



Commonwealth of Australia
APSJobs - Vacancies Daily
PS23 Daily Gazette Friday - 09 June 2023.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 PS24 Weekly Gazette Thursday - 15 June 2023.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 PS24 Weekly Gazette Thursday - 15 June 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0724374

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Friday 23 June 2023

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Law Interpretation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_ACNC_710_23
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=AB5DBADE-B77C-710A-939D-D1AA79887FA1>

Duties

We are seeking a Law Interpretation Officer to join our Registration team.

As a Law Interpretation Officer at the Australian Charities and Not-for-profits Commission, you'll undertake basic legal research and factual analysis to form decisions that are robust, defensible and consistent with the agency's established view of the law.

You will review applications for completeness and provide guidance to a wide range of stakeholders regarding their documents and applications. You'll undertake a range of activities to provide administrative and operational support on agency related matters, including analysing information, facts and evidence, undertaking reviews and updating information on agency systems.

You will conduct research and analysis activities to provide specialist and administrative advice and support that is informed and directed by sound knowledge in specific areas.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Danielle Tully, (03) 8346 7752
Agency Recruitment Site	https://ato.nga.net.au/?jati=AB5DBADE-B77C-710A-939D-D1AA79887FA1

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Vacancy VN-0724398

**Australian Charities and Not-for-profits Commission
(ACNC)**

Closing Date: Friday 23 June 2023

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Law Interpretation Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_ACNC_696_23
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=ECC17833-ED87-D111-E2BF-D1AA7B448189>

Duties

We are seeking skilled and motivated people to join our Registration team.

As a Law Interpretation Analyst, at the Australian Charities and Not-for-profits Commission (ACNC), you'll undertake complex legal research and factual analysis to form robust and defensible decisions about charity applications and the ongoing registration entitlements of existing charities.

You'll provide accurate advice by maintaining knowledge of charity law and the legal requirements for charity registration. You'll manage moderately complex cases and collaborate with business partners to ensure positive outcomes.

You'll also lead team procedure or policy development and workflow improvement initiatives to support ACNC strategies, business plans and the operational environment.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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To Apply

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Vacancy VN-0724706

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

AER - Executive and Enforcement
Strategic Communications and Engagement

Job Title	Assistant Director - Strategic Communications
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/189
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Strategic Communication and Engagement Branch

The AER's Strategic Communication and Engagement Branch is responsible for building community and stakeholder understanding of the agency's purpose, strengthening its reputation as an effective regulator, and supporting its role as an informed contributor and insightful thought-leader in the energy policy debate.

The branch advises the AER Chair and Board on media and communications, stakeholder engagement and issues management. It provides executive office support to the Chair, as well as

high quality services to AER business units in relation to project specific media management, stakeholder engagement and corporate communications in line with the agency's strategic statement and corporate goals

Duties

Assistant Directors, Communications, deliver corporate and internal communications, and media services for the AER. This may include, for example, agency reporting and publications, speeches and presentations, industry and community communications (including information and education campaigns), as well as managing internal staff communications channels and supporting staff events.

Assistant Directors, Communications work in an integrated way across the strategic communications team and will collaborate with other Assistant Directors, Communications positions within the role.

Assistant Directors, Communications report to the Director, Strategic Communications and operate with a reasonable level of autonomy. They perform some or all of the following duties:

- Lead the delivery of social media, digital and/or media communications to assist the AER in meeting its strategic objectives.
- Develop compelling long and short form written content for use in articles, media releases, fact sheets, briefings, speeches, and reports.
- Lead the production of contemporary multimedia materials for use in presentations, reports, infographics, and videos, especially on digital platforms.
- Analyse data from traditional and/or social media monitoring to provide reports, evaluations, and commentary on the effectiveness of media and social media activity and use that data to improve engagement.
- Deploy and maintain traditional and/or social media policies, governance frameworks and training to optimise the use of social media in support of the AER's communication and engagement objectives while mitigating the risks associated with the use of social media platforms.
- Develop and maintain content planning tools to enable an omni-channel approach to storytelling and support forward planning and proactive content production.
- Maintain the AER's corporate key messaging and ensure corporate communication materials remain up to date.
- Provide specialist communications advice and support to AER staff on the design, development and implementation of project-specific communication plans and outputs to support the achievement of project goals and ensure the consistent application of AER key messages.
- Support stakeholder and community engagement projects.

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers site](#)

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 Competition and Consumer Commission

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

To Apply

Position Contact	Amy McDonald, 0408 838 196
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724733

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Corporate Division
Finance and Property Branch

Job Title	Director, Procurement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Adelaide SA, Melbourne VIC, Hobart TAS, Perth WA
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/188
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Finance and Property Branch

The Finance and Property Branch plays a pivotal role in contributing to ACCC/AER outcomes by providing financial management and reporting services, procurement management and property and facilities management for the effective functioning of the ACCC and the National Competition Council (NCC). The branch consists of four teams: Management Reporting & Budgeting, Financial Accounting, Procurement, and Property Services.

Duties

The Director of Procurement is an experienced manager and subject matter expert responsible for a range of procurement and contract management outcomes. The procurement function delivers high quality procurement advice and support to the ACCC and NCC ensuring compliance with the Commonwealth Procurement framework, including the Public Governance, Performance and

Accountability Act 2013 (PGPA Act) Commonwealth Procurement Rules (CPRs), Accountable Authority Instructions (AAs) and associated Rules, policy, and guidance.

The Director advises on major procurement activities for the ACCC and NCC and ensures compliance with all legislative and policy practices and guidelines. The Director is required to work with all agency business areas and engage with agency executives and key external stakeholders.

The position requires the ability to work collaboratively, to think laterally and to develop solutions to procurement issues together with excellent liaison, negotiation, and network building skills.

The successful candidate will be an experienced and collaborative leader who can motivate, guide, and develop staff to deliver accurate and high-quality work within tight timeframes.

As the Director of Procurement, you will:

- Lead a small team responsible for the delivery of high-quality results including but not limited to:
 - delivery of procurement and contract management services ensuring compliance with the Commonwealth Procurement Rules and associated framework
 - management and advice on complex procurements and strategies
 - delivery of procurement projects to achieve results in a professional and timely manner
 - delivery of mandatory reporting obligations.
- Managing the development and continuous improvement of agency procurement policy and processes in consultation with key stakeholders.
- Work in partnership with Divisions to develop the agency's procurement planning strategy and requirements ensuring a uniform approach to tendering and contract management.
- Use expert knowledge of the Commonwealth Procurement Rules, legislative frameworks, policies and procedures to ensure compliant and value for money outcomes are achieved across the agency.
- Build proactive partnerships and networks with key stakeholders across the ACCC to understand business challenges and opportunities and represent the ACCC in various agency and external forums.
- Motivate, guide, develop and mentor staff and identify opportunities to enhance team capability.

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers site](#).

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	Tracey Walker, 02 6243 1018
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724747

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Consumer Data Right Division

Job Title	Director, Technology Delivery
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Perth WA
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/192
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Consumer Data Right (CDR) Division

The Consumer Data Right (CDR) is one of the Australian Government's key digital policy initiatives, and critical to achieving the goal of being a leading digital economy and society by 2030. The ACCC is accountable to regulate and deliver the Consumer Data Right working closely with Treasury (with overall policy responsibility) and other regulators. The CDR will allow consumers to transfer their data more easily between providers. Data sharing will allow consumers to compare and switch between products and services, and will encourage competition between providers, leading not only to better prices for consumers but also more innovative products and services. The CDR is being rolled out sector-by-sector across the economy, starting with the banking sector followed by energy. It is expected to be expanded to open finance (which will include non-bank lending sector, merchant acquiring services, and key data sets in the general insurance and superannuation sectors) and ultimately the whole Australian economy. Future developments are likely to include third-party action initiation including third party-payment initiation.

The Consumer Data Right Division of the ACCC is responsible for delivering those outcomes. The Division has more than 150 employees and contractors with an annual budget of approximately \$50 million (FY2022) including substantial capital expenditure.

Within the CDR Division there are two branches:

The Regulatory branch is responsible for regulatory guidance, accreditation of data recipients, promoting compliance, enforcement & exemptions.

The Solution Delivery & Operations branch is responsible to plan, design, build and run the technology solutions, to support participants including testing, on-boarding and incident management, for cyber security, and a range of program and business management functions.

A governance, coordination and finance team also support the division.

Duties

The Director Technology Delivery is accountable for the end-to-end technical delivery of programs and projects to meet CDR needs. The Director will be responsible for driving the delivery of IT Projects associated to the CDR technology roadmap. You will be responsible for driving and supporting the technology teams to plan and execute the Build, Test and Release of all CDR features.

Responsibilities of the position include:

- Leading a team of geographically dispersed resources to deliver technology projects on time and within budget for the domain and geography for which they have responsibility
- Maintaining end-to-end accountability for overall delivery excellence, performing the role of Release Train Engineer as necessary
- Working with teams to determine necessary activities, skillsets and resources to successfully deliver projects, and ensure adequate planning to achieve goals
- Delivering overall excellence by identifying opportunities (or issues) and assisting with speedy resolution
- Managing contracts judiciously, including financial and performance management
- Contributing to the wider goals of IT Services, collaborating with the division and agency to ensure alignment
- Juggling multiple and conflicting priorities in a timely and sensitive way, with full transparency
- Managing and leading complex stakeholders towards optimal solutions while conveying resource constraints and prioritisation
- Driving quality standards across development, testing and agile delivery
- Continuously improving the technical delivery model and strategy, implementing and managing delivery with the associated teams
- Predicting, mitigating, and managing technology and delivery risks, and reporting on these with transparency and accuracy
- Contributing to the success of the ACCC as a member of the branch and division leadership team

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers site](#).

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	Steph Homewood, 0413 991 951
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724783

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Consumer, Policy & Markets Division
Market Performance and Market Intervention

Job Title	Analyst / Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA, Canberra ACT
Salary	\$74,703 - \$88,348
Classification	APS Level 4;APS Level 5
Position Number	EA2023/193
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branches

The Consumers, Policy & Markets Division within the AER has been established to integrate the consumer voice with our policy work across the energy system, while being informed by sophisticated data analysis and evidence.

The Division is key to the AER Objectives:

- Effectively regulate competitive markets through monitoring and reporting, enforcement and compliance;
- Protect vulnerable consumers while enabling consumers to participate in energy markets; and
- Use our expertise to inform debate about Australia's energy future and support the energy transition.

The **Market Performance Branch** examines, develops insights and reports on the performance of wholesale and retail energy markets, identifying market events and trends. The branch is responsible for:

- Assessing factors that relate to the performance, competitiveness, fairness and efficiency of energy markets;
- Critically analysing the information and evidence submitted by the fully regulated electricity and gas networks for insights driven performance reporting;
- Proposing policy options and regulatory strategies to address identified issues;
- Monitoring market participants' behaviour and compliance with relevant legislative instruments and referring potential breaches to the AER's Compliance and Enforcement Branch;
- Advising the AER Board on the efficacy of current policies and legislation in evolving energy markets; and
- Ensuring the AER has the information and analytical capability needed to monitor markets effectively.

Publications released by the branch include the State of the Energy Market, Performance of the Retail Energy Market, Electricity and Gas Network Performance Reports and Wholesale Electricity Market Performance reports, including reporting into the effectiveness of electricity market

competition and reporting into outcomes in gas and electricity markets.

The **Market Intervention Branch** has the role of overseeing critical components of recent Government market interventions to support the Energy Price Relief Plan. The roles for the Branch include:

- Monitoring performance and providing advice to governments on the impact of market interventions;
- Assessing coal supplier production costs and providing advice on the level of compensation required for generators and coal producers where coal prices are capped; and
- Assessing industry's compliance with government directions; and
- Liaising with other organisations with responsibility for market interventions, in particular federal and state departments, and with key industry stakeholders

Duties

Analysts and Project Officers work in teams that undertake analytical activities that contribute to the AER's purpose to make all energy consumers better off. Analysts and Project Officers are responsible for undertaking some of the foundation work of the AER, through analysing energy sector issues and drafting papers, recommendations and reports.

Analysts and Project Officers report to Assistant Directors and Senior Analysts / Senior Project Officers and work under limited guidance.

Analysts and Project Officers will perform some or all of the following duties:

- Work as part of a team or independently, across multiple projects in a geographically dispersed work environment;
- Monitor and report on energy sector activity specific to their individual job context;
- Identify, collect and analyse data and other material to inform specific activities in the energy sector. Form insights, identify trends, and present findings to the AER Board, Senior Managers and other staff;
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions;
- Review, investigate and develop solutions to operational problems and issues. Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups; and
- Identify and contribute to initiatives to improve AER workflows and processes.

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers site](#).

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	Megan Patten, 07 3811 9258
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724816

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

AER - Consumers, Policy & Markets Division

Job Title	Senior Analyst / Senior Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/194
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branch

The Consumers, Policy & Markets Division within the AER has been established to integrate the consumer voice with our policy work across the energy system, while being informed by sophisticated data analysis and evidence.

The Division is key to the AER Objectives:

- Effectively regulate competitive markets through monitoring and reporting, enforcement and compliance;

- Protect vulnerable consumers while enabling consumers to participate in energy markets; and
- Use our expertise to inform debate about Australia's energy future and support the energy transition.

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- Assessing factors that relate to the performance, competitiveness, fairness and efficiency of energy markets;
- Critically analysing the information and evidence submitted by the fully regulated electricity and gas networks for insights driven performance reporting;
- Proposing policy options and regulatory strategies to address identified issues;
- Monitoring market participants' behaviour and compliance with relevant legislative instruments and referring potential breaches to the AER's Compliance and Enforcement Branch;
- Advising the AER Board on the efficacy of current policies and legislation in evolving energy markets; and
- Ensuring the AER has the information and analytical capability needed to monitor markets

Publications released by the branch include the State of the Energy Market, Performance of the Retail Energy Market, Electricity and Gas Network Performance Reports and Wholesale Electricity Market Performance reports, including reporting into the effectiveness of electricity market competition and reporting into outcomes in gas and electricity markets.

The **Market Intervention Branch** has the role of overseeing critical components of recent Government market interventions to support the Energy Price Relief Plan. The roles for the Branch include:

- Monitoring performance and providing advice to governments on the impact of market interventions;
- Assessing coal supplier production costs and providing advice on the level of compensation required for generators and coal producers where coal prices are capped; and
- Assessing industry's compliance with government directions; and
- Liaising with other organisations with responsibility for market interventions, in particular federal and state departments, and with key industry stakeholders.

Duties

Senior Analysts and Senior Project Officers work in teams that undertake analytical activities that contribute to the AER's purpose to make all energy consumers better off. Senior Analysts and Senior Project Officers are responsible for undertaking some of the foundation work of the AER, through analysing energy sector issues and drafting papers, recommendations and reports.

Senior Analysts and Senior Project Officers report to Assistant Directors and work under limited guidance. They will perform some or all of the following duties:

- Manage small projects and supervise junior staff;
- Work flexibly as part of a team and independently, across multiple projects in a geographically dispersed work environment;
- Monitor and report on energy sector activity specific to their individual job context;
- Identify, collect and analyse data and other material to inform specific activities in the energy sector. Form insights, identify trends, and present findings to the AER Board, Senior Managers and other staff;
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions;
- Review, investigate and develop solutions to operational problems and issues;
- Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups; and
- Identify and contribute to initiatives to improve AER workflows and processes.

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers sit](#)

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	Megan Patten, (07) 3811 9258
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724837

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Corporate Division
Finance and Property Branch

Job Title	Senior Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/195
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Finance and Property Branch

The Finance and Property Branch plays a pivotal role in contributing to ACCC/AER outcomes by providing financial management and reporting services, procurement management and property and facilities management for the effective functioning of the ACCC and the National Competition Council (NCC). The branch consists of four teams: Management Reporting & Budgeting, Financial Accounting, Procurement, and Property Services.

Duties

The Senior Executive Assistant will provide operational and administrative support to the Chief Finance Officer and other senior executives within the Corporate Division.

The Senior Executive Assistant requires excellent communication and coordination skills. They will need to be highly organised, prioritise work tasks effectively and anticipate the needs of the senior executives. The environment is dynamic and fast paced and changing demands must be responded to quickly to meet tight timeframes. Previous experience in supporting a senior executive in a fast paced, high volume and pressured professional work environment is a necessity.

Due to the high volume of internal and external liaison with stakeholders in the public and private sector, a high level of professionalism, confidentiality and discretion, consistent with ACCC

policies and the APS Code of Conduct, is also required.

Working in the Finance & Property Branch, the Senior Executive Assistant requires a good understanding of, and practical experience in financial accounting, including a good understanding of the Commonwealth Government Resource Management Framework.

The role requires strong IT skills in the Microsoft Office suite (Word, Excel) and Microsoft Outlook and MS Teams, and an ability to quickly learn other software specific to the role:

QBT and AOT travel booking systems
Technology One financial management system, and
iManage records management system.

