Office

Closing Date:Thursday 13 June 2024

Client Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Relationship Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$94,235 - \$108,200
Classification	APS Level 6
Position Number	EXT_CEG EST_362_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=F2C9981D-6AA8-E744-AA97-DAC1655A096E>

Duties

We are seeking experienced Relationship Officers to join our Enterprise Solutions and Technology and Client Engagement Groups.

As a Relationship Officer, you will communicate and engage with business partners to support our work programs. You'll drive and manage change activities associated with the introduction of new and existing policy, processes and technologies. You'll create, review and implement communication plans and supporting products.

You will undertake research and analysis activities to resolve complex issues. You'll identify clients needs and expectations and provide expert advice to influence the design of improved products, communication and engagement approaches. You will research, draft and summarise briefs or reports and present findings in a clear manner.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable accommodation to support candidates with disability participate in our recruitment processes and encourage people with disability

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility
Notes

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

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To Apply

Position Contact	ATORecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=F2C9981D-6AA8-E744-AA97-DAC1655A096E

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Treasury

Vacancy VN-0742563

Australian Taxation Office

Closing Date:Thursday 13 June 2024

Client Engagement Group, Enterprise Solutions and Technolog
Various teams

Job Title	Relationship Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW, Box Hill VIC
Salary	\$120,704 - \$131,594
Classification	Executive Level 1
Position Number	EXT_CEG EST_363_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=DB0BDF15-68A1-A894-9986-DAC1655D2BB2>

Duties

We are seeking experienced Relationship Managers to join our Enterprise Solutions and Technology and Client Engagement Groups.

As a Relationship Manager, you will manage strategic relationships and lead effective communication and engagement with business partners to support our work programs. You'll facilitate, deliver, monitor and measure activities that drive adoption and manage change associated with the introduction of new and existing policy, processes and technologies. You'll create, review implement and manage communication plans and supporting products.

You will oversee research and analysis activities that resolve complex issues. You'll build your teams capability and influence the design of improved products, communication and engagement approaches.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility

Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	ATORecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DB0BDF15-68A1-A894-9986-DAC1655D2BB2

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Treasury

Vacancy VN-0742564

Australian Taxation Office

Closing Date:Thursday 13 June 2024

Client Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Relationship Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Gosford NSW, Moonee Ponds VIC, Box Hill VIC, Canberra ACT, Hobart TAS, Melbourne VIC, Newcastle NSW, Parramatta NSW, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_CEG EST_364_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=38E6211B-6EDA-4373-C0AD-DAC16561BFF6>

Duties

We are seeking experienced and driven Relationship Directors to join our Client Engagement Group.

As a Relationship Director, you will lead effective communication and engagement with business partners to support strategic work programs. You'll oversee the delivery of activities that drive and manage change associated with the introduction of new and existing policy, processes and technologies. You'll facilitate and manage the implementation of communication plans and supporting products. You will engage with a range of business partners to achieve corporate outcomes.

You will lead critical research and analysis activities that resolve highly complex issues. You'll strive for exceptional results by

building your teams capability and improve the design of products, communication and engagement approaches.

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

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Eligibility
Notes

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To Apply

Position Contact	ATORecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=38E6211B-6EDA-4373-C0AD-DAC16561BFF6

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742575

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Chief People Officer
Integrity, Security & Property Security

Job Title	Assistant Director - Personnel Security
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	DVAO2139
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The DVA Security Section is responsible for managing the department's protective security through a combination of procedural, physical, personnel, and information security measures designed to protect people, information and assets from security threats. The security team provides advice and expertise to the Chief Security Officer to apply the five principles, four outcomes and the core requirements of the 16 policies of the Australian Government Protective Security Policy Framework (PSPF), using a security risk managed approach that best suits the department's security goals and objectives.

DVA is seeking a highly motivated, experienced and innovative professional to help manage personnel security. Supervising a small team of security officers, the Assistant Director – Personnel Security will be responsible for ensuring the department is meeting its obligations under the PSPF. The role will include driving a significant body of work associated with the continuous improvement of the department's personnel security capability in addition to overseeing the daily personnel security operations of the team.