The position requires project management skills, stakeholder engagement skills, the ability to think strategically, excellent oral and written communication skills, attention to detail, and the ability to support colleagues working across tasks to manage competing priorities.

The role is based in Canberra.

For more information about the role including the selection criteria, please see the Candidate Kit available on the [ACCC Careers site](#).

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 Competition and Consumer Commission

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

To Apply

Position Contact	Tracey Walker, 02 6243 1018
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724885

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

AER - Executive and Enforcement
Compliance and Enforcement

Job Title	Executive Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Melbourne VIC
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/196
Agency Website	https://www.accc.gov.au/

Job Description

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

Compliance and Enforcement Branch

The Compliance and Enforcement Branch is responsible for compliance and enforcement activities across the energy market. The branch works with other AER branches, the ACCC and other regulators in respect of relevant enforcement and compliance activities.

This includes the development of risk-based compliance programs, industry education and engagement on key issues, managing retailer authorisations and exemption applications, assessing retailer hardship policies, and undertaking general compliance assessments and audits.

We are responsible for conducting investigations into alleged breaches of the electricity, gas and retail laws and rules and for implementing the AER Board's decision in respect of compliance and enforcement action.

Our purpose is to be the fair, independent and accountable regulator of the energy markets promoting good behaviour by market participants and reducing consumer and market harms. We make energy consumers better off by using innovative regulatory approaches and deploying the right regulatory tools to solve problems.

Duties

Working with the General Manager and Executive Directors within Compliance and Enforcement, Executive Directors co-lead the Branch's investigation and enforcement work to deliver outcomes aligned to the AER's strategic objectives. The role will also lead aspects of the Branch's compliance work to deliver outcomes aligned to the AER's strategic objectives. Executive Directors lead teams undertaking diverse, yet complementary activities; are focused on novel work that has sector-wide impact; make effective judgements under pressure to decide the right course of action in challenging and complex scenarios where information is not always complete; and actively influence and convince internal and external stakeholders in relation to specific and set objectives, and represent the AER authoritatively.

Executive Directors form part of the AER's senior management forum and contribute to the strategic direction, long-term operational planning, oversight of governance processes, as well as business as usual (BAU) operations of the Branch's

compliance and enforcement work.

Executive Directors focus on novel work that has sector-wide impact and has strategic oversight of teams. They are also responsible for:

- Ensuring the overall management and strategic focus of investigations and enforcement action is in line with the AER's Compliance and Enforcement Policy, plans and strategic direction.
- Overseeing compliance teams – responsible for compliance programs, audits and assessment of major energy market events.
- Ensuring the overall management and strategic oversight of the compliance work is in line with the with AER's Compliance and Enforcement Policy, plans and strategic direction.
- Monitoring and managing budgets and records of financial expenditure in relation to investigations and compliance projects.
- Recommending enforcement action to the AER Board in line with the AER's strategic direction, including litigation when required.
- Contributing to the development of internal and external enforcement policy positions, legislation and guidelines, representing the AER as required.
- Delivering risk-based compliance programs that raise industry awareness, clarify obligations and achieve compliance outcomes including developing performance measures to assess program effectiveness as well as education programs.
- Making effective judgements under pressure to decide the right course of action in challenging and complex scenarios where information is not always complete.
- Representing the AER authoritatively to advance AER interests internally and externally; cultivating and maintaining relationships with industry, Governments (Commonwealth and State), and consumer groups.

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 Competition and Consumer Commission

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To Apply

Position Contact	Rowena Park, 0408791275
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724937

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Corporate Services Division
Strategic Communications Branch

Job Title	Senior Communications Advisors (various roles)
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/198
Agency Website	https://www.accc.gov.au/

Job Description

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

About the work

We have Senior Communications Advisor roles available in the Strategic Communications Branch. This includes roles primarily working on communications for the National Anti-Scam Centre.

Senior Communications Advisors play a pivotal role in contributing to ACCC outcomes by helping the ACCC tell its stories to the Australian community.

About the branch

We deliver integrated communications advice and services to the agency, assisting it to achieve its strategic objectives and enhance its reputation with clear and effective communication in the media, and through our websites, social media, design and publishing, campaigns, speeches, employee communications and library services.

We raise awareness of competitive and anti-competitive behaviour, provide information to Australian consumers about their consumer rights, product safety issues and scams.

We work collaboratively with internal business partners on strategic, integrated communications approaches, bringing together our many skillsets and disciplines to design and deliver effective communication solutions.

About the National Anti-Scam Centre

The National Anti-Scam Centre is a new government initiative, which will commence on 1 July 2023 and build its information sharing capabilities over the next 3 years.

The centre will bring together experts from government and the private sector to tackle harmful scams. The National Anti-Scam Centre is being established within the ACCC.

The Strategic Communications Branch will provide communications support for the National Anti-Scam Centre by:

- working collaboratively with diverse stakeholders to raise awareness about harmful scams and how to avoid them
- developing and delivering external communications to inform Australian consumers about how to report scams online and get help from the right services

Duties

We have multiple Senior Communications Advisor roles available, including:

- a Senior Communications Advisor role in the Employee Communications team of the Strategic Communications Branch
- a Senior Communications Advisor role to assist with National Anti-Scams Centre communications
- a Senior Social Media Advisor role in the Campaigns and Social Media team of the Strategic Communications Branch.

Senior Communications Advisor, Employee Communications

The Senior Communications Advisor, Employee Communications in the Strategic Communications Branch is a client-focused role that delivers communication strategies and messages for internal audiences across multiple channels including intranet, stakeholder networks, executive correspondence and events.

Senior Communications Advisor

The Senior Communications Advisor role will support the work of the National Anti-Scam Centre by delivering communication strategies for external audiences across multiple channels including web, media, social media, stakeholder networks, and advertising.

Senior Social Media Advisor,

The Senior Social Media Advisor role will be responsible for day-to-day community management, content production and insights for the ACCC's social media channels, including Facebook, Twitter, Instagram, LinkedIn and YouTube. This will include content for the National Anti-Scam Centre.

You will also assist in the delivery of specific projects, communication campaigns and digital advertising.

About Senior Communications Advisors

Our Senior Communications Advisors will work with an experienced group of communication experts that are creative and data-driven, collaborating with business areas and stakeholders to deliver strategic and impactful communications using paid, owned and earned communications activity.

All roles require successful candidates to demonstrate exemplary communication skills and the experience to:

- work collaboratively with a team and business stakeholders to develop, implement and evaluate communication strategies, plans, products, messaging, and activities
- write and review a range of communication content for different channels, with a clear understanding of how the messages will be received by target audiences and stakeholders
- foster and maintain effective relationships with senior stakeholders across the organisation and our internal business partners; and as required with our external clients and partners, including intermediaries, creative agency suppliers and media agencies, and research agencies
- coordinate multiple moving parts and negotiate and work collaboratively with a range of stakeholders for mutually agreeable outcomes
- lead communications best practice, build staff capability and actively champion our cultural traits.
- understand and comply with existing operating policies, standards and procedures and advise stakeholders on the appropriate course of action to meet changing needs, organisational requirements and technological demands
- support continuous improvement, contribute to the development and introduction of new communication policies, standards, procedures and tools, and support internal business partners to understand and adopt these
- deliver timely and meaningful reports to stakeholders that evaluate objectives, measure activity, and provide actionable insights
- as required, manage special projects such as market research programs, including procurement of providers and contract management.

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 Competition and Consumer Commission

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To Apply

Position Contact	Keryn Twining, (02) 9102 4094
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725008

Australian Competition and Consumer Commission

Closing Date: Sunday 25 June 2023

Competition
Competition Enforcement and Financial Services

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Darwin NT, Canberra ACT, Brisbane QLD, Townsville QLD, Melbourne VIC, Perth WA, Sydney NSW, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/200
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branch

The Competition Enforcement and Financial Services Branch plays a pivotal role in contributing to ACCC/AER outcomes by:

- conducting investigations and taking enforcement action in relation to anti-competitive conduct, with a particular focus on the financial services sector
- Conducting an ongoing program of financial services market studies and advocacy.

Duties

The role involves conducting and leading competition analysis, investigations and litigation in relation to anti-competitive conduct, with a focus on conduct involving the financial services sector.

In particular, the successful candidate will work in the team responsible for managing the ACCC's Federal Court proceedings

against Mastercard Asia/Pacific Pte Ltd and Mastercard Asia/Pacific (Australia) Pty Ltd for alleged anti-competitive conduct.

As an Assistant Director, your work will involve:

- conducting competition law analysis and working with a Director to manage competition law investigations in the financial services sector
- managing a team of investigators, legal advisers, economists, analysts and other specialists responsible for providing management, strategic and technical input into competition cases and matters allocated
- collecting, collating and analysing information from disparate sources, and exercising judgement to identify the best sources of such information specifically for competition law investigations
- conducting interviews with complainants, market participants and witnesses
- undertaking or supervising research and analysis into specific industry sectors in the financial services sector to assess competitive or consumer welfare effects of particular conduct
- drafting legal documents including statutory notices and court enforceable undertakings
- preparing reports and recommendations for consideration by senior management.

For more information about the role including the selection criteria, please see the Candidate Kit available on the ACCC Careers site.

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	Erin Pittard, (02) 9230 9161
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725009

Australian Competition and Consumer Commission

Closing Date: Sunday 02 July 2023

Corporate
Strategic Communications

Job Title	Assistant Director, Media
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Hobart TAS, Darwin NT, Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Townsville QLD, Sydney NSW, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/199
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branch

The ACCC's Strategic Communications Branch (SCB), part of the Corporate Services Division, works to increase awareness among consumers and businesses about ACCC activities in promoting competition, fair trading, consumer protection and regulation.

The SCB is the central point of responsibility for the development and implementation of all communications strategies across the ACCC, including management of its media engagement and social media channels, websites, design and content, corporate communications, and library and research teams.

Duties

The Assistant Director, Media, will promote the work of the ACCC by developing media releases and statements, assisting journalists with enquiries, briefing spokespeople and proactively generating media coverage, all in a fast-paced environment.

This role will also be responsible for delivering both proactive and reactive media support and communications advice to staff across the agency.

The Assistant Director, Media, will have an understanding of current issues across a range of ACCC portfolios, be a clear communicator with strong writing skills, and have a good understanding of media strategy, and at least 3-5 years' experience in a media liaison or public relations role, preferably working on a range of consumer or small business issues.

Strong interpersonal skills are vital to enable the Assistant Director, Media, to work collaboratively with staff in the Media team, Strategic Communications Branch and across various teams at the ACCC.

The position will involve out of hours' and weekend on-call duties (on a rotating roster, approximately one week a month).

Under broad direction, the Assistant Director Media will be responsible for media management including:

- Drafting, managing approvals, publishing, distribution and pitching of media releases

- Responding to media enquiries and preparing statements in collaboration with subject matter experts and responding to enquiries in a timely, efficient and responsive manner to maintain the reputation of the ACCC
- Developing and executing media and communications strategies to promote and raise awareness of the work of the ACCC
- Drafting speeches for delivery by senior ACCC leaders, with input from subject matter experts
- Fostering and developing key relationships with journalists
- Briefing and working with Commissioners, senior managers and staff
- Participating in a roster for on call, out of hours' duty
- Undertaking other duties as required to assist in the effective functioning of the media team and broader Branch.

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	Geesche Jacobsen, (02) 9230 3836
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0724983

Australian Electoral Commission

Closing Date: Sunday 25 June 2023

Service Delivery Group
Delivery and Support Branch Centre of Event Expertise

Job Title	Project Officer, Centre of Event Expertise
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,169 - \$86,763
Classification	APS Level 5
Position Number	2023-192 13833
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzODA0NzQ0OTYzOTIh-MS9lZG>

The Centre of Event Expertise in the Delivery and Support Branch is a focal point for knowledge on electoral events and the improvement of business practices related to electoral events. The section supports the effective planning and delivery of electoral events through a range of program and project support functions.

Duties

The Project Officer in the Centre of Event Expertise will play a crucial role in supporting key election and referendum preparation and delivery projects. These projects contribute to priorities at the core of the AEC's strategic direction, including improving the speed of the count and the voter experience.

The successful candidate will assist in the management of large-scale, data-led business improvement projects which increase the AEC's evidence base for policy decisions in relation to polling and count operations. As such, the ideal candidate will possess strong analytical skills and an enthusiasm for problem solving.

This position is responsible for supporting the Assistant Director with project management including the maintenance of key project documents, monitoring and managing budgets and timelines, liaising with key external stakeholders, and ensuring the team meets the obligations of the AEC's enterprise project management framework.

The ideal candidate will be agile and possess the ability to produce high-quality work across a variety of contexts. During electoral events, the role will involve facilitating and coordinating the collection of data in the field which may include the supervision of staff.

To excel you'll have:

- Excellent analytical and critical thinking skills, with the ability to propose and facilitate change and contribute to business improvement strategies.
- The ability to work autonomously and under limited direction on complex to moderately complex tasks, while maintaining a strong commitment to working harmoniously within a team.
- Confidence and the ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders above your level to achieve outcomes and facilitate cooperation.
- The ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to achieve goals that support the AEC's strategic direction.
- Existing, or an ability to quickly gain, knowledge of Australian electoral law and practice.
- Project management skills, or the desire to gain them, including the ability to help maintain project management documents, monitor timelines, manage budgets, conduct risk assessments, and liaise with internal project management stakeholders under the direction of higher classification levels.

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 is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Etahn Moldrich, 02 9779 1064
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzODA0NzQ0OTYzC

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Vacancy VN-0724999

Australian Electoral Commission

Closing Date: Sunday 25 June 2023

Electoral Integrity and Operations Group
VIC State Office VIC

Job Title	Team Leader (Agile Pool)
Job Type	Full-Time, Non-Ongoing
Location	various locations in VIC VIC
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2023-193 15285
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a team of 151 team leaders across the country that ensures the proper conduct of the electoral event and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other states and territories.

Duties

We are looking for agile, energetic, self-motivated, and results-driven talent to lead and manage divisional election planning, delivery, and evaluation activity. A self-starter able to work under pressure and independently under limited guidance, and comfortable working in a team environment.

We are also looking for someone who is flexible and will be able to travel across Victoria if required, including deployment at a different location for the duration of the electoral event.

During the preparation phase of the electoral cycle, you will be responsible for managing the accuracy and completeness of the electoral roll for approximately 100,000 electors within your division. Maintaining the electoral roll allows electors to exercise their franchise at federal, state, and local government elections. You will also lead your team in planning and preparing for the next federal event.

During the mobilisation phase of the electoral cycle, you will be responsible for the delivery of the electoral event for your division, collaborating with your peers within the site to coordinate the largest peace time activity in Australia, and recruiting and mobilising up to 80,000 staff.

You will contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, managing team performance, and ensuring quality output for the work area. A key component of this role is managing multiple priorities at the same time.

During the electoral event you will be responsible for the overall supervision of our temporary election staff, using your leadership skills to efficiently support the expanding workforce requirements.

You will join the leadership team committed to learning, self-development and are responsible for building technical capability and fostering career development of its people.

The standard working week is 37.5 hours, however you will be required to work extended hours and manage key projects with fixed deadlines during an election/referendum period, including multiple weekends and evenings.

To excel you'll have:

- Experience in the administration of major logistical events with demonstrated ability to persist with and focus on achieving objectives.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Strong leadership and management focus, with exceptional delegation skills.

- Confidence and demonstrated ability to effectively communicate, collaborate and negotiate with team members, business areas, external stakeholders, and at times, candidates, and media.
- Demonstrated ability to work autonomously, with a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- Agility, flexibility and a willingness to be deployed to offices across Victoria that require support during an electoral event. Where travel is excessive, accommodation will be paid for.

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>

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 is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Sally Younes, 92857156
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0724988

Australian Skills Quality Authority (ASQA)

Closing Date: Thursday 22 June 2023

Policy and Partnerships
Data, Risk Analytics & Reporting Team

Job Title	Assistant Director, Business Intelligence and Reporting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$109,098 - \$119,701
Classification	Executive Level 1
Position Number	27056
Agency Website	https://www.asqa.gov.au/

Job Description

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

ASQA is the national regulator for Vocational Education and Training (VET).

The Data, Risk Analytics & Reporting Team is responsible for the collection, analysis, interpretation, and dissemination of data, information and intelligence relating to the VET sector to enable ASQA and relevant stakeholders to address risk and improve quality outcomes.

Duties

The opportunity...

The **Assistant Director, Business Intelligence & Reporting** is responsible for a range of tasks including:

- managing a team of business intelligence developers
- managing the development of products using contemporary design methods
- developing and maintaining internal and external professional relationships
- liaising with business areas and IT to resolve data reporting issues or to improve data quality
- managing complex analytics and systems projects to improve reporting capability
- drafting briefing papers and analytical reports including preparing responses for senate estimates, and senior managers
- ability and commitment to continuous improvement across all aspects of the role.

Who we are looking for...

Our ideal candidate will have:

- advanced technical expertise in data management, data analysis and the use of data analytics tools
- highly developed analytical and problem-solving skills particularly in relation to interpreting data.
- demonstrated ability to successfully manage complex data and analytics projects, including planning, resources/budget, engaging stakeholders and meeting key milestones.
- a demonstrated ability to lead, coach and mentor a team to ensure the achievement of organisational goals.
- strong oral and written communication skills, documenting and communicating technical problems and solutions to both technical and non-technical stakeholders and the ability to work in a team environment.

Working with us...

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers.

Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance – including the option of a **hybrid working arrangement** - professional development opportunities, health and wellbeing events throughout the year and a competitive base salary plus **15.4% superannuation**.

Eligibility

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

The successful applicant will be required to undergo employment checks and obtain a Security Clearance (if they do not already hold a clearance).

Notes

Visit [Current Vacancies](#) for more information.

*It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.*

If you have any questions about this exciting opportunity, please contact **Greg Simmons, Director Data, Analysis and Reporting** on (03) 8613 3999 or via recruitment@asqa.gov.au

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

Applications close at 11:30pm AEST on Thursday, 22 June 2023.

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	Greg Simmons, (03) 8613 3999
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0724954

Australian Sports Commission

Closing Date: Thursday 22 June 2023

Sport and Community Capability
HP Coach Development

Job Title	Project Officer (HP Coach Development)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$82,032 - \$94,742
Classification	APS Level 5
Position Number	JN 1963
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

We are the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

We play a unique role in the sport ecosystem and tackle the big challenges and opportunities with and for the sector. We play different roles based on where and how we can add the most value through our expertise, leadership and voice.

We exist because sport matters. It drives all we do at the Australian Sports Commission (ASC), including our culture. We stand for respect, integrity, teamwork and excellence. These values underpin how we treat each other and our stakeholders, how we deliver for sport and how we create the world's best environment at the ASC.

Here at the ASC, we encourage applications from candidates with broad experiences and diverse backgrounds so we better represent the community that we serve. Our workplace aims to increase our representation of First Nations Peoples. We uphold our ASC Cultural Framework which outlines our shared values and champions the experiences, skills and perspectives of all employees.

Who are we

The HP Coach Development team is responsible for working with the HP system to build the capacity and capability of the HP Coach workforce to ensure that Australia is positioned to meet the current and future needs of high-performance sport.

What we want

We are looking for a motivated individual to be the "lighthouse" for the HP Coach Development Team. You will support the Team in its delivery of projects and programs to the HP sport system as well as have the opportunity to take ownership of your own work. You thrive in a fast-paced environment, love a challenge and make a positive contribution to the team's culture.

What the applicant needs

To succeed in this position, you will need:

- Experience in providing administrative support and administrative processes such as budgeting, procurement and grants
- Experience in project or program management and delivery
- High level written and verbal communication skills
- High level technology/ICT skills
- Experience with task prioritization, working under pressure and meeting deadlines

Desirable:

- Experience working in high performance sport
- Experience in learning and development

This position is offered as an **ONGOING** position.

Acknowledgement of Country

The Australian Sports Commission (ASC) recognises that we work and live on the lands of all First Nations People across Australia. The ASC acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to Elders past, present and emerging. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander people make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

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

Notes

Employment benefits on the Canberra site include access to priority onsite childcare placements, gymnasium, aquatic pool and free parking facilities.

The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.

Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999.

The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

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

To Apply

Position Contact	Bill Davoren, 0409 588 650
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0724995

Job Title	Chief Operating Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1; Senior Executive Service Band 3
Position Number	COO
Agency Website	https://www.aspi.org.au

Job Description

<https://www.aspi.org.au/jobs-at-ASPI>

Chief Operating Officer

- ASPI is seeking a highly experienced professional to lead our corporate team
- Join a progressive and supportive organisation
- Engaging and vibrant organisational culture

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for Australian and global leaders. ASPI generates new ideas for national security, defence, and foreign policy makers, allowing them to make better-informed decisions. ASPI is one of the most authoritative and widely quoted contributors to public discussion of strategic policy issues in the Indo-Pacific region and a recognised Australian voice in international discussion on strategic, national security, cyber, critical technology, climate, and foreign interference issues.

ASPI was established by the Australian Government in 2001 and is partially funded by the Department of Defence and receives funding from a variety of sources including sponsorship, research and project support from governments, industry, and civil society. In 2022, ASPI opened an office in Washington DC to provide authoritative Australian perspectives on global strategic issues including the challenges and opportunities facing the Alliance, AUKUS and the Indo-Pacific.

About the Role

ASPI is recruiting for one of its key leadership positions - the Chief Operating Officer. This is an exceptional opportunity for talented individuals to contribute to the work of the Indo-Pacific's leading think-tank on defence, national security and strategic policy issues that now includes a permanent overseas presence in Washington DC.

ASPI is looking for an exceptional candidate with strong fundraising and revenue-generating skills, combined with strong stakeholder management experience to help support the organisation achieve greater funding certainty following a multi-year period of fast growth.

Duties

Duty Statement

Directly responsible for delivering the full suite of corporate functions to support ASPI:

- People and Culture (including HR and recruitment functions)
- Information Technology (including security)
- Business & Finance
 - Specifically, ASPI core funding and sponsorship contracts; whole of ASPI budget development, monitoring and forecasting; compulsory budget reporting requirements in accordance with statutory obligations
- Oversee and coordinate:
 - Annual Report
 - Corporate Plan
 - Annual Defence Report
 - Internal and external audit program and processes
- Governance: establish policies and promote organisational culture and vision
- Contract management: providing assurance to ED that all ASPI contracts (except employment contracts) are good to sign
- Oversee and coordinate:
 - ASPI legal requirements
 - ASPI security requirements
- Oversee and management of:
 - Organisation risk, business continuity and disaster recovery, fraud management and control
- Governance and support for APSI Washington DC Office
- Working closely with the Director of Executive, Research and Strategy on the ED's priorities
- Working closely with other Directors to support and feed into the delivery of events, fundraising and the delivery of ASPI's larger strategic initiatives (such as The Sydney Dialogue)

Company Secretary – Statutory office holder & ASPI Council Support

- Accountable to ASPI Council, through the Chair
- Maintain detailed knowledge of statutory requirements under Public Governance, Performance and Accountability Act 2013 (PGPA Act), the Corporations Act 2001 and other relevant Commonwealth and ACT Legislation.
- Ensure ASIC requirements are met.
- Manage and support the business of ASPI Council including:
 - In consultation with ASPI Chair set quarterly and out-of-session meeting agenda;
 - Prepare quarterly reports for Council;
 - Manage the timely completion and despatch of Council papers;
 - Advising Council members on governance matters;
 - Monitoring compliance to Council policy and procedures.
 - Ensure the business at Council meetings is accurately captured in the minutes;
 - Organise and facilitate the induction and professional development of Directors;

ASPI Audit and Risk Committee

- Oversee quarterly agenda in accordance with the forward work plan
- Prepare and present quarterly reports to the committee
- Be an observer to the ASPI Audit and Risk Committee at every meeting

Relationship management

- Maintain and build trusted relationships with key internal and external stakeholders.
- Identify and develop new partnerships and funding opportunities
- Maintain knowledge of current market conditions

Eligibility

Selection Criteria

Qualifications

- A tertiary qualification in Business Management or similar and/or 15+ substantial experience and capability in relevant fields
- Post graduate qualifications in business administration or similar is desirable

Financial Skills and Acumen

- A proven track record in fundraising and revenue-generation, including experience in high-level engagement with stakeholders and funders on financial, funding and contracting matters (including governments, industry and civil society).
- Demonstrated ability to professionally lead and manage the commercial and business management process for a financially complex organisation in accordance with corporate objectives, strategic directions and Parliamentary obligations.
- Strong strategic financial and budget oversight and management including experience in reporting, analysis and future forecasting (noting that there is a dedicated finance team) .

People Leadership

- Proven experience as an effective member of an Executive Team of a complex and evolving organisation.
- Substantial knowledge of programs that provide opportunities for the strategic transformation of a Corporate Services function incorporating strategy & insights, finance & procurement, corporate and civic governance, people and recruitment, information management, contract management, IT and digital services.
- Ability to measure and mitigate strategic, financial and legal risk.
- A demonstrated ability to act and lead as an effective change agent, positively influencing outcomes and delivering benefits across the organisation.
- A track record of experience in supporting, guiding, mentoring and developing people to build organisational capability and growth.
- Demonstrated experience as company secretary and board management.
- Ability to create strategic direction ensuring alignment with organisational requirements
- Demonstrated experience in driving a positive culture that values accountability, transparency, timely delivery and collaboration across the organisation.
- Excellent communication and stakeholder management skills including in developing and maintaining cooperative and strategic working relationships internally with colleagues and externally with senior stakeholders. This will include representing ASPI at public events as required
- Highly developed conflict management, negotiation and mediation skills
- Highly developed political astuteness, including awareness of government and Parliamentary processes.

Notes

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, 02 6270 5110
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0724982

Department of the House of Representatives

Closing Date: Sunday 02 July 2023

Table Office Table Office

Job Title	Parliamentary Procedural Support Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Capital Hill ACT
Salary	\$93,889 - \$106,555
Classification	APS Level 6
Position Number	2605
Agency Website	https://www.aph.gov.au/About_Parliament/House_of_Representatives

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at the Parliament House in Canberra.

The Table Office is responsible for providing procedural advice and administrative services to

support the operations of the House of Representatives, Federation Chamber and some domestic committees.

The Parliamentary Procedural Support Manager role is a unique opportunity to gain exposure to, and experience in, key procedural roles across the Table Office. During sitting weeks, the occupant primarily provides relief, as a substitute, to the:

- Procedures Manager (responsible for producing the procedural scripts that assist Members to conduct business in the House and Federation Chamber).
- Votes and Proceedings Manager (responsible for preparing the proof Votes and Proceedings, the official record of the House and Federation Chamber).

The Parliamentary Procedural Support Manager will also provide support to other roles within the Table Office as required. During non-sitting weeks, the occupant will additionally undertake a range of other tasks in the Table Office, as well as parliamentary research and project work in support of the Procedure Office.

Duties

The Parliamentary Procedural Support Manager will:

1. Substitute for the Procedures Manager to:

- Create the procedural scripts used to facilitate the business of the House of Representatives including:
 - preparing and checking procedural scripts and accompanying documents used by Members in the House and Federation Chamber;
 - maintaining the database of procedural script proformas and precedents;
 - assisting with the preparation of the Daily Program, which outlines the proposed program of business for each sitting day.
- Provide procedural advice to the Parliamentary Liaison Office, Members, Members' offices, and parliamentary staff.

2. Substitute for the Votes and Proceedings Manager to:

- Prepare the proof issue of the Votes and Proceedings, including the Federation Chamber supplement, and be responsible for its electronic distribution and the issue of accurate finals of the Votes and Proceedings.
- Prepare and transmit, in real time, the Live Minutes to the APH website with accuracy and efficiency.
- Set up Chamber ICT equipment.

3. Undertake a range of tasks to support other Table Office staff.

4. Undertake procedural research and project tasks under the direction of the Procedure Office.

5. Support ICT projects within the Table Office and participate in training and testing for Table Office ICT systems and applications. **Eligibility**

The successful candidate will demonstrate:

1. understanding of parliamentary practice and procedure or the ability to acquire this knowledge quickly
2. proven ability to use a wide range of ICT applications and proven experience in advanced Word editing skills
3. attention to detail
4. ability to work as part of a team working under pressure and to definite deadlines
5. proven oral and written communication skills

6. proven ability to undertake procedural research using a range of parliamentary information tools (including Parlinfo Search, the Bills System, Table Office databases, the Votes and Proceedings and Journals).

Notes

The successful applicant will be required to work extended hours prior to and beyond the adjournment of the House of Representatives when the House is sitting (approximately 20 weeks per year). Overtime (or time-in-lieu) is payable. They may be required to rotate to other areas of the Department.

Applications to fill the position on a permanent part-time basis, around the parliamentary sitting pattern will be considered.

The occupant of this role will be required to obtain and maintain a baseline security clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level will result in termination of employment.

About the Department of the House of Representatives

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

To Apply

Position Contact	Jason Sherd, 02 6277 4801
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0724653

Independent Health and Aged Care Pricing Authority

Closing Date: Tuesday 27 June 2023

Independent Health Aged Care Pricing Authority Division
Hospital Policy and Classification Branch Acute Care Classification Section

Job Title	Technical Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-IHACPADIV-18079
Agency Website	

Job Description

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

Two Technical Manager opportunities are available in the Acute Care Classifications Section. The EL1 Technical Manager reports to the Senior Lead, Classification Development Analytics. Two roles are available in supporting the technical components of classification development and refinement.

A Non-ongoing role is being advertised in support of development of the Australian Refined Diagnosis Related Groups (AR-DRG) Version 12.0 classification. An ongoing role is available in supporting classification development within six work streams – mental health care, subacute and non-acute care, emergency care, non-admitted care, aged care and teaching and training.

Additional responsibilities include managing relationships with key stakeholders, project and program management and supporting the operational requirements of the associated work program.

Duties

- Support the Senior Lead, Classification Development Analytics with regards to the delivery of IHACPA's classification development work program and all other matters as they arise.
- Understand and analyse data collected from public hospitals, private hospitals, aged care facilities, and other government bodies to design statistical models and answer complex policy questions
- Develop technical papers for presentation to the Pricing Authority, advisory committee and working group as required, within the timeframes determined by the Chief Executive Officer and the Executive Director, Hospital Policy and Classification.
- Provide expert advice and support as required within the Acute Care Classifications and Classification Sections within IHACPA.
- Establish and manage relationships with internal and external stakeholders.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST
- Applicants should quote reference number 23-IHACPADIV-18079 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.
- Non-ongoing positions will be offered on a specified term basis for an initial period 12 months.

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

About the Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Dominic Tate, 02 8215 1104
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0724743

Independent Health and Aged Care Pricing Authority

Closing Date: Friday 07 July 2023

Independent Health Aged Care Pricing Authority Division
Hospital Policy and Classification Branch Acute Care Classification Section

Job Title	Executive Level 1 - Classification Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-IHACPADIV-18132
Agency Website	

Job Description

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

Independent Health and Aged Care Pricing Authority (IHACPA) is seeking enthusiastic candidates to join a highly motivated team from diverse backgrounds, who are driven by improving the accuracy and use of health information through principle and evidence-based healthcare classification development.

As a Classification Manager within the Acute Care Classifications section there is an opportunity to influence and lead the development of the national healthcare classifications, through provision of specialised knowledge and expertise in the use of ICD-10-AM/ACHI/ACS to inform ongoing classification development. You will work in collaboration with a team of motivated health professionals, in an agency that celebrates diversity and flexibility.

If you have relevant requisite technical expertise and knowledge, possess a growth mindset, can drive change through innovation, build and sustain positive working relationships with team members and stakeholders then we are interested in hearing from you.

Duties

The Classification Manager works with a team of managers in the development of ICD 10 AM/ACHI/ACS and AR-DRGs. Classification Managers are variously responsible for the different components of classification development as described below:

- Developing ICD-10-AM/ACHI/ACS
- Contributing to the development of AR-DRGs
- Contributing and/or developing educational content for new editions/versions of classifications
- Managing responses to and publication of clinical coding queries.
- Overseeing and/or contributing to projects in relation to classification development, such as ICD-10-AM to ICD-11 mapping, development of a diagnosis cluster identifier, development of electronic versions of ICD-10-AM/ACHI/ACS and other classification information technology related projects
- Contributing to the development of relevant metadata items for national data collections
- Managing technical and clinical working groups related to classification development.
- Participating on classification development committees within the World Health Organization's Family of International Classifications network, i.e. (WHO-FIC) network through the Australian Collaborating Centre.
- Providing classification advice and support to other sections within IHACPA.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST
- Applicants should quote reference number 23-IHACPADIV-18132 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a **minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Anne Elsworthy, 02 8215 1198
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0724947

National Heavy Vehicle Regulator

Closing Date: Thursday 29 June 2023

Statutory Compliance
Investigations

Job Title	Investigations Officer (VIC)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$114,110 - \$122,084
Classification	
Position Number	1258
Agency Website	

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492314&SourceTypeId>

Duties

We have an exciting opportunity for a motivated and experienced investigator to join the NVHR's Investigations unit, falling within our Statutory Compliance division. As an Investigations Officer, you will conduct complex criminal investigations and prepare extensive full briefs of evidence for serious offences against the Heavy Vehicle National Law (HVNL).

Reporting to the Victorian Senior Investigations Officer, you will work in conjunction with a national team of highly skilled investigators. The role works collaboratively with operators and parties in the chain of responsibility to deliver joint initiatives, improving compliance and road safety.

Investigations Officers assist with the development and delivery of educational materials, processes and tools for use by our on-road staff to ensure the best possible outcomes are achieved for the heavy vehicle industry.

Working with a family-friendly team, we offer a supportive hybrid work environment with flexible work from home arrangements. We encourage work-life balance and celebrate additional leave over the Christmas/New Year period and through rostered days off.