Duties

- Manage a small team of personnel security officers, ensuring compliance with the PSPF, department policies and procedures
- Undertake a review of DVA's personnel security policies and procedures, to strengthen the department's personnel security environment
- Liaise with the Australian Government Security Vetting Agency (AGSVA) and undertake high level strategic engagement with other external stakeholders
- Build team capability through coaching, feedback and developing the quality of work undertaken by others within the work unit
- Manage personnel security escalations and complex Security Clearance cases
- Lead and coordinate strategic planning for short and longer-term personnel security project initiatives

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).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Formal Qualifications and/or experience in government Personnel Security.
- Formal Qualifications in government security and/or risk.
- NV1 Security Clearance (or the ability to obtain one)

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Erica Mills, 0437 986 871
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742578

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Technology & Finance
Housing Programs & Approved Accounts Approved Accounts

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2140
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

We operate an 1800 call line for accounts related queries with staff rostered from 8.30am to 5pm each weekday.

We work collectively and in conjunction with other sections across DVA to ensure financial management and compliance requirements are met.

Duties

- Manage prioritisation of own workloads, checking accuracy of information, work and advice, to effectively meet agreed targets and performance standards
- Use financial management and business systems to capture, research, analyse and reconcile data.
- Work collaboratively and contribute to team goals and objectives, establish rapport and maintain internal and external relationships.
- Actively participate in business improvement and change management with a customer/client focus.
- Undertake ad hoc tasks within your area of expertise as required.

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).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742582

Department of Veterans' Affairs

Closing Date: Thursday 13 June 2024

Technology & Finance
Housing Programs & Approved Accounts Approved Accounts

Job Title	Assistant Director Approved Accounts
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	DVAO2142
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

We operate an 1800 call line for accounts related queries with staff rostered from 8.30am to 5pm each weekday. We work collectively and in conjunction with other sections across DVA to ensure financial management and compliance requirements are met.

Duties

- Lead a large team responsible for accounts payable services and 1800 call operations
- Monitor invoice workflows and manage issues
- Manage regular reporting and client enquiries
- Prepare responses to ministerial or executive including reports, briefing papers, talking points, Ministerial correspondence and discussion papers
- Propose and facilitate innovation initiatives and contribute to business improvement strategies and change in workplace practices
- Evaluate the effectiveness of risk management and risk assessment activities within sphere of responsibility

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).

- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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 Veterans' Affairs

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To Apply

Position Contact	Natalie Woodwell, 0402 252 645
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742602

Department of Veterans' Affairs

Closing Date: Thursday 13 June 2024

Client Benefits
VEA Compensation Operational Services

Job Title	Senior Program Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2143
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Operational Services Section provides operational, procedural and learning & development support to meet the needs of DVA's clients in relation to claims and appeals processed under the Veterans' Entitlements Act 1986 (VEA), Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA) & Military Rehabilitation and Compensation Act 2004 (MRCA).

Procedural Planning and Assurance are seeking APS6 Senior Program Officers to provide advice to service delivery staff nationally. We are looking for great people with a demonstrated record in exercising initiative and judgement in the interpretation and application of departmental practices and procedures. Strong analytical skills and ability to innovate to produce improvements and key outcomes will see you succeed in this role.

Duties

- Develop and maintain procedure manuals, internal claims processing resources, standard letter templates and forms
- Develop and prepare a range of detailed documentation, including reports, briefs and submissions for internal stakeholders and senior executive staff on complex claims processing matters
- Provide advice and expertise on complex operational activities and initiatives for the division, having regard to legislative and policy compliance, and strategic direction
- Contribute to business planning, evaluation and reporting consistent with organisational goals and objectives
- Gather and analyse information to enhance claims processing efficiency and produce excellent client service outcomes
- Build collaborative relationships with internal and external stakeholders.

Eligibility

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- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

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To Apply

Position Contact	Kirsten Simcich, 0400 127 219
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742604

Department of Veterans' Affairs

Closing Date: Thursday 13 June 2024

Client Benefits
Processing

Job Title	Claims Support Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Broadbeach QLD, Townsville QLD
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2144
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support.