This is a permanent, full time position based in our Melbourne office, where Investigations currently has a team of two. Given the nature of the role, planned intra- and interstate travel is required on occasion (roughly monthly).

Eligibility

The successful candidate will have demonstrated experience in complex investigations. A relevant qualification such as Certificate IV in Government (Investigations) or higher is advantageous.

You will possess excellent written and oral communication skills, with an ability to negotiate and influence. Building, managing and maintaining relationships with stakeholders is crucial to your success.

You will strive for continuous improvement and promote innovative compliance approaches to achieve

safety outcomes. Strong organisational and prioritisation skills are required to plan and coordinate law enforcement activities across multidisciplinary teams.

Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Ruth Bond & Aleisha Allford, 07 3309 8544
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492314&S

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Vacancy VN-0724060

Job Title	Regulatory Reforms Project Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$88,439 - \$99,772
Classification	APS Level 6
Position Number	23-MDPQDIV-18002
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

This ongoing role at the Therapeutic Goods Administration is a great opportunity to contribute to the development of regulatory policy for the manufacture of medicines. You'll be working within a supportive team to provide strategic and operational support in relation to regulatory reforms and business planning.

Duties

Working with a high level of autonomy and as part of a team, the successful applicant will contribute to the regulatory reform projects within MQB.

The key responsibilities are to:

- Undertake the planning, implementation and post-implementation review of regulatory reforms (which may include legislative change) and business improvement projects across the Group, Division and Branch. At the current time, the main focus of the role will be on development and implementation of reforms to the regulation products that are supplied as 'unapproved goods', including medicinal cannabis and psilocybin.
- Engage with external stakeholders such as Government Departments, therapeutic good sponsors, manufacturers of therapeutic goods, peak bodies, associations, and consumer groups to assist in the successful delivery of projects
- Under limited supervision contribute to planning, coordination and/or conduct of:
 - Ministerial briefs, materials for external and internal stakeholder meetings, legislation and regulatory amendments, risk based business planning & reporting.
 - Business projects identified in the branch business plan associated with regulation, cultural improvement and people capability.
 - Assisting in the identification and implementation of process improvements and providing technical advice to a range of internal and external stakeholders.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants should quote reference number 23-MDPQDIV-18002 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Katherine Clark, (02) 6289 3615
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0724952

Therapeutic Goods Administration

Closing Date: Sunday 02 July 2023

Medical Devices and Product Quality Division
Manufacturing Quality Branch GMP Operations and Strategy Section

Job Title	Business Improvement and Reforms Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-MDPQDIV-18318
Agency Website	

Job Description

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

Do you have experience in project management or implementing legislative changes? Are you interested in an opportunity to contribute to reforms in how the manufacture of medicines is regulated in Australia? This ongoing position is an exciting opportunity to join a supportive team implementing legislative changes to the regulation of medicines and biological products.

Duties

- Direct and undertake the planning, implementation and post-implementation review of regulatory reforms (which may include legislative change) and business improvement projects across the Group, Division and Branch. This includes developing and implementing work plans, setting tasks and priorities, monitoring progress to ensure target timeframes are achieved, and understanding of the need for compliance with the Australian Government deregulation agenda.
- At the current time, the main focus of the role will be on implementation of reforms to the regulation of medicinal cannabis, psilocybin and MDMA products that are supplied as 'unapproved goods', that is – medicines not on the Australian Register of Therapeutic Goods and development of quality standards for other unapproved goods as required.
- Engage with external stakeholders such as Government Departments, therapeutic good sponsors, manufacturers of therapeutic goods, peak bodies, associations, and consumer groups to assist in the successful delivery of projects.
- Supporting and undertaking MQB business planning and management governance, co-ordination activity (Ministerial, Executive and Departmental requests for information), FOI, and branch level meeting papers as required.
- Supervise APS staff within the section as required.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants should quote reference number 23-MDPQDIV-18318 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 12 months with the possibility of being extended.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Katherine Clark, (02) 6289 3615
Agency Recruitment Site	https://www.tga.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0724901

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 22 June 2023

Exports & Veterinary Services
Residues & Food NRS - Animals

Job Title	Program Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/1713
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Exports Division provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible products of animal origin, live animal and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia and Japan. The division also includes the Codex contact point which coordinates technical input from both industry and government to develop Australia's position on international food standards.

The Residues and Food Branch is responsible for policy development, implementation and regulation of dairy, fish and egg exporters, and non-prescribed food, organics, animal by-products exporters and imported food. This includes the development of operational policy and guidelines, instructional material, technical training and its delivery and reporting and engagement of industry and government stakeholders. The branch is also responsible for the National Residue Survey (NRS) which conducts animal and plant residue testing for participating industries.

The NRS assists with the maintenance of market access for participating industries through activities such as the development and implementation of residue monitoring programs, testing services, providing policy and scientific advice on related issues and providing support in the resolution of trade issues. NRS manages monitoring programs for a range of animal and plant industries.

Duties

The Job

The duties include:

- Providing administrative support to the daily operations of the department's residue monitoring programs for animal products, including the analysis, reporting and communication of test results.
- Performing program quality assurance activities, including weekly data integrity checks.
- Assisting with planning and conducting remotely guided sample collections.
- Assisting in the preparation of briefing materials, correspondence, reports, and other products for departmental executives, and for industry forums.
- Engaging with industry stakeholders, including animal producers, processors, as well as other state/territory and commonwealth government agencies and internal stakeholders.
- Working across teams to deliver outcomes including understanding how your work impacts others.
- When required assisting in operational areas of the NRS including responding to inbox queries and receiving and dispatching animal samples.
- Understanding and becoming proficient in using our NRS Information Management System, export enabling systems and Power BI.
- Other duties as required.

Eligibility

What we are looking for

Knowledge and experience

The successful candidates will have knowledge and experience with the following:

- Understanding of animal productions system is desirable.
- Previous experience in Microsoft Excel is desirable.

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	Andy Somers, 02 6272 3306
Agency Recruitment Site	(https://www.agriculture.gov.au/about/jobs/apply)

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Agriculture, Water and the Environment

Vacancy VN-0725000

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 23 June 2023

Exports & Veterinary Services
Meat Exports Licences, Authorisations and Certificates

Job Title	Policy and Program Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/1547
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Meat Exports Branch works in close partnership with internal and external stakeholders to develop and maintain national export inspection and certification services for meat (red meat, poultry, pork, sheep and game meat). This includes the development of legislation, operational policy and guidelines, instructional material, technical training development and delivery and engagement with industry and government stakeholders. The central office team manages the export certification system (EXDOC) and provides operational support to the department's technical service delivery streams who are responsible for inspection, verification and certification of meat and meat products across Australia. The branch also includes the division's certification integrity unit that evaluates the effectiveness of the division's export systems.

The Licences, Authorisations and Certificates Section regulates people (officers/individuals) and entities (companies) within the export supply chain who are authorised to undertake specific functions or activities. This includes meat export licences, the administration of the Australian Government Authorised Officer program and the Australian Government Authorised Halal Program under the *Export Control Act 2020*. The program seeks to support those people and entities through a robust assessment process, and by supporting the certification system. Where required, regulatory actions against entities or individuals is undertaken. The section also has secretariat functions across several national committees and administers several significant policies.

Duties

The Job

The duties of the role include, but are not limited to:

- managing the day-to-day operations of a team working in a regulatory environment
- providing timely and accurate advice on complex meat export requirements to employees, stakeholders/clients and senior managers
- management of complex applications to support regulatory activities administered by the section
- contributing to branch improvement initiatives and projects
- providing advice and education to both stakeholders and colleagues to increase their knowledge of legislation
- maintaining productive relationships and communicating professionally with internal and external stakeholders on policy and operational matters, including through varied mediums
- providing administrative and secretariat support, including coordinating and supporting meeting and engagement logistics for regular activities
- supporting research and analysis activities to inform, develop and support evidence-based policy including basic research and analysis (including data manipulation) using multiple data sources
- writing/preparing and reviewing instructional material to support section activities
- the development of briefs, ministerial correspondence, reports, presentations and other written and verbal advice
- representing and supporting the branch's activities and personnel at high level meetings
- working collaboratively in a team setting, often in fast-paced and evolving environments.

Eligibility

What we are looking for

Knowledge and experience

The following is highly desirable but not essential for this role:

- An existing understanding or qualifications and experience related to regulation/food safety/animal production systems.
- Previous experience in the public service supporting policy or regulation or experience working in a program 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 Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brad McVicar, 0403 063 300
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0724984

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

Closing Date: Sunday 25 June 2023

Environment Information Australia
Environment Data & Analysis Several

Job Title	APS5 Spatial Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Melbourne VIC, Perth WA, Darwin NT, Brisbane QLD, Sydney NSW, Canberra ACT, Adelaide SA
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/1950
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Join the Department of Climate Change, Energy, the Environment and Water in Environment Information Australia, producing key environmental information on our natural assets, and championing the use of a range of data and information in decision-making to protect Australia's natural environment, now and into the future.

Working in the Environment Data and Analysis branch you will be part of a team that provides geospatial capability and supports the Department through the delivery of spatial data and analysis for evidence-based policy and decision making. There are several exciting opportunities across the Branch.

Duties

The Job

We are looking for several dynamic highly motivated geospatial analysts at the APS5 level, who will, as part of a multi-disciplinary team:

- Assist in the creation and updating of environmental spatial information using a range of sources to produce consistent authoritative national environmental data products, and/or assist in the maintenance of geospatial infrastructure to deliver authoritative environmental information to a range of internal and external users, and/or the development of tools that support environmental decision making.
- Assist in the management of geospatial data, including updating metadata and publishing and sharing data appropriately.
- Produce mapping products to internal cartographic standards.
- Work with the team to investigate innovative technical approaches to improve the delivery of environmental data.
- Liaise with data providers and stakeholders.

Eligibility

Skills and Capabilities

- Experience using GIS software, scripting, and analysis tools (ESRI suite, FME, Python, SQL etc).
- Strong conceptual and analytical skills, including the ability to assess complex information and contribute to innovative, sustainable solutions.
- Capable of working under direction to solve problems and deliver high quality geospatial products and services.
- Project management and organisational skills including the ability to prioritise time to take responsibility to deliver products to completion.
- Ability to work within teams and foster collaboration, and the ability to develop productive working relationships with a range of stakeholders.
- Well-developed workplace communication skills – oral, written and presentation – including the ability to engage with internal and external stakeholders.

Knowledge and experience

- Knowledge and experience in the production, manipulation and management of geospatial datasets and products using GIS software (preferably ESRI suite and/or FME)
- Understand the development life cycle of data products, from data collation, analysis, documenting methodology and metadata, and publishing for consumption.

Knowledge and/or experience in one or more of the following will be an advantage:

- Produce, through compilation, modelling and analysis, environmental geospatial data products using a range of environmental datasets.
- Experience using Web GIS (ArcGIS Enterprise or ArcGIS Online) for data management, distribution, and visualisation.
- Experience using scripting and analysis tools to compile datasets (FME, Python, SQL etc).
- Knowledge of relational databases and cloud computing services/infrastructure.
- Implementation and management of server based spatial platforms (such as ArcGIS Server, or Enterprise GIS)

Eligibility and other requirements

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 6 months with the possibility of extension up to a maximum period of 3 years in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Wes Davidson, 0406 129 765
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0724992

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

Closing Date: Sunday 25 June 2023

Environment Information Australia
Environment Data & Analysis Several

Job Title	APS6 Spatial Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Hobart TAS, Sydney NSW, Perth WA
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/1608
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Join the Department of Climate Change, Energy, the Environment and Water in Environment Information Australia, producing key environmental information on our natural assets, and championing the use of a range of data and information in decision-making to protect Australia's natural environment, now and into the future.

Working in the Environment Data and Analysis Branch you will be part of a team that provides geospatial capability and supports the Department through the delivery of spatial data and analysis for evidence-based policy and decision making. There are several exciting opportunities across the Branch.

Duties

The Job

We are looking for several dynamic, highly motivated geospatial analysts at an APS6 level, who will, as part of a multi-disciplinary team:

- Provide leadership and project management across:
 - the creation and analysis of environmental geospatial information using a range of sources to produce consistent authoritative national environmental data products.
 - advice and oversight on geospatial infrastructure to deliver authoritative environmental information to a range of internal and external users and
 - provide project leadership and well-developed communication skills to develop environmental data and tools that support decision making and reporting, with a focus on stakeholder engagement to understand key development needs.
- Provide expertise to the team in the management of geospatial data, including metadata management, and publishing and sharing data appropriately.

- Leverage geospatial capabilities to design and implement solutions, including the production of mapping products to cartographic standards, to support policy development, decision making and reporting.
- Investigate innovative technical approaches to improve the production of environmental data and tools.
- Proactively maintain positive working relationships with data providers and stakeholders.

Eligibility

Knowledge and experience

- Demonstrated knowledge and experience in the production, manipulation and management of datasets and products using geospatial software (preferably ESRI suite and/or FME)
- Understand the development life cycle of data products, from data collation and analysis to documentation, metadata and publishing.
- Ability to provide administrative support for governance processes and outcomes-oriented project management to generate improved environmental data and tools for decision making and reporting.

Knowledge and/or experience in one or more of the following will be an advantage:

- Production, through compilation, of modelling and analysis, environmental geospatial data products using a range of environmental datasets.
- Application of innovative approaches to design and development of decision support tools as well as optimise and automate existing solutions.
- Experience using Web GIS (ArcGIS Enterprise or ArcGIS Online) for data management, distribution, and visualisation.
- Experience developing scripts for analytics, modelling and/or visualisation purposes to deliver insights (i.e., Python).
- Experience with data governance and automation tools to compile and manage datasets (FME, Python, SQL etc).
- Knowledge of relational databases and cloud computing services/infrastructure.
- Implementation and management of server based spatial platforms (such as ArcGIS Server, or Enterprise GIS)

Skills and capabilities

- Demonstrated understanding of geospatial data and experience using GIS software and systems, including services, databases and tools (ESRI suite, FME, Python, SQL etc).
- Strong conceptual and analytical skills, including the ability to assess complex information and contribute to the design and development of innovative, sustainable solutions.
- Capable of working under limited direction to solve problems and deliver high quality geospatial products and services.
- Project management and organisational skills, including the ability to prioritise workloads and take responsibility to deliver projects to completion.
- Demonstrated ability to work within teams and foster collaboration, and the ability to develop productive working relationships with a range of stakeholders.
- Well-developed workplace communication skills – oral, written and presentation – including the ability to engage with internal and external stakeholders, convey clear information to non-technical audiences and capture/define user needs.

Desirable qualifications

Degree or Diploma in Spatial Sciences, Remote Sensing, GIS, Geography, or related field, and/or an equivalent level of skills, knowledge, and experience in a professional spatial role

Eligibility and other requirements

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

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 3 years in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Wes Davidson, 0406 129 765
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0724929

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 25 June 2023

Corporate
Business and Partnerships Capability Support

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$71,560 - \$77,699
Classification	APS Level 4
Position Number	50004746, 50005247, 50004488, 50004656, 50004745, 50005978, 50004658, 50008652, 50008172, 50008404,
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, an Attorney General's Portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

The Capability Support Branch maintains relationships with our partner agencies and works with internal stakeholders to support the delivery of policing, intelligence and corporate information services to meet their business needs. Through effective relationships with stakeholders, the branch delivers service improvement initiatives, and assist partner agencies in making informed strategic decisions and championing initiatives which improve our policing, intelligence and corporate information services.

The Capability Support Branch contributes to ACIC strategic and planned activities through the following business hubs:

- National Policing Information Capability
- Intelligence
- Corporate
- Strategy and Design
- National Police Checking Service Modernisation

About the role

The Administrative Support Officer (ASO) is a central role within the Capability Support Branch Business Hubs. It focusses on the coordination, guidance and support of business services, projects, initiatives and systems for partner agencies and internal stakeholders. The role has a strong service delivery component.

The Administrative Support Officer (ASO) assists the Business Hub to coordinate, guide and support clients and internal stakeholders on business services, projects, initiatives and systems to sustain service delivery. The ASO will assist with client requests and needs, review those requests and needs, and coordinate responses to meet client expectations. The client services functions include acting as a routine contact point for client requests, assist business managers and team members to inform stakeholders and coordination of client requests, review client expectations and provide assistance, advice, guidance and training for clients. The ASO also assists business managers with general administration and client relationship management.

The ASO role requires an effective communicator who can troubleshoot to solve issues and educate where required. The is performed with guidance and assistance from the Client Support Officer, relationship and business managers, subject matter experts and technical staff. **Duties**

Our ideal candidate

- Has demonstrated client management and customer service experience, sound oral and written communication skills, including an ability to communicate effectively and professionally with internal and external stakeholders to manage and resolve issues.
- Demonstrates ability to work with a degree of independence and professionalism and very good time management skills including the ability to deal with short timeframes and periods of peak demand while ensuring deadlines, including the ability to identify opportunities for business service improvement.
- Will have excellent attention to detail with the ability to maintain accurate records and identify issues for investigation and/or correction.
- Has the ability to work in a dynamic team environment and to strengthen valued client relationships with partner agencies and stakeholders.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
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- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

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To Apply

Position Contact	Leisa, 02 6268 7838
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0724939

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 25 June 2023

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	Executive IT Support Officer/Senior Executive IT Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,452 - \$131,404
Classification	APS Level 6; Executive Level 1
Position Number	50002646
Agency Website	https://www.acic.gov.au/

Job Description

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

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staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

The Intelligence and Information Systems (IIS) Division provides critical ICT infrastructure, systems and services for the ACIC and its partner agencies in support of its strategic purpose and mission. The Chief Information Officer Branch (CIO) is responsible for the provision and support of the ACIC's critical infrastructure such as data centres, networks, service desk, desktop, video, cyber security and enterprise architecture. This includes the availability, continuity and security of ACIC's intelligence, national policing, research and corporate information systems and services both domestically and overseas.

About the role

The Executive Support Officer is a critical position in the Technical Services team as they are the face of ICT when supporting our executive cohort. Working closely with our End User Support Team, they will deliver high-quality desktop, laptop, mobile, and audio-visual support to senior executive stakeholders ensuring minimal disruption to their ICT Services. A high level of relationship management with the executive branch will be required to be successful in this role, and the candidate will be able to navigate high pressure situations through liaison and consultation in conjunction with technical expertise. As a senior member of the End User Support team, the executive support officer will contribute to ICT strategy, considering the needs of the Executive branch.

The Executive Support Officer role requires a strong foundational knowledge of the agency's IT Infrastructure, and End User hardware to best utilise its capability for staff, and to be able to troubleshoot issues in both an operational and corporate environment. The Executive support officer possesses the ability to quickly acquire knowledge of complex IT systems and familiarise themselves with new concepts and technologies to deliver a high level of support to ACIC staff. The successful individual will be able to foster strong work relationships to ensure staff enquires achieve positive outcomes, and that staff are highly satisfied with the level of technical support they receive.

You may be required to travel to ensure ICT infrastructure is available and upheld in various locations to meet operational demand as well as providing on call services for which you will be further remunerated.

Duties

Our ideal candidate

- Demonstrated experience analysing and troubleshooting complex desktop, laptop and mobile technical enquiries, including the ability to apply sound judgement to problem solve when faced with competing priorities.
- Proven experience in providing first and second level ICT support to senior executives and/or VIP staff.
- Strong verbal and written communication skills including a demonstrated ability to communicate with maturity, discretion and influence when dealing with clients and stakeholders.
- Experience with ICT Service Management tools, creating, editing and maintaining tickets and knowledge base articles.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
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Notes

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

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To Apply

Position Contact	Daniel, 07 3243 0899
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0724946

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 25 June 2023

Corporate
Business and Partnerships National Police Checking Service (NPCS)

Job Title	Advisor, NPCS Communication and Stakeholder Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,234 - \$84,019
Classification	APS Level 5
Position Number	50008645
Agency Website	https://www.acic.gov.au/

Job Description

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

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The ACIC also plays a critical role in facilitating the National Police Checking Service (NPCS), by providing an ICT system that allows Accredited Bodies and Police to provide Nationally Coordinated Criminal History Checks to the Australian community.

About the branch

The ACIC partners with Australian police agencies to provide the National Police Checking Service (NPCS or the Service). The NPCS helps to protect the safety of the community by minimising the risk of appointing someone unsuitable to a position of trust. The service is delivered to Australian police agencies and organisations who are accredited with the ACIC to submit Nationally Coordinated Criminal History Checks (police checks).

The NPCS accredits organisations known as accredited bodies to perform functions on behalf of the ACIC for individuals accessing the Service.

The NPCS Branch undertakes a range of quality assurance activities to assist with accuracy and to ensure the smooth operation and continuity of the service. We also perform matching work for police checks, contract, onboard and train newly accredited organisations and provide an ongoing customer and contract management service for our accredited organisations.

About the role

The Advisor of the Delivery & Stakeholder Engagement team will provide coordinated communication to various internal and external stakeholders. They will be responsible for collaborating with internal teams to deliver education materials for the National Police Checking Service.

Working within a dynamic team environment, individuals will require excellent written and verbal communication skills and the ability to prioritise work to meet deadlines. The successful candidate must have excellent communication skills and be able to develop high quality documentations.

Duties

Our ideal candidate

- Will develop and deliver high-quality communication and education products including communication strategies, web and intranet content, newsletters, NPCS Handbook and other adhoc communication.
- Follows and implements Style Manual guidelines including accessibility and plain language.

- Will foster strong working relationships with a wide range of stakeholders across the department, government and private sectors.
- Will liaise with and supporting all NPCS sections with their communication requirements.
- Is a key part of refining and improving the processes and workflow of the team.
- Demonstrates an interest in developing their skills across the functions of the section.

Eligibility

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More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2022/1 on our [website](#).

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To Apply

Position Contact	Kathryn, 02 6268 7158
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0724948

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 25 June 2023

Corporate
Intelligence and Information Systems Systems Design and Delivery

Job Title	Senior Specialist Integration Developer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$108,995 - \$131,404
Classification	Executive Level 1
Position Number	50008406
Agency Website	https://www.acic.gov.au/

Job Description

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

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About the branch

The Intelligence and Information Systems (IIS) Division provides critical ICT infrastructure, systems and services for the ACIC and its partner agencies in support of its strategic purpose and mission. The Business Systems Delivery (BSD) Branch is responsible for the delivery of all ICT projects to uplift or enhance the technology capabilities in collaboration with ACIC's national, international, jurisdictional and industry partners. BSD applies systems-thinking, incremental delivery practices and close engagement with the users and the business owner to discover opportunities, design solutions and implement systems that meet the needs of the agency and our customers.

About the role

The Senior Specialist Systems Integration is responsible for the development and maintenance of the Australian Criminal Intelligence Commission's (ACIC) service interfaces between the ACIC and its partner agencies as well as designing integration between ACIC business systems, using ACIC integration patterns.

Duties

Our ideal candidate

- Designs, documents and implements service interfaces, integration logic and XML schema design for messaging solutions
- Works well with application development teams to ensure broad solutions that maximise interoperability, reusability, service capacity and capability to end users.
- Investigates and resolves complex integration and messaging problems.
- Develops and maintains performance, monitoring, logging, audit and testing tools associated with messaging and integration
- Actively builds and maintains productive stakeholder relationships, including providing advice and guidance to team members on more complex messaging and integration requirements and solutions.

Eligibility

Qualifications

- Ideally the Senior Specialist Systems Integration will possess tertiary or industry qualifications in information technology or a related field and 5 years' experience working as a senior member of an integration team preferably with IBM Integration stack.
- Experience operating in a law enforcement or national security context will also be beneficial for the occupant of this position.

Eligibility

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To Apply

Position Contact	Ian, 02 6268 7702
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0724961

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 25 June 2023

Corporate
Business and Partnerships National Police Checking Service (NPCS)

Job Title	National Police Checking Service Support Officer
Job Type	Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$65,103 - \$70,266
Classification	APS Level 3
Position Number	50008584; 50008596; 50008597; 50008598; 50008599; 50008600
Agency Website	https://www.acic.gov.au/

Job Description

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About the branch

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About the role

The National Police Checking Service (NPCS or the Service) is seeking motivated individuals to form part of a new team, established to manage secondary clearance activities.

The Support Officer, NPCS will assist in the processing of criminal history checks by resolving the identity of the persons of interest who have matched against national police records in National Policing Information (NPI) Systems.

Working within a dynamic team environment, individuals will be required to have good communication and organisational skills including the ability to prioritise work to meet deadlines and key performance indicators (KPIs). The successful candidate must have the ability to use strategic and analytical thinking to make match decisions and will be required to perform tasks autonomously with minimal supervision. The Support Officer, NPCS will be required to have good computer literacy skills, and the ability to work across multiple IT platforms including the Microsoft Office suite of programs.

This role includes flexible working arrangements, offering a variety of employment types including; full time, part time or casual. The preferred candidates desired employment type will be discussed at the conclusion of the process.

Duties

Our ideal candidate

- Demonstrates a high level of attention to detail and accuracy in their work with good organisational skills, including the ability to prioritise to meet deadlines and KPIs set by senior management
- Follows work processes with the ability to work on repetitive tasks autonomously, with minimal supervision
- Uses strategic and analytical assessment to analyse all available information to make accurate decisions
- Has a demonstrated ability to work with sensitive data, including police and personal information whilst maintaining privacy
- Has the ability to respond to customer enquiries in writing and over the phone including preparation of correspondence and basic reports
- Escalates complex enquiries to the team supervisor and senior advisor as needed.

Additional Information

- You will be required to undertake psychometric testing prior to attending an interview.
- These are casual positions expected to offer between 12-20 hours per week; however, a merit pool will be created for any ongoing opportunities that may arise in the future.
- You may be required to verify your psychometric testing results if you progress to the interview stage of the recruitment process.

Eligibility

- This role is being advertised as casual, non-ongoing and ongoing. Current vacancies within the team are casual as at advertising date, however a merit list will be compiled from this process which may be drawn from to fill non-ongoing or ongoing positions within 18 months from the date this recruitment process has been published. Where a casual position is offered, there will be no determined end date. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
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To Apply

Position Contact	Achal, 02 6268 7780
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0724943

Australian Federal Police

Closing Date: Wednesday 21 June 2023

Job Title	ACT Policing - Team Leader, Legislation and Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,563 - \$121,628
Classification	Executive Level 1
Position Number	11742
Agency Website	https://careers.afp.gov.au

Job Description

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

Did you know?

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

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

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

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

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leader, Legislation and Policy Team, Legislation and Governance section, ACT Policing, Band 7.

The Legislation and Governance (L&G) section provides executive support service to ACT Policing and the ACT Government, through coordinating and executing various tasks and functions. These include Executive support, governance coordination, legislation and policy development and organisational statistical reporting which all support ACT Policing's delivery of services and accountability to the ACT Government as per the Policing Arrangement and Purchase Agreement.

As a Team Leader within the Legislation and Policy team, you will be instrumental in formulating and coordinating advice to the ACT Policing Executive, ACT Government and senior ACT Policing officers on matters of policy and legislation which focus on high level strategic issues relating to law enforcement in the ACT. The Legislation and Policy team is staffed by a mixture of sworn and professional members to provide a balance of corporate and operational policing knowledge and skills. Applicants who can demonstrate leadership in strategic policy and legislative reform skills in a law enforcement environment will be highly regarded.

Successful applicants will thrive in complex and challenging environments and have a strong track record of leading teams to achieve results. They will be highly regarded for their leadership capabilities, strategic and lateral thinking aptitude, productive working relationships, stakeholder management skills and their ability to communicate and negotiate effectively.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below. **Duties**

As the Team Leader of the Legislation and Policy Team within ACT Policing, your responsibilities include:

- Provision of verbal and written legislation and policy advice/communication to members, the ACT Policing Executive and ACT Government relating to law enforcement matters in the ACT.
- Demonstrating leadership and developing team members and fulfilling a guiding, mentoring and advisory role.
- Driving legislative and policy reform for ACT Policing.
- Providing representation on policy or legislation related working groups.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Tertiary qualifications in a related discipline i.e. law, policy.
- Relevant qualification or extensive experience and knowledge in a related role.
- Strong leadership, coaching and mentoring abilities.
- Demonstrated ability to communicate effectively with a wide range of stakeholders.
- Aptitude for strategic and lateral thinking.
- Demonstrated stakeholder management skills and fostering productive working relationships.
- Understanding of ACT Government Legislative Assembly process and whole-of-government situational awareness.

Notes

- This role is an AFP Band 7.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.
- 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](#).

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	Jodie McEwan, 02 5127 4211
Agency Recruitment Site	https://www.afp.gov.au/careers

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Attorney-General’s

Vacancy VN-0724770

Australian Human Rights Commission

Closing Date:Friday 30 June 2023

HUMAN RIGHTS COMMISSION
HUMAN RIGHTS COMMISSION

Job Title	Age Discrimination Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

<https://www.ag.gov.au/about-us/careers/statutory-appointments>

The Australian Human Rights Commission (the Commission) is an independent statutory authority and Australia’s national human rights institution, established under the *Australian Human Rights Commission Act 1986* (Cth) (AHRC Act) and accredited as an A status institution under the [Paris Principles](#). The Commission has a range of duties, functions and powers with respect to human rights under the AHRC Act and Commonwealth anti-discrimination legislation, including promoting community awareness of human rights, investigating human rights issues of national importance, conciliating anti-discrimination complaints, reviewing legislation for

compliance with human rights, and advising the Government on legislation and policy relating to human rights.

The Commission currently consists of the President and seven Commissioners. As a member of the Commission, the Age Discrimination Commissioner will be expected to contribute to the governance and leadership of the Commission. The President handles all complaints at the Commission. The Age Discrimination Commissioner has no role in the complaint handling function. Further information about the Commission's strategic and operating framework is available in the Commission's latest [Corporate Plan](#) and [Strategic Plan](#).

The Commission's office is located in Sydney. Further information about the Commission is available on the [Commission's website](#).

Duties

The Age Discrimination Commissioner leads the Commission's work relating primarily to the rights of older Australians, including promoting understanding and acceptance of, and compliance with, the *Age Discrimination Act 2004* (Cth), engaging with stakeholders to address age discrimination in the workplace and in the community, addressing barriers to equality and participation caused by age discrimination, and undertaking research and education projects to combat the attitudes and stereotypes that can contribute to age discrimination. The Age Discrimination Commissioner may also be required to perform other statutory roles or functions under Commonwealth human rights legislation.

Eligibility

Applicants for the position of Age Discrimination Commissioner will have appropriate qualifications, knowledge or experience, as required under subsection 53A(2) of the Age Discrimination Act.

Notes

How to apply

Applications must include:

- an expression of interest, of no more than 4 pages, including a statement of claims against the eligibility and selection criteria as outlined
- a resume of no more than 6 pages outlining qualifications, experience and expertise
- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work. Applicants will be notified prior to referees being contacted.

Applications should be emailed to matthew.smee@hudson.com by 5.00pm (AEST) on **30 June 2023**.

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

About the Australian Human Rights Commission

To Apply

Position Contact	appointments@ag.gov.au , appointments@ag.gov.au
Agency Recruitment Site	https://www.ag.gov.au/about-us/careers/statutory-appointments

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Attorney-General's

Vacancy VN-0724853

Australian Human Rights Commission

Closing Date: Friday 30 June 2023

HUMAN RIGHTS COMMISSION
HUMAN RIGHTS COMMISSION

Job Title	Disability Discrimination Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

<https://www.ag.gov.au/about-us/careers/statutory-appointments>

The Australian Human Rights Commission (the Commission) is an independent statutory authority and Australia's national human rights institution, established under the *Australian Human Rights Commission Act 1986* (Cth) (AHRC Act) and accredited as an A status institution under the [Paris Principles](#). The Commission has a range of duties, functions and powers with respect to human rights under the AHRC Act and Commonwealth anti-discrimination legislation, including promoting community awareness of human rights, investigating human rights issues of national importance, conciliating anti-discrimination complaints, reviewing legislation for compliance with human rights, and advising the Government on legislation and policy relating to human rights.

The Commission currently consists of the President and seven Commissioners. As a member of the Commission, the Disability Discrimination Commissioner will be expected to contribute to the governance and leadership of the Commission. The President handles all complaints at the Commission. The Disability Discrimination Commissioner has no role in the complaint handling function. Further information about the Commission's strategic and operating framework is available in the Commission's latest [Corporate Plan](#) and [Strategic Plan](#).

The Commission's office is located in Sydney. Further information about the Commission is available on the [Commission's website](#).

Duties

The Disability Discrimination Commissioner leads the Commission's work relating to the rights of people with disability, including promoting understanding and acceptance of, and compliance with, the Convention on the Rights of Persons with Disabilities, the *Disability Discrimination Act 1992* (Cth), and secondary legislation made under that Act, engaging with stakeholders to address disability discrimination in the workplace and in the community, addressing barriers to equality and participation caused by disability discrimination, and undertaking research and education projects to combat the attitudes and stereotypes that can contribute to disability discrimination. The Disability Discrimination Commissioner may also be required to perform other statutory roles or functions under Commonwealth human rights legislation.

Eligibility

Applicants for the position of Disability Discrimination Commissioner will have appropriate qualifications, knowledge or experience, as required under subsection 113(2) of the Disability Discrimination Act. Persons with disability are encouraged to apply.

Notes

How to apply

Applications must include:

- an expression of interest, of no more than 4 pages, including a statement of claims against the eligibility and selection criteria as outlined
- a resume of no more than 6 pages outlining qualifications, experience and expertise
- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work. Applicants will be notified prior to referees being contacted.

Applications should be emailed to matthew.smee@hudson.com by 5.00pm (AEST) on **30 June 2023**.