This recruitment process is being used to fill immediate and anticipated ongoing and non-ongoing vacancies for APS4 Claims Support Officer roles within Incapacity, Special Rate Disability Pension (SRDP), Combined Benefits and Permanent Impairment teams of the Processing Branch.

The Processing Branch plays a vital role in the comprehensive assessments and determinations for both liability claims and claims concerning incapacity, SRDP and permanent impairment payments. These claims are submitted by ADF and ex members who suffer mental or physical injury, illness or disease as a result of service.

Duties

- Be responsible for initiating and commencing the claims process in line with applicable policy and legislation
- Assist Claims Delegates with tasks relevant to ongoing claims. This may include; requesting medical reports and clinical notes, liaising with medical providers, maintaining contact with veterans and their representatives and analysing and advising delegates of trends and discrepancies
- Engage in and deliver excellent client and stakeholder service including managing initial phone and email contact and arranging appointments to open claims and respond to queries
- Attention to detail in the management of clients' claims including appropriate archiving, accurate record-keeping and monitoring of the claim progress
- Conduct information gathering after liaising with the Claims Delegate and providing considered updates to the Claims Delegate
- Action and update tasks for information requested and provided

- Monitoring and management of electronic communications including emails and the group email box
- Identifies issues and problems that may impact on own work objectives and propose ways forward to resolve
- Gathering statistics for Team Leader/Manager
- Undertake additional duties as directed.

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).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

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To Apply

Position Contact	Kijiana Satui, 07 3223 8632
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742628

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Open Arms - Veterans and Families Counselling
Business Operations

Job Title	Service Desk Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2137
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms is the gateway for veterans and their families to access services, including counselling, to improve their mental health and wellbeing. It promotes and provides mental health and wellbeing services toward improved outcomes and quality of life for veterans and their families. This is achieved through providing client centred, trauma informed, recovery oriented, needs driven and compassionate care, informed by the voice of the community.

The Business Operations Branch provides administrative and business support to Open Arms counselling services and the division.

This role is responsible for the day to day operations of the VVCS Electronic Records Application (VERA) System Support Helpdesk (the Helpdesk). The Helpdesk services all Open Arms staff and Outreach Provider Contractors in relation to all issues and queries about the VERA system.

The Service Desk Officer reports directly to the Service Operations Manager (APS6) and is a critical role for Open Arms given the centrality of the system to almost all of Open Arms services. In addition, the role, and helpdesk team, provides support to the Service Operations Manager in regards to routine and adhoc data requests from Open Arms management and Executive.

Duties

- Assist with other systems outside of VERA (if required and as directed)
- Supervise the running of routine reports and quality assure report output
- Assist in the documenting of processes and procedures for routine and adhoc reports
- Identify and support the training needs of staff in the Helpdesk. Where appropriate, deliver the training
- Assist in escalated system tickets/issues, and escalate to technical and non-technical staff as required.
- Train users in VERA including via phone or face-to-face
- Create and update VERA manuals and Service Desk task cards when needed in collaboration with the team, including general overview, Outreach and billing processes, invoicing and all records management processes on the system
- Check billing invoices on VERA for system errors and data errors
- Identify and implement business improvements and system changes
- Create new worker profiles on VERA
- Provide access to staff and contractors for use of VERA
- Respond to password queries and process queries and assist VERA users with issues in the system
- Monitor the two VERA email boxes and JIRA (The Service Station) system and prioritise queries and respond accordingly
- Make changes to worker profiles on VERA
- Respond to other tickets/system queries as raised, or escalate if required.

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).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Desirable Qualifications and Experience

- Experience in an ICT Service Desk type of environment
- Query writing (SQL preferred) and the ability to extract complex data sets from a client management system

Notes

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To Apply

Position Contact	Chan Chong U, 02 9213 7892
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742631

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Clinician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Stafford QLD
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2136
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms – Veterans & Families Counselling (Open Arms) is a leading provider of military-aware and trauma-informed mental health and counselling services to Australia's military community. As a service of the Department of Veterans' Affairs (DVA), we provide mental health counselling, relationship counselling and family counselling to Defence Force (ADF) service (current and former serving members) and their immediate families. We are seeking an experienced clinician to join our team.