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

About the Australian Human Rights Commission

To Apply

Position Contact	appointments@ag.gov.au, appointments@ag.gov.au
Agency Recruitment Site	https://www.ag.gov.au/about-us/careers/statutory-appointments

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Attorney-General's

Vacancy VN-0724860

Australian Human Rights Commission

Closing Date: Friday 30 June 2023

HUMAN RIGHTS COMMISSION
HUMAN RIGHTS COMMISSION

Job Title	Race Discrimination Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

<https://www.ag.gov.au/about-us/careers/statutory-appointments>

The Australian Human Rights Commission (the Commission) is an independent statutory authority and Australia's national human rights institution, established under the *Australian Human Rights Commission Act 1986* (Cth) (AHRC Act) and accredited as an A status institution under the [Paris Principles](#). The Commission has a range of duties, functions and powers with respect to human rights under the AHRC Act and Commonwealth anti-discrimination legislation, including promoting community awareness of human rights, investigating human rights issues of national importance, conciliating anti-discrimination complaints, reviewing legislation for compliance with human rights, and advising the Government on legislation and policy relating to human rights.

The Commission currently consists of the President and seven Commissioners. As a member of the Commission, the Race Discrimination Commissioner will be expected to contribute to the governance and leadership of the Commission. The President handles all complaints at the Commission. The Race Discrimination Commissioner has no role in the complaint handling function. Further information about the Commission's strategic and operating framework is available in the Commission's latest [Corporate Plan](#) and [Strategic Plan](#).

The Commission's office is located in Sydney. Further information about the Commission is available on the [Commission's website](#).

Duties

The Race Discrimination Commissioner will be expected to lead certain aspects of the Commission's work, including promoting understanding and acceptance of, and compliance with, the Convention on the Elimination of All Forms of Racial Discrimination, the *Racial Discrimination Act 1975* (Cth), undertaking research and education projects to combat racial discrimination, and promoting understanding, tolerance and friendship among racial and ethnic groups. The Commissioner may be invited to provide assistance in matters before the courts that relate to discrimination based on race. The Commission has been funded to develop a National Anti-Racism Framework and awareness campaign, which the Race Discrimination Commissioner will lead.

The Commissioner may also be required to perform other statutory roles or functions under Commonwealth human rights legislation.

Eligibility

Applicants for the position of Race Discrimination Commissioner will have appropriate qualifications, knowledge or experience, as required under subsection 29(2) of the Racial Discrimination Act.

Notes

How to apply

Applications must include:

- an expression of interest, of no more than 4 pages, including a statement of claims against the eligibility and selection criteria as outlined
- a resume of no more than 6 pages outlining qualifications, experience and expertise

- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work. Applicants will be notified prior to referees being contacted.

Applications should be emailed to matthew.smee@hudson.com by 5.00pm (AEST) on **30 June 2023**.

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

About the Australian Human Rights Commission

To Apply

Position Contact	appointments@ag.gov.au , appointments@ag.gov.au
Agency Recruitment Site	https://www.ag.gov.au/about-us/careers/statutory-appointments

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Attorney-General's

Vacancy VN-0724912

Comcare

Closing Date: Sunday 25 June 2023

Corporate Group
Finance and Assurance Team

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$73,692 - \$80,595
Classification	APS Level 4
Position Number	00744, 01593
Agency Website	

Job Description

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

The Financial Operations Team operates within the Finance and Assurance Team to serve the day-to-day operational needs of the organisation. This includes Accounts Payable, Accounts Receivable, Banking, Travel and Expense Administration, and administration of some special accounts, as well as working closely as a cohesive unit with the Financial Reporting, Financial Systems and Management Accounting teams. The team is constantly challenged to provide a high level of service to all customers, both internal and external.

Duties

Perform the functions of Accounts Payable, Accounts Receivable, Banking, and/or other financial operations administration.

Eligibility

Mandatory Qualifications/Experience

Experience with major FMIS' and ERPs, i.e. Technology One/Finance One or SAP.

Security Clearance

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 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	Blair Parker-Brown, 02 6112 9606
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0724922

Comcare

Closing Date: Monday 03 July 2023

Corporate
Technology and Information Management

Job Title	EL1 roles in Technology and Information Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

www.aurec.com

Comcare is partnering with Aurec Group to fill three roles in the Technology and Information Management Team on an Ongoing basis:

- EL1 Cloud Services Team Lead
- EL1 SharePoint Administrator
- EL1 Strategy and Architecture Team Lead

Each of the roles are Full-time with flexible working arrangements and a hybrid work environment. Primarily the roles are based in Canberra and Melbourne, however strong candidates will be considered in Brisbane and Sydney, subject to desk availability.

Overview of the Team

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

EL1 Cloud Services Team Lead

The Cloud Services team is a unit within Technology and Information Management. The team is responsible for providing architectural & project services to Comcare to develop, implement and migrate services to the cloud. The team is also responsible for managing and supporting key systems within Comcare's ICT environment.

The Cloud Services Team Lead role is part of the Cloud Services team within Technology and Information Management. The team is responsible for developing, implementing and migration of on-premise workloads to cloud as well as ongoing support and sustainment of those workloads in cloud. The successful candidate will work closely with ICT Architecture team to ensure continual alignment of key systems within Comcare's ICT environment with Comcare's architectural patterns and governance practices, providing architectural & project services to Comcare to develop, implement and migrate services to the cloud. The team is also responsible for managing and supporting key systems within Comcare's ICT environment.

The role is accountable for managing the delivery of the right cloud and hosting services through the design, planning, and implementation of cloud services. The role will help identify, define and manage appropriate change as required to keep the Cloud and Hosting Services up to date and ensure benefits are realized.

The Cloud Services Team Lead will have well-developed technical skills in designing and implementing an enterprise cloud computing environment. They The successful candidate will also work alongside other members of the team to help maintain the extensive ICT environment and proactively identify, diagnose and resolve technical issues.

The successful candidate will have sound business judgement and possess the relevant skills to manage competing priorities across a wide range of work requests. They will be detail-oriented and professional in their presentation, able to interact with staff at all levels and in all parts of Comcare while representing and communicating the scope and nature of activities undertaken by the Data Services unit.

The role requires you to work collaboratively with internal and external stakeholders to understand their data requirements and provide trusted advice on how to achieve their objectives.

EL1 SharePoint Administrator

The SharePoint Administrator will work within the Technology & Information Management Team to manage a range of business led and ICT enabled SharePoint applications to deliver Comcare's future Digital and ICT Strategies.

This role will be responsible for the planning, design and provide ongoing administration, technical operational support, and maintenance to the various Microsoft SharePoint environments including enterprise web content for Comcare's Intranet and technical administration of the records management platform.

This role will be focussed on driving technology change and problem solving for the organisation, whether it is a simple issue that enables a user to work faster or a solution that improves efficiency/productivity for a bigger team.

EL1 Strategy and Architecture Team Lead

The EL1 ICT Strategy & Architecture team lead role will manage the ICT Strategy & Architecture team within Technology and Information Management (TAIM). The team is responsible for management and implementation of Comcare's ICT Strategy as well as leading a range of architectural activities both at the solution level as well as at the enterprise level associated with various business led and IT enabled enterprise-wide projects. The successful candidate will lead the ICT Architecture team to ensure continual alignment of systems within Comcare's ICT environment with Comcare's architectural practices. They will provide architectural expertise, direction, and assistance to Systems Analysts, Systems Administrators, other ICT Architects, and software development teams.

The successful candidate will have sound business judgement and possess the relevant skills to manage competing priorities across a wide range of work requests. They will be detail-oriented and professional in their presentation, able to interact with staff at all levels and in all parts of Comcare while representing and communicating the scope and nature of activities undertaken by the ICT Strategy & Architecture unit.

As the EL1 ICT Strategy & Architecture team lead, you will exercise your strengths in consulting, customer engagement, and technology to help Technology tackle Comcare's digital business transformation needs. You will be responsible for ensuring the design and architecture of various solutions for engagements ranging from enterprise-wide, transformative digital initiatives to tightly focused proofs-of-concept on emerging technologies.

Eligibility

EL1 Team Lead Cloud Services mandatory requirements:

- Minimum 4 years of experience managing delivery in a cloud environment and/or multi-datacentre environment
- Proven experience leading support and strategy of an infrastructure environment
- Extensive understanding of IaaS/ PaaS/SaaS/xaas Cloud business models, user experience, and multi-tenancy architecture Experience with best practices such as ITIL V3
- Some intra and interstate travel is required, including overnight absences
- Ability to obtain a Negative Vetting 1 Security Clearance.

EL1 SharePoint Administrator mandatory requirements:

- Bachelor's degree in information technology, computer science, or similar
- At least 2 years' experience as a SharePoint administrator
- Extensive knowledge of Windows operating systems, as well as SQL Server, Power BI, PowerShell, and Office 365
- Knowledge of SharePoint tools, workflows, and SharePoint forms for tasks.

EL1 Strategy and Architecture Team Lead mandatory requirements:

- Relevant tertiary qualifications in information technology or computer science; or equivalent experience of 5 or more years in Enterprise Architecture domains in multiple layers of architecture including business, information, application, security, and infrastructure architecture.

Notes

If you are interested in the role/s and would like to see the full position descriptions and apply, please visit www.aurec.com. Applicants must provide a resume and cover letter addressing their qualifications and experience relevant to the role/s.

Applications close Monday, 3 July 2023

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	Nick or Sara, Aurec Group, Nick - 02 5109 0905, Sara - 02 5109 0918
Agency Recruitment Site	www.aurec.com

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Attorney-General's

Vacancy VN-0724972

Comcare

Closing Date: Sunday 25 June 2023

Corporate Group
Finance and Assurance Team

Job Title	Assistant Director Management Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	New
Agency Website	

Job Description

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

The Finance and Assurance Team aims to strengthen financial and business integrity for sustainability through:

- Efficient and reliable accounting services to support business objectives.
- Effective budget processes to allocate resources in a manner that promotes transparency, equity and accountability.
- Timely and accurate financial reporting to monitor financial performance.
- Sound internal controls that minimise financial risks and meet compliance requirements.
- Professional financial advice to the Executive to inform and influence decisions and strategies for ensuring the long- term financial sustainability of Comcare.

Duties

The Assistant Director, Management Accountant will provide management accounting services and advice on all aspects of budget process including preparation of budgetary reporting to the Department of Finance for monthly estimates and annual estimates, cost allocation, project costing and evaluations, cost recovery arrangements.

The role provides technical advice and support to Comcare employees on financial policy, budget, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The role is responsible for researching, analysing, reviewing and evaluating financial issues, implementing policies, procedures and processes, while presenting a passion for initiating continuous improvement and driving change.

The Assistant Director Management Accountant will have high level leadership capabilities and superior management skills that demonstrate an ability to achieve organisational objectives through successful planning. They will also possess a high level of accounting and financial skills, knowledge and experience in addition to participating, contributing and collaborating within teams.

Eligibility

Mandatory Qualification

- Undergraduate degree in a relevant field e.g., commerce, accounting, statistics, business informatics etc.
- CPA (certification) and/or CA

Security Clearance

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 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	Seyhan Aka, 02 6275 0613
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Defence

Vacancy VN-0723477

Department of Defence

Closing Date: Friday 23 June 2023

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Assistant Director - GEOINT Foundation and Support Branch (Multiple)
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	DIG/03999/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=18CED4C6-5EC4-C995-5447-D1A60BF591F7>

Duties

The Role

The Australian Geospatial-Intelligence Organisation (AGO) is the lead geospatial and imagery intelligence organisation in Defence. Its purpose is to provide geospatial intelligence from imagery and other sources in support of Australia's Defence and National Intelligence Community (NIC).

AGO is recruiting for numerous geospatial managers in Foundation GEOINT Production (FGP) and the GEOINT Data Office (GDO).

As a Geospatial Manager you will:

- Head up high performing teams of technical subject matter experts, providing direction and management in accordance with strategic objectives.
- Lead the evolution of geospatial data production, management and dissemination across Defence and the national community.
- Develop innovative and modern solutions that enable the delivery of critical missions essential to Defence operations and the Australian Government.
- Work closely with national and international partners and multinational spatial communities to deepen partnerships and expand collaboration.
- Develop your expertise through relevant training and participation in associated industry, national and international forums.

About our Team

FGP is the centre of topographic foundation geospatial data, services and cartographic production for Defence. Located in Bendigo, FGP is a critical enabler of Defence and the NIC; providing highly accurate data, products and services that underpin Defence capability and high level decision making.

GDO provides the acquisition, standards advice, management, transfer, and governance of GEOINT data for AGO. Located in both Canberra and Bendigo, the GDO oversees AGO's data assets, supporting Defence and NIC operations and capability programs through a range of data portals and access methods.

AGO is committed to achieving a workplace culture that is inclusive and diverse, that reflects the needs and scope of our varied operational requirements. We aim to bring together a diverse range

of committed professionals to create a highly effective and cohesive workforce. Partnerships and collaboration are instrumental to AGO, where integration across and between teams is essential to achieving the mission.

Our Ideal Candidate

The ideal candidate will have the ability to contribute to an integrated leadership team, responsible for leading a variety of inter-dependent technical teams undertaking geospatial production, data management and data architecture. They will support the development of the workforce, and promote innovation and modernisation of the business.

Ideally you will have:

- Strong communication skills to engage effectively with senior stakeholders, both internal and external to Defence.
- Ability to develop and align strategic plans, enabling the implementation of production activities that are both ambitious and achievable.
- Motivation to evolve and modernise business processes, and have the ability to lead a team on this journey.
- Skill to empower your team, and to create a workforce culture that is ambitious, customer driven and outcomes focused.
- Talent for representing and promoting AGO at Defence, national and international forums by seeking out, initiating and nurturing stakeholder engagement and relationships.
- A passion for the geospatial mission!

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

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	Allison Patrick, 03 5449 5777
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18CED4C6-5EC4-C995-5447-D1A60BF591F7

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Defence

Vacancy VN-0724450

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, East Sale VIC
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/04977/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A1507A03-14B1-EDF6-DAC1-D1AAB5D3FEDB>

Duties

The Role

We are seeking an experienced Commercial Manager to fulfil the CAF 37 Commercial Manager position within the Air Training and Aviation Commons System Program Office (ATACSPO). The position requires excellent interpersonal, negotiation, procurement and financial management skills.

The CAF37 Commercial Manager position is located at RAAF Base East Sale and works directly with the PC21 Pilot Training System. Working with a team of contracting, procurement and technical professionals, you will be responsible for overseeing the delivery of contracted services and sustainment activities in support of Pilot Training. To be successful in this role, you will be adept at managing the supplier relationship with Industry contractors and stakeholder requirements to support the Pilot Training System to deliver Defence Force Capability.

The additional payment is a Building Defence Capability Payment (BDGP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDGP position must consider the following. BDGPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for

the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

As part of the Joint Aviation Systems Division (JASD) within Capability Acquisition and Sustainment Group (CASG), the Air Training and Aviation Commons Systems Program Office (ATACSPO) delivers Pilot Training, Air Mission Training assets, Ground Support Equipment (GSE) assets and Test and Measurement equipment (T&ME) assets in support of Defence Capability and Operations. ATACSPO is located in Regional Victoria at the RAAF Base East Sale with offices also located within the Melbourne CBD.

ATACSPO offers a work environment that has a unity of purpose which recognises and utilises individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast-paced environment as part of a diverse (Australian Defence Force personnel, Australian Public Service personnel, and Contractors to Defence) and inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team.

ATACSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations. The position offers an attractive remuneration package, including generous employer superannuation contributions, leave benefits and flexible working arrangements.

Our Ideal Candidate

The successful candidate will have a proven record of achieving organisational goals whilst contributing to a high-performing team. The skills that we seek in you:

- Demonstrated people leadership or team management experience in an operational or service delivery environment
- Highly developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders
- Is able to confidently work collaboratively with stakeholders across Industry and Defence
- Demonstrated ability to think critically, identify issues and drive continuous improvement activities
- The ability to research policy and procedure and determine practical outcomes that achieve objectives
- Proven experience in providing detailed professional and policy advice about complex work
- The ability to forward plan a workload and the agility to reprioritise at short notice
- Strong business acumen skills and the ability to make competent decisions based on this knowledge

In turn, we will provide you with the following:

- Performance-related salary progression
- 15.4% superannuation
- Negotiated flexible work arrangements
- Ongoing training and development
- Annual Leave of 20 days per year
- Personal/Carers Leave of 15 days per year
- An additional day of leave per calendar year in addition to regular leave
- Christmas Stand Down (a paid break during the Christmas and New Year period in addition to standard leave)
- A range of Parental and Reservist leave
- Several health, well-being, diversity and inclusion networks
- Defence Employee Assistance Program provided by Converge International

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 Buswell, 02 5133 3421
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A1507A03-14B1-EDF6-DAC1-D1AAB5D3FEDB

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Defence

Vacancy VN-0724502

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Capability Sustainment Roles
Job Type	Full-Time, Ongoing
Location	Cabarlah QLD, Enoggera QLD, Amberley QLD, Adelaide SA, Russell Hill ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	CASG/04703/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2B327099-CDC3-B30C-439F-D1BB003144DC>

Duties

The Role

The Capability Sustainment Management Team in the Electronic Warfare and Intelligence Systems Land Systems Program Office (EWIS-L SPO) require a candidate to fill a vacant APS 5 position. EWIS-L SPO manages a range of sensitive leading edge capabilities that support our frontline Australian Defence Force (ADF) personnel and assets, both domestically and overseas.

This role will require the candidate to contribute to the team's outcomes, and deliver products to support our frontline ADF personnel and assets. Initiative and an ability to seek out information will be required in the interpretation of policy and in the application of practices and procedures. The successful candidate will gain a broad range of skills, knowledge and experience to sustain capability.

The role will also provide an excellent opportunity to develop skills in numerous activities including; logistics management, planning, governance, procurement, financial management, strategic planning as well as reporting and assurance activities.

About our Team

EWIS-L SPO has a high performance culture and the successful candidates will benefit from exposure and working within a diverse team of both civilian and military professionals including Projects Managers, Engineers, Technical resources and Sustainment practitioners.

EWIS-L SPO delivers and supports capability to a number of stakeholders including Army and other Government Agencies. Our capability sustainment teams are located in Adelaide, Canberra, Brisbane and regional Queensland.

Our Ideal Candidate

The successful candidate should possess or demonstrate the ability to quickly acquire:

- Material Logistic skills or experience in any of the following inventory management, asset management and procurement, project management support and configuration Item control principles.
- Ability to use or learn to use Asset Management Information Systems (i.e. MILIS)
- Previous experience in Capability Sustainment or Integrated Logistics Support is highly desirable
- Procurement and governance experience would be highly regarded.
- An understanding of Defence asset management policy
- Will be willing to undertake professional development to enable the delivery of capability sustainment and further career development.
- Knowledge of Project, Program or Product management or contract management support; such as AUSDEFCON, US Controlled Items, ITAR and Capability Life Cycle (CLC).
- Knowledge of configuration controls or other technical skills.

The successful candidate will be required to undergo a Negative Vetting 2 security clearance, but may commence role with a lower clearance. Failure to attain the Negative Vetting 2 security clearance may necessitate a role change. **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	Claire Macfarlane-Rowles, 02 6212 4708
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2B327099-CDC3-B30C-439F-D1BB003144DC

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Defence

Vacancy VN-0724515

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Capability Sustainment Roles
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Amberley QLD, Canberra ACT, Enoggera QLD
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/04708/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7735590E-D1C1-D271-9EAF-D1BB00D80196>

Duties

The Role

The Capability Sustainment Management Team in the Electronic Warfare and Intelligence Systems Land Systems Program Office (EWIS-L SPO) is seeking to fill vacant APS 6 positions. EWIS-L SPO manages a range of sensitive leading edge capabilities that support our frontline Australian Defence Force (ADF) personnel and assets, both domestically and overseas.

This role will require the ability to work with a high level of autonomy and accountability while being able to deliver outcomes to directly support our frontline ADF personnel and assets. It will require you to develop the skills and knowledge to be able to provide complex capability sustainment management, technical and policy advice to key stakeholders.

You will need to be able to contribute to strategic planning, product management and development, implement and oversight governance and assurance processes. Candidates should possess sound commercial and business acumen and an understanding of the Defence industry sector in Australia.

About our Team

EWIS-L SPO has a high performance culture and the successful candidate will benefit from exposure to a diverse team of both civilian and military professionals including Projects Managers, Engineers, Technical resources and Sustainment practitioners.

In addition to sustainment management activities, a successful applicant may be required to lead a team and set work priorities and manage workflows. They are expected to lead and mentor team members through coaching, feedback and developing the quality of work undertaken by others within a work unit. These activities may include logistics management, planning, governance, procurement, financial management, strategic planning as well as reporting and assurance activities to sustain key ADF capabilities.

EWIS-L SPO delivers and supports capability to a number of stakeholders including Army and other Government Agencies. Our capability sustainment teams are located in Adelaide, Canberra, Brisbane and regional Queensland.

Our Ideal Candidate

The successful candidate should possess or demonstrate the ability to quickly acquire:

- Enjoys working collaboratively in a dynamic team with the opportunity to shape and influence the outcomes of a program.
- Will be able to or will develop the skills to, manage others, mentor and develop members of the team.
- Material Logistic skills or experience in any of the following inventory management, asset management and procurement, project management support and configuration Item control principles.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- Excellent communication and stakeholder engagement skills.

- High level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Ability to work with a high level of autonomy with a high level of accountability.

The successful candidate will be required to undergo a Negative Vetting 2 security clearance, but may commence role with a lower clearance. Failure to attain the Negative Vetting 2 security clearance may necessitate a role change. **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	Claire Macfarlane-Rowles, 02 6212 4708
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7735590E-D1C1-D271-9EAF-D1BB00D80196

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Defence

Vacancy VN-0724554

Department of Defence

Closing Date: Sunday 25 June 2023

ARMY
Forces Command

Job Title	ICT Systems Administrator
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	ARMY/04312/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FEA3D83D-1673-D06E-386A-D1BB03E61AB8>

Duties

The Role

As an ICT Systems Administrator you will be required to:

- Accountable for installing, removing hardware and software using the supplied installation instructions and tools.
- Perform routine installations and de-installations of hardware and software according to Defence and organisation policy and procedures.
- Acquire and apply knowledge of Defence and industry accepted hardware and software products relevant to systems administration, current system functionality and Defence's business domain.
- Use experience to identify operation problems and contribute to their resolution in accordance with agreed standards and procedures.
- Work collaboratively with the team and contribute to solutions and goals of a non-routine or contingency nature.
- Engage with relevant stakeholders to develop understanding of their expectations and concerns and respond accordingly.
- Solve a defined range of unpredictable problems following established operating policies and procedures.
- Provide advice and specialist guidance to colleagues to ensure best use is made of available assets and to maintain or improve the installation service.

The additional payment is a Building Defence Capability Payment (BDCP), which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Defence School of Intelligence (DSI) is located at Kokoda Barracks, Canungra, QLD and is the centre of excellence for intelligence and specialist training to meet the capability for whole of Defence. The APS5 Systems Administrator is a key team member within the DSI Information Systems Support cell. This team consists of a mix of military and APS members, consistently delivers a high standard of outputs and each role within the team contributes to supporting the delivery of capability.

Our Ideal Candidate

The successful applicant is to be a highly motivated and organised individual able to work autonomously and as part of a team to provide IT support within specified timeframes. The incumbent will co-ordinate building, issuing and returning of devices to courses, update and maintain asset management systems, provide support to Staff and learners at the school.

The System Administrator will also support to two standalone networks operated at the school, as well as provide initial and basic troubleshooting for CIOG networks. Our ideal candidate will require a high level of communication skills as liaison occurs with internal and external stakeholders to ensure competing priorities are met. Flexibility and adaptability are crucial within the progressive Intelligence training environment. **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

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	Stephen Collins, 07 5505 8205
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FEA3D83D-1673-D06E-386A-D1BB03E61AB8

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Defence

Vacancy VN-0724574

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Management Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Brisbane City QLD
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05011/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9ECC8C74-7EC7-0DD9-3786-D1BB3BB3FE97>

Duties

The Role

You will join a dynamic Enterprise, working collaboratively in an integrated Military/APS workforce with Industry Partners and Air Force, to directly support and deliver vital Defence capability in support of Australia's national interests.

The role of the APS6 Commercial Management Officer within the MQ-28 Project Office is to manage and oversee key commercial arrangements in support of the developmental MQ-28 aircraft and supporting systems.

The role will be responsible for:

- Manage and oversee all contract and commercial activities to support the MQ-28 platform.
- Undertake research, data analysis, and interpretation of legislation and drafting of documents.
- Provide contemporary commercial policy expertise/advice to internal and external stakeholders.
- Manage key stakeholder relationships in a complex and dynamic environment.
- Manage a small team of contract and commercial specialists.
- Accountable for providing advice/guidance throughout the procurement lifecycle on contracting activities.
- Understand/provide advice on commercial risk, legal principles and contractual performance requirements.

About our Team

The APS6 Commercial Management Officer is a key position within the MQ-28 Commercial Team

and wider MQ-28 Project Office. This team directly contributes to the effective and efficient development and management of contemporary commercial arrangements that deliver the capability requirements sought by Air Force to ensure value for money for the Commonwealth.

Operating in an environment of best practice contemporary thinking, ensuring compliance with legislation and Defence policy, the Commercial team comprises highly dedicated and experienced individuals who come together to achieve high quality commercial outcomes for MQ-28.

The MQ-28 Project Office has office locations in RAAF Bases Amberley and Brisbane.

Our Ideal Candidate

Your high level of professional communication and engagement skills will be applied to undertake Commercial and Contract Management duties, including engaging with Industry Partners and Commonwealth entities and stakeholders.

You will have attributes that allow you to adapt and maintain a flexible approach to changing needs or priorities, and to influence those outside of your direct area of control with a focus on developing solutions in a practical manner.

Our ideal candidate will be:

- Highly motivated and solutions focused;
- A critical thinker, skilled listener and effective communicator;
- Able to work in a collaborative team environment and achieve shared objectives;
- Well developed in commercial and business acumen;
- Able to analyse, plan and adjust priorities in a dynamic environment;
- Trustworthy, transparent and possess the highest levels of integrity; and
- An Australian Citizen and able to obtain and maintain an NV1 level security clearance

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	Diana Atkinson-Cave, 07 5362 2058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9ECC8C74-7EC7-0DD9-3786-D1BB3BB3FE97

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Defence

Vacancy VN-0724575

Department of Defence

Closing Date: Sunday 25 June 2023

Chief Information Officer Group
ICT Service Delivery & Reform

Job Title	Governance and Audit Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CIOG/04943/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=933E1C32-486E-2B07-314B-D1BB3BD40CA9>

Duties

The Role

Would you like a role that supports Defence in managing and transforming one of the largest ICT networks in Australia? Do you have excellent organisational and interpersonal skills and a desire to achieve high quality governance outcomes? If so, this could be the job for you.

The APS 6 Governance and Audit Officer role is both a coordination and administrative position. The incumbent would be working in the Governance and Assurance team to provide high-quality support largely related to ongoing Defence Audit Branch audits and ANAO Performance and Financial Statements audits.

The role includes coordinating, tasking, monitoring and reporting on incoming correspondence and taskings from multiple internal and external stakeholders. You will enjoy a role in a small, diverse team that provides variety, the opportunity to support a diverse range of stakeholders and to positively influence and assist with the continual improvement of our provision of high-quality governance advice and support.

About our Team

ICT Service Delivery and Reform Division is at the heart of CIOG, providing high quality advice and corporate services to the Group and wider Defence. The Directorate of Governance and Assurance focuses on governance activities that underpin CIOG efficiency, effectiveness and control as a discrete arm of Defence business.

We are a small, dedicated team providing high quality and proactive corporate governance services relating to Defence Audit Branch and ANAO audits, risk analysis, assurance and compliance activities that assist and support effective decision-making by the senior leadership. We undertake regular, ongoing corporate reporting to support various Defence committees and senior leaders, and rely on each other's knowledge, strengths and support to help achieve successful strategic outcomes for both CIOG and Defence.

Our Ideal Candidate

We are seeking a highly motivated and adaptable individual to join our team and help contribute to our evolving governance function. We want someone who enjoys working in a positive, supportive and collaborative team and assisting to deliver continuous improvement and successful results. The successful applicant will demonstrate:

- High-level interpersonal skills and the ability to build and maintain effective working relationships within the team and with a variety of internal and external stakeholders.
- Strong organisational and administrative skills with the ability to work independently and plan, coordinate and monitor simultaneous work tasks to ensure they are completed on time.
- Strong written skills with the ability to prepare corporate documentation on both routine and complex matters.
- Well-developed verbal communication skills in order to communicate clearly and succinctly on complex information.
- A willingness to share their knowledge and experience and bring fresh ideas for improvement to the position.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Bronwyn Purcell, 02 6266 7358
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=933E1C32-486E-2B07-314B-D1BB3BD40CA9

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Defence

Vacancy VN-0724604

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Brindabella Business Park ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05120/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1CA47949-12D7-7F6E-DA32-D1BB3C678FD3>

Duties

The Role

As an APS 6 Logistics Officer within the Maritime & Strategic Communications Systems Program Office (MSCSPO), you will be part of an integrated team of Logistics Specialists to deliver complex logistics systems and inventory management work within an integrated workforce. You will provide reliable professional advice and outcomes, utilise outstanding stakeholder management skills and expertise to ensure the fundamental logistic information and policy is developed to meet that capability requirements.

Your role requires an understanding of the One Defence Capability Model. As an APS6 Logistics Officer you may lead a team and be accountable to set work priorities and manage workflows. You will be expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within MSCSPO.

About our Team

Maritime & Strategic Communications Systems Program Office is a multi-disciplined and inclusive workplace providing opportunity across the number of different projects within the program.

The Maritime and Strategic Communications Systems Program Office consists of four major elements:

- Strategic High Frequency (SHF) Communications, and the operation and sustainment of the Defence High Frequency Communications System (DHFCS)
- Maritime Communications Modernisation and the sustainment of the Maritime Tactical Wide Area Network (MTWAN)
- Naval and Shore Communications Sustainment Management Office (NSCSMO) in Sydney

- Naval Communication Station Harold E Holt at Exmouth WA which operates and sustains the Very Low Frequency (VLF) Submarine Broadcast capability.

Our Ideal Candidate

If you are passionate about working in an integrated team in a dynamic work environment, have great people skills and enjoy methodically producing outcome-based solutions to complex problems, delivering key strategic products to the Royal Australian Navy we want to hear from you!

We are looking for someone that can work under limited or broad direction within an integrated workforce.

We seek someone that can deliver quality and timely work outcomes, take independent action and have great teamwork and stakeholder management skills, and that is trustworthy, transparent and possesses the highest levels of integrity.

The ideal applicant will be able to demonstrate good judgement, initiative and be willing to strive for continuous improvement through refined business processes. **Eligibility**

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Jonathon Munro, 02 5109 5251
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1CA47949-12D7-7F6E-DA32-D1BB3C678FD3

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Defence

Vacancy VN-0724610

Department of Defence

Closing Date: Sunday 25 June 2023

Defence Science and Technology Group
Research technology Operations

Job Title	Research Engineer
Job Type	Full-Time, Ongoing
Location	Eveleigh NSW
Salary	\$108,195 - \$122,044
Classification	
Position Number	DSTG/03751/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5E7F489A-EB94-B926-6445-D1BB3DBC884E>

Duties

The Role

Research Engineering is seeking multiple senior engineers from a range of disciplines (mechanical, electrical, software – other disciplines considered) capable of contributing to the design and production of maritime prototype systems. Reporting to the discipline lead maritime engineering, the engineers will be a part of a small team of engineering professionals and technical officers tasked to design and build advanced novel robotic and autonomous, surfaced and underwater, vehicles and systems.

The maritime engineering discipline based at DST Sydney in New South Wales is geographically remote from the rest of research engineering so will require individuals with a variety of skillsets that have experience contributing/or managing projects through their entire lifecycle. The successful applicants will be involved in the development of hardware from initial concept through to in-service use, and will contribute to design, analysis and testing.

The engineers will be required to demonstrate initiative and the capability for innovative thought as applied to design work. Frequent travel to HMAS Kuttubul (Garden Island, NSW) and HMAS Creswell (Jervis Bay, NSW) is expected as well as potential to support closed & open-water field trials across Australia.

They will apply professional, scientific and engineering standards. They will have the following key responsibilities:

- Provide technical leadership to Design/Engineering tasks having a high level of technical complexity.
- Be capable of holding positions of Engineering Authority, reviewing technical work and ensuring the safety of equipment developed.
- Conduct and document Engineering Analysis to prove hardware developed is fit for purpose.
- Conduct and document Testing to support 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. RTO's work areas include:

- Emerging digital science capabilities, including computational and data intensive science, research data and information and laboratory and experimental systems
- Scientific computing including the development and acquisition of a world-class secure High Performance Computing (HPC) capability for advance modelling and simulation
- Nationally recognised, unique and novel research engineering capabilities
- Development and implementation of the Outstanding Research Infrastructure Powering Innovation pillar, a major component of the More Together: Defence Science and Technology Strategy 2030
- Defence innovation, science and technology compliance, assurance and sovereignty through complex research safety, research security, workforce capability and talent and scientific resource management

RTO also provides specialised research enabling capabilities to other groups and services with Defence, the Australian Intelligence community, our allies and/or our partners in industry and academia.

The Research Engineering (RE) branch provides integrated, multi-disciplined, leading edge, rapid response and innovative scientific engineering capability to the Defence S&T program. RE is dedicated to collaborating closely with DSTG researchers while providing valuable support to Defence and National Security operations and provides capabilities across six functional areas:

- Electronic and Software Engineering;
- Electronic Fabrication;
- Micro and Nano Engineering;
- Mechanical Fabrication;
- Mechanical Engineering; and
- Scientific Applied Imaging.