Our Clinicians (APS 6) apply extensive knowledge and experience gained from a relevant background in psychology, social work, counselling, occupational therapy, or nursing to build rapport with clients, understand their unique experiences and work with them to identify goals that will enhance mental health and wellbeing.

Clinicians are expected to provide evidence-based assessment, formulation and treatment for a range of psychological conditions, maintain confidential clinical material to reflect the counselling process. They may also provide co-facilitation for group programs alongside fellow Open Arms staff or external clinicians. With clients' consent, Clinicians will liaise with additional treatment providers, family members and/or key Open Arms and DVA stakeholders to enhance therapeutic support.

Reporting to the Assistant Director (EL 1) Clinicians are required to attend regular case reviews and operational supervision to discuss client progress and complex cases with the Assistant Director and other Clinicians. They are required to make decisions, problem solve and navigate complex client issues, whilst adhering to relevant legislation, ethical guidelines and policies. Critical thinking, communication and interpersonal skills are paramount, and Clinicians must demonstrate high levels of integrity and emotional intelligence. Bringing knowledge of veterans' and their families' experiences to the role. Clinicians will demonstrate respect for all clients and uphold a strong commitment to confidentiality and privacy.

Duties

- Provide high quality clinical services including risk assessment and intervention, referral, evidence based individual, couple and family counselling, and case management to eligible Open Arms clients in order to achieve outcomes identified in care planning.
- Conduct reviews with clients on counselling progress to determine further approaches and establish additional needs, including extensions to episodes of care.
- Using the Client Management System, maintain confidential files for each client that include session progress notes, care plans, risk assessment, and additional client interactions.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Adhere to relevant legislation, ethical guidelines and policies pertaining to best-practice client care.
- Liaise and attend regular meetings with the Assistant Director and other Clinicians to review client cases, including those that may require extensions to episodes of care.
- Liaise with clients' family members and additional treatment providers and/or other Open Arms/DVA stakeholders to coordinate care.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.

- Engage in other clinical tasks as directed by the Assistant Director based on organisational need. These may include:
 - Co-facilitate treatment and psychoeducation programs on a range of topics alongside other Open Arms staff or external clinicians.
 - Participate in community development and service promotion activities.
 - Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures.
 - Facilitate the delivery of Open Arms counselling and other programs to veterans and families by applying quality assurance principles and procedures to ensure the clinical practice, and reporting of Outreach Program Clinicians (OPCs) meet contractual requirements.
 - Collaboratively manage the regional allocation queue through liaison and consultation with Open Arms Clinicians, OPCs and administrative staff.
 - Conduct regional intake assessments to inform allocation to appropriate services.

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).
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Mandatory Requirements

One or more of the following:

- Qualifications as an AHPRA registered Psychologist or Psychologist with Provisional Registration / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, **OR**
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.

Notes

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To Apply

Position Contact	Nikki Daly, 07 3352 8701
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742640

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Clinician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Phillip ACT
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2145
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms – Veterans & Families Counselling (Open Arms) is a leading provider of military-aware and trauma-informed mental health and counselling services to Australia's military community. As a service of the Department of Veterans' Affairs (DVA), we provide mental health counselling, relationship counselling and family counselling to Defence Force (ADF) service (current and former serving members) and their immediate families. We are seeking an experienced clinician to join our team.

Our Clinicians (APS 6) apply extensive knowledge and experience gained from a relevant background in psychology, social work, counselling, occupational therapy, or nursing to build rapport with clients, understand their unique experiences and work with them to identify goals that will enhance mental health and wellbeing.

Clinicians are expected to provide evidence-based assessment, formulation and treatment for a range of psychological conditions, maintain confidential clinical material to reflect the counselling process. They may also provide co-facilitation for group programs alongside fellow Open Arms staff or external clinicians. With clients' consent, Clinicians will liaise with additional treatment providers, family members and/or key Open Arms and DVA stakeholders to enhance therapeutic support.

Reporting to the Assistant Director (EL 1) Clinicians are required to attend regular case reviews and operational supervision to discuss client progress and complex cases with the Assistant Director and other Clinicians. They are required to make decisions, problem solve and navigate complex client issues, whilst adhering to relevant legislation, ethical guidelines and policies. Critical thinking, communication and interpersonal skills are paramount, and Clinicians must demonstrate high levels of integrity and emotional intelligence. Bringing knowledge of veterans' and their families' experiences to the role. Clinicians will demonstrate respect for all clients and uphold a strong commitment to confidentiality and privacy.

Duties

- Provide high quality clinical services including risk assessment and intervention, referral, evidence based individual, couple and family counselling, and case management to eligible Open Arms clients in order to achieve outcomes identified in care planning.
- Conduct reviews with clients on counselling progress to determine further approaches and establish additional needs, including extensions to episodes of care.
- Using the Client Management System, maintain confidential files for each client that include session progress notes, care plans, risk assessment, and additional client interactions.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Adhere to relevant legislation, ethical guidelines and policies pertaining to best-practice client care.
- Liaise and attend regular meetings with the Assistant Director and other Clinicians to review client cases, including those that may require extensions to episodes of care.
- Liaise with clients' family members and additional treatment providers and/or other Open Arms/DVA stakeholders to coordinate care.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.

- Engage in other clinical tasks as directed by the Assistant Director based on organisational need. These may include:
 - Co-facilitate treatment and psychoeducation programs on a range of topics alongside other Open Arms staff or external clinicians.
 - Participate in community development and service promotion activities.
 - Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures.
 - Facilitate the delivery of Open Arms counselling and other programs to veterans and families by applying quality assurance principles and procedures to ensure the clinical practice, and reporting of Outreach Program Clinicians (OPCs) meet contractual requirements.
 - Collaboratively manage the regional allocation queue through liaison and consultation with Open Arms Clinicians, OPCs and administrative staff.
 - Conduct regional intake assessments to inform allocation to appropriate services.

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).
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Mandatory Requirements

- Currently hold or the ability to obtain and maintain a full unrestricted and valid Australian Driver's Licence

In addition to the above, one of the following:

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, OR
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, OR
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Kelly Grafton, 0458 542 916
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0742668

Department of Veterans' Affairs

Closing Date:Thursday 13 June 2024

Technology & Finance
Housing Programs & Approved Accounts Approved Accounts

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2141
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

Duties

- Identify improvement opportunities and recommend appropriate actions.
- Work with the other DVA business areas in order to maintain and improve client service as well as contribute to and implement change.
- Provide advice and prepare written professional reports and presentations for management.
- Respond to queries or escalated client enquiries via telephone, email, and/or in writing in a professional and timely manner.
- Work collaboratively with the management team on operational goals and strategic planning.
- Undertake ad hoc tasks within your area of expertise as required.

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).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0741771

Department of Parliamentary Services

Closing Date:Thursday 13 June 2024

Finance and property services

Job Title	PSL4 & PSL5 Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$77,719 - \$92,412
Classification	APS Level 4;APS Level 5
Position Number	JR32196
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/job-invite/32196/>

The Department of Parliamentary Services (DPS) is recruiting for several high performing Executive Assistants at the PSL4 and PSL5 classifications.

As an Executive Assistant, you will manage the office of either an Assistant Secretary (SES Band 1) or First Assistant Secretary (SES Band 2). This includes managing calendars, coordinating meetings and events, preparation of correspondence, collating documentation, keeping accurate records, and making travel arrangements. You will also provide administrative support to the broader branch or division that you work in.

Our Executive Assistants are highly valued and have a number of career pathways available to advance their career in the department. They will also gain a unique insight into the diverse services offered by DPS including:

- information technology
- security and emergency management
- building maintenance and facilities management
- library and research services
- art collections, curation and design integrity
- Hansard and broadcasting
- communications and media
- finance, corporate and strategic services
- catering and events
- retail and visitor services.

We are seeking candidates who are self-starters, have good judgment, can build productive working relationships, enjoy working in a collaborative environment, and have excellent organisational skills. Experience working in partnership with senior executives and/or working with a diverse range of stakeholders will be highly valued.

This recruitment process will be used to fill current ongoing and non-ongoing vacancies at the PSL4 and PSL5 classifications. A merit pool will be established through this process to fill any further similar vacancies.