Certified to the IOS9001 Quality Management System, RE provides consistent fit for purpose engineering solutions and the application of best business practices.

Our Ideal Candidate

We are seeking individuals who are genuinely interested in the opportunity provided; the development of novel robotic and autonomous, surfaced and underwater, vehicles for Defence. We are looking for people who can grow to become the leading authorities in their domain. They will have an interest in producing high quality work, and seek to continually improve and broaden their skills.

Our ideal candidates will be willing to work both independently or within a design team, and will be adaptable to changing requirements that occur within a research environment. They will have good communication skills, both written and verbal. A combination of the following prior experience would also be advantageous:

- Robotics and Autonomous System (RAS) integration or RAS development experience
- Experience in review and approval of technical work & leading complex activities/teams
- Computer Aided Design (CAD) experience - mechanical or electronic CAD tools

- Design specific knowledge, such as in either structural analysis, thermal transfer, dynamic environments, topology optimisation, embedded electronic systems development or materials science considerations.
- Experience leading complex technical activities/teams, interacting with a wide range of stakeholders
- Knowledge and experience with underwater sensors, maritime communications, uncrewed systems (underwater, surface or airborne) and test & evaluation/ trials experience

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

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

Ref 1297.0 ANZSRC Fields of Research 2020

Division 31 – Biological Sciences

- 3199 Other Biological Sciences

Division 34 – Chemical Sciences

- 3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

- 4001 Aerospace Engineering
- 4015 Maritime Engineering
- 4016 Materials Engineering
- 4017 Mechanical Engineering
- 4099 Other Engineering

Division 46 – Information & Computing Sciences

- 4602 Artificial Intelligence

Division 49 – Mathematical Sciences

- 4901 Applied Mathematics

Division 51 – Physical Sciences

- 5103 Classical Physics
- 5104 Condensed Matter Physics

Notes

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To Apply

Position Contact	Luke Grassy, 02 4738 4189
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E7F489A-EB94-B926-6445-D1BB3DBC884E

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Defence

Vacancy VN-0724614

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	IAMD Engineering Professionals
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05147/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2772E6E2-D4BF-F364-BA14-D1BB3DCA324B>

Duties

The Role

Defence has commenced work on one of the most complex and challenging programs in ADF history, one that seeks to transform the ADF's Integrated Air and Missile Defence (IAMD) capability into a fully networked, fifth-generation force better able to protect its airspace and vital assets from increasingly complex and lethal air and missile threats.

CASG ADS Branch will deliver four projects as part of the IAMD program:

- AIR6500 PH1 (Joint Air Battle Management System),
- AIR6502 PH1 (Medium Range Ground-Based Air Defence),
- AIR6503 PH1 (Advanced and Very High Speed Missile Defence) and
- AIR7004 PH1 (Theatre Air Control System).

Collectively, the IAMD Program will interconnect the many systems and sensors across multiple domains (air, land, sea, and space), current and future, into a collaborative engagement network. It will enhance the speed and accuracy of those systems' responses to rapidly advancing air and missile threats by employing a multi-layered System-of-Systems architecture and applying cutting-edge technologies to decision-making (e.g. Artificial Intelligence and Machine Learning), placing Australia at the very forefront of technological achievement.

In order to deliver on this requirement, the IAMD program seeks talented and committed Engineering Professionals to play their part in this nationally significant and strategically critical undertaking. As the program and sovereign IAMD capability grows, so too will opportunities for career diversification.

Operating in pivotal engineering roles within program and project teams, IAMD Engineers will be responsible for planning and performing complex engineering activities and tasks under limited direction. In discharging these responsibilities, they will be accountable to Program / Project Engineering Managers for task delivery and to the Program Chief Engineer for ensuring ongoing compliance with engineering governance and assurance plans and framework.

This recruitment round will create a Merit Pool, which will be utilised to fill various APS6 - Engineering Roles within the Branch.

About our Team

The recently announced 2023 Defence Strategic Review stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently. Which means there are exciting opportunities to work on this critically important defence capability. As an integral part of the Air Defence Systems Branch you will be working with a highly motivated team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force. Air Defence Systems Branch (ADSB) incorporates the following projects:

- AIR6500-1
- AIR6502-1
- AIR6503-1
- AIR7004-1

If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Our Ideal Candidate

We are seeking enthusiastic and motivated Engineering Professionals to join our team. Our ideal

candidate will soundly identify with and demonstrate Defence values and behaviours, as well as exhibit the following qualities, skills and behaviours:

- Experience in the application of systems engineering practices to complex acquisition activities
 - A track record of successfully contributing to the delivery of engineering outcomes in dynamic environments using appropriate engineering practices
 - An eye for detail, strong analytical skills and the ability to develop alternative courses of actions through technical analysis
 - The ability to process complex information and communicate clearly and concisely, both orally and in writing
 - Adaptability to a dynamic environment and an openness to new ideas, methods and people
- Electronic, Electrical, System, Mechatronic and Aerospace Engineers are encouraged to apply.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or 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	Craig Lipman, 02 5109 5088
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2772E6E2-D4BF-F364-BA14-D1BB3DCA324B

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Defence

Vacancy VN-0724616

Department of Defence

Closing Date: Sunday 25 June 2023

Chief Information Officer Group
ICT Service Delivery & Reform

Job Title	Business Analyst & Process Modeller
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CIOG/05013/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=58A38D98-71CB-8DA8-4A03-D1BB3E270303>

Duties

The Role

If you have a passion for improving business outcomes through process capture, analysis and re-design, we want you!

The Chief Information Officer Group within the Department of Defence is seeking to grow its team of Process Modellers to help mature the CIOG Business Management System (BMS), realise a Digital Twin and contribute to the overall Enterprise BMS capability.

Working in small teams, Business Process Modeller's are responsible for the capture, analysis, re-design and publishing of all CIOG processes to help mature the CIOG BMS. In addition to process modelling, Business Process Modeller's are also responsible to capture and represent other supporting data and information, including systems, roles, accountabilities, strategic objectives and policies, including their dependencies and interconnections. Ultimately, the efforts of the Business Process Modeller's will help to mature the CIOG BMS to a point that it represents an organizational Digital Twin and can be used to identify opportunities for improvement and tangible benefits realisation.

To achieve this, Business Process Modeller's will need to work across the entire group to identify and prioritise their work. This will require working collaboratively with colleagues outside of the immediate team at all levels and from various professional job families.

The outcomes of the team will contribute to uplifting the efficiency and effectiveness of CIOG as well as helping to navigate and realise current organisational changes. This is achieved by providing a clear and accurate single source of the truth that describes what CIOG does and how to do it.

About our Team

The team is standing up a new capability and will contribute to a larger Business Operations function, this will provide successful candidates with the opportunity to shape the direction of the team and play a pivotal role in its establishment.

The team has a base at ANZAC Park West in Canberra, ACT but also has staff working remotely interstate. We are supportive of achieving a balance between work and life, with flexible working arrangements and opportunities for part-time, remote and home-based work able to be negotiated.

Our Ideal Candidate

We are seeking suitably experienced and qualified candidates who are motivated and enthusiastic to demonstrate initiative and positively contribute in a high performing team.

Our ideal candidate will have:

- Demonstrated experience in Business Analysis or Process Modelling
- Experience in process capture, analysis and redesign
- An understanding of how investment in a BMS can be used to create value and how to realise and measure the value
- An ability to plan your work in support of realising strategic goals
- Excellent interpersonal skills
- High level communication and negotiation skills
- Strong problem solving and data analysis skills
- The ability to turn ideas into action and outcomes
- Commitment to continuous improvement and a growth mindset

As our ideal candidate, we would like you to be able to maintain a positive, proactive approach to challenges, and work with a reasonable degree of independence and autonomy to achieve outcomes while also enjoying working as part of a team. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	David Blanchfield, 02 5130 1781
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58A38D98-71CB-8DA8-4A03-D1BB3E270303

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Defence

Vacancy VN-0724628

Department of Defence

Closing Date: Sunday 02 July 2023

Air Force
Air Command Australia

Job Title	Maintenance Technician
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$62,863 - \$83,700
Classification	
Position Number	AF/04683/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B36533F1-695A-8F52-B4DA-D1BB3EC13C3B>

Duties

The Role

Within this role, the Maintenance Technician will undertake a range of technical communications tasks within agreed priorities, receive instructions on what is required and take action to solve familiar circumstances involving choices between easily recognisable alternatives.

This position is responsible for supervision of personnel and the maintenance of Air Traffic Control equipment at Darwin; specifically, data processing and display (ADATS DP&D), switch system (ATCSS), radios (AMACCS), radar, navigation aids (TACAN) and miscellaneous airfield equipment. This position ensures that maintenance and scheduled servicing are completed according to authorised publications and to current regulations and standards.

This position is regularly required to carry out the duties of the Technical Operations and Monitoring (TOM) Operator. TOM is the central point of contact for the reporting of serviceability issues with ATC Surveillance and Control Equipment (S&CE) during flying operations.

About our Team

The technical workforce at 452 Squadron Darwin Flight is employed in day and shift work; conducting planned and corrective maintenance, system monitoring and fault response, and quality assurance activities in support of Air Traffic Management systems at RAAF Base Darwin and Darwin International Airport (DIA).

As the sole provider for Air Traffic Control (ATC) services to DIA, the 452 Squadron Darwin Flight technical team works closely with DIA, AirServices Australia, and Australian Defence Force stakeholders to ensure the effective provision of quality and dependable navigational aids, Air-Ground-Air radio communications, Fixed Surveillance RADAR, and Automation Systems (ATC user interface).

Dedicated to quality control, adherence to authorised maintenance organisation practices and continuous improvement, the team is critical to providing Air Traffic Control capability at RAAF Base Darwin for all military and civilian users of the airfield and airspace around Darwin.

Our Ideal Candidate

The ideal candidate for this position will have:

- Educational accomplishments in electronics and electrical engineering or a similar technical field.
- Previous experience within Defence is preferred but not essential.
- They must be able to demonstrate skills and experience in a regulated maintenance environment.
- Commitment to working successfully both within teams and autonomously to achieve directed outcomes on time.
- A high standard of professionalism is required to engage with internal and external stakeholders, where quality and concise communication is also key.
- They must have sufficient physical ability to perform manual activities including manoeuvring equipment and spares, ascending/descending stairs and operating regular vehicles.
- High level of IT skills with recent experience in the suite of MS Office applications.
- Practical experience in records management principles.
- Demonstrates commitment to continual improvement and personal development is essential.

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) minimum Level 3 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Darren Moses, 02 6202 0253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B36533F1-695A-8F52-B4DA-D1BB3EC13C3B

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Defence

Vacancy VN-0724650

Department of Defence

Closing Date: Sunday 25 June 2023

ARMY
2nd Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	\$62,863 - \$69,265
Classification	APS Level 3
Position Number	ARMY/05314/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D31C5EE8-A6AE-ED0E-6E0C-D1BB400F28BB>

Duties

The Role

The APS 3 Logistics Officer is accountable under minimal direction to undertake logistic inventory management. The incumbent will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives. The incumbent will undertake a range of logistics inventory management tasks including but not limited to, Corporate Governance, Stocktaking, SCA Management, direct unit funding management and complying with WHS legislation and practices.

The APS 3 Logistics Officer will have stakeholder engagement and will be required to respond to changes and challenges to stakeholder needs and expectations to achieve outcomes. The Logistics Officer will be accountable to contribute towards ongoing self-improvement and professional development. Daily tasks will require manual handling and lifting of equipment as well as driving tasks.

About our Team

5 Combat Support Service Battalion (5 CSSB) manages the logistic and corporate governance requirements for all of 5 Brigade units within the Sydney and southern area of NSW. In addition, the team manage a large equipment and stores holding on behalf of 5 Brigade. The team is integrated with both APS and ADF staff delivering logistic services. Team members may be required, on a voluntary basis, to work in support of Army Reserve parade nights and designated weekends.

Our Ideal Candidate

The ideal candidate will have a good understanding of logistics management through the use of information management systems, including policy and procedures, governance, reporting and stock-take management processes with a keen desire to achieve effective outcomes within required time frames. The candidate should have strong research, analytical and problem solving skills with the capacity to provide advice on logistic inventory management to stakeholders.

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	Edward Gaiter, 02 4738 4164
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D31C5EE8-A6AE-ED0E-6E0C-D1BB400F28BB

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Defence

Vacancy VN-0724675

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Manager - Acquisition
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Edinburgh SA, Russell Hill ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/05086/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0EA1CC75-CF98-9EF8-E12F-D1BB3E507BD3>

Duties

Your Role

- Are you an experienced ILS Manager?
- Are you interested in working in the Defence Logistics environment?
- Would you like to join a dynamic team in a great workplace and work in an interesting role?

Electromagnetic Warfare Intelligence Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated EL1 Manager within the Modernisation of Maritime Electronic Warfare (MMEW) Project, to assist with the management of materiel logistics activities in support of acquisition projects for the Royal Australian Navy.

Our Team

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases. The SPO delivers these capabilities to both the Australian Defence Force and United States Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position to be based in either Russell - ACT, Edinburgh - SA or Brisbane - QLD. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements.

EWIS-Maritime SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and is supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

Our ideal candidate has ILS Management skills which they are interested in applying.

The successful applicant will have:

- Extensive demonstrated skills and experience in ILS Management with a focus on activities supporting acquisition projects.
- Experience in materiel logistics data management plans relating to data management, inventory analysis and is able to apply these in accordance with policy, regulatory frameworks and organisation objectives.
- Experience using Military Integrated Logistics Information System (MILIS) in the management of inventory data and to deliver supply support in the generation of capability.
- Excellent communication and customer engagement skills.
- Experience in leading a team, managing allocated resources, priorities, managing workflows and evaluating business outcomes.
- Highly developed organisation skills with the ability to prioritise own workload and meet deadlines.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- High level of self-drive and initiative with the ability to influence others to achieve business objectives.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Vicki Clark, (02) 5108 3330
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0EA1CC75-CF98-9EF8-E12F-D1BB3E507BD3

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Defence

Vacancy VN-0724679

Department of Defence

Closing Date: Sunday 25 June 2023

Chief Information Officer Group
ICT Operations Division

Job Title	Customer Relationship Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CIOG/05199/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=44645124-97A7-DB79-6E52-D1BBEE96AC05>

Duties

The Role

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

This position is located at Garden Island Defence Precinct, Potts Point NSW and is a Face to Face Customer Service Position.

About our Team

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

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

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

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

Our Ideal Candidate

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

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

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	Sharon West, 02 4723 1466
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=44645124-97A7-DB79-6E52-D1BBEE96AC05

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Defence

Vacancy VN-0724718

Department of Defence

Closing Date: Sunday 18 June 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Governance & Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05279/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7458E074-CBC0-84C5-9E21-D1BBF17F07A8>

Duties

The Role

The role within Air Defence Systems Branch involve high tempo work, strategic thinking, and working across the Defence organisation to influence and support decision making in capability acquisition and sustainment. Notably the role is required to develop understand regulations, licenses and standards of practice which will be stood up to deliver the AIR6500 Series, the role will be required to engage with stakeholders and assure business process monitoring for adherence to CASG/Defence policy frameworks.

Successful applicants will be accountable under limited direction to perform and achieve complex governance, project or program work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. They will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. Successful applicants will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues.

About our Team

The recently announced 2023 Defence Strategic Review stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently which means there are exciting opportunities to work on this critically important defence capability. As an integral part of the Air Defence Systems Branch you will be working with a highly motivated team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force. If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Our Ideal Candidate

We are looking for someone that can work under limited or broad direction within an integrated workforce. We seek someone that can deliver quality and timely work outcomes, take independent action and have great teamwork and stakeholder management skills. The ideal applicant will be able to demonstrate good judgement, initiative and be willing to strive for continuous improvement through refined business processes.

Our ideal candidate:

- Demonstrated experience working collaboratively to build and sustain relationships with key stakeholders from a variety of backgrounds and levels of seniority.
- Excellent verbal and written communication skills.
- High attention to detail, with the ability to present ideas persuasively.
- Trustworthy, transparent and possess the highest levels of integrity.

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	Laura Cornford, 07 3328 2824
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7458E074-CBC0-84C5-9E21-D1BBF17F07A8

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Defence

Vacancy VN-0724777

Department of Defence

Closing Date: Sunday 25 June 2023

Chief Information Officer Group
ICT Operations Division

Job Title	Facilities Admin
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	CIOG/04049/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A8C8E666-6BD3-01C9-53BC-D1BC2C2630E9>

Duties

The Role

The successful applicant will work within the DNOC Infrastructure and Facilities team within Directorate of Strategic Communications Sustainment.

The ideal candidate will have Defence Service Manager 9 experience, understand ITIL or able to learn it. The successful applicant will work in a team that maintains the DNOC and DSCB managed Infrastructure and facilities within the secure compound at HMAS Harman.

The applicant will work closely with the Building and Infrastructure Lead to co-ordinate the management and maintenance of the physical and intangible facilities on behalf