Our ideal candidate will have:

- strong customer service and interpersonal skills.
- excellent coordination skills, including the ability to meet deadlines and manage priorities.
- ability to establish successful working relationships with a range of stakeholders.
- ability to maintain confidentiality and exercise discretion.
- high level organisational and communication skills.

Duties

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

Eligibility

The successful candidates will be required to obtain and maintain a Baseline or Negative Vetting Level 1 security clearance.

Notes

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

About the Department of Parliamentary Services

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

To Apply

Position Contact	Sinead Allison, 02 6277 2723
Agency Recruitment Site	https://jobs.dps.gov.au/job-invite/32196/

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Parliamentary Department

Vacancy VN-0742242

Department of Parliamentary Services

Closing Date:Wednesday 26 June 2024

Parliamentary Librarian
Research Social Policy

Job Title	Director, Social Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 2
Position Number	JR32201
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 2 Director, Social Policy within Research.

The Section’s work is diverse and interesting, and involves responding directly to Senators, Members and their staff to provide information, analysis or tailored briefings, frequently within tight deadlines.

The Parliamentary Librarian is required by the Parliamentary Service Act 1999 to, among other things:

‘... provide high quality information, analysis and advice to Senators and Members of the House of Representatives in support of their parliamentary and representational roles.’

The Act requires the Parliamentary Librarian to perform this function:

- In a timely, impartial and confidential manner; and
- Maintaining the highest standards of scholarship and integrity; and
- On the basis of equality of access for all Senators, Members of the House of Representatives, parliamentary committees and staff acting on behalf of Senators, Members or parliamentary committees; and
- Having regard to the independence of Parliament from the Executive Government of the Commonwealth.

Our Ideal candidate:

We are looking for a person with relevant tertiary qualifications, and knowledge and understanding of social policy issues including welfare, migration, education and health. To be effective in this role, you will need to have a strong understanding of client service, be able to lead a section of more than 15 researchers, and manage staff to ensure work is prepared to a high standard.

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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

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To Apply

Position Contact	Jonathan Curtis, 02 6277 2470
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0742719

Comcare

Closing Date:Wednesday 12 June 2024

Corporate Group
People, Property and Security Team

Job Title	People Advisor - Payroll Team Leader
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$96,325 - \$106,884
Classification	APS Level 6
Position Number	00635
Agency Website	

Job Description

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

Please note if the successful candidate is a Non-ongoing Engagement, it will be an initial 12 month contract with possible extension, in accordance with the *Fair Work Act 2009*.

Team and Role Overview

People, Property and Security is responsible for supporting the strategic direction of Comcare by enabling, through strategic and effective frameworks, advice and processes, to respond effectively to current and future business needs.

The Payroll team provides support and advice on employment, remuneration and entitlements. The team provides customer focused payroll services for Comcare within legislative frameworks, policies and procedures and are responsible for the accurate processing of payroll and entitlements under the relevant legislation.

As the Payroll Team Leader, you will lead a small team to provide customer focused payroll services for Comcare within legislative frameworks and work procedures. You will be responsible for the accurate and timely processing of payroll and application of enterprise agreement conditions.

You will be a positive and proactive team leader by providing advice to your team on complex work tasks. You will guide and develop your team through regular performance conversations and encourage a high-performing team environment.

Duties

1. Manage a team responsible for the administration of payroll processes.
2. Monitor and manage team workload and performance.
3. Ensure a customer focused service desk for providing sound, timely and accurate advice to employees on pay, conditions, policy, processes and systems.
4. Undertake complex payroll and workers compensation processes and manage the resolution of issues and escalated enquires/complaints.
5. Identify and implement improvements to policies, processes and systems.
6. Assist in the management and administration of the Aurion system as required including generating reports.

7. Establish and maintain effective working relationships across Comcare and external stakeholders.

Eligibility

- 1. Australian citizenship.
- 2. Character clearance (police records check).
- 3. Health clearance.
- 4. Six months probationary period for new engagements.

Please note if the recruitment process results in a Non-ongoing Engagement, it will be an initial 12 month contract, in accordance with the *Fair Work Act 2009*.

Notes

Desirable Experience

Experience managing a payroll function, preferably using the Aurion HRMIS system.

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

About the Comcare

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

To Apply

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

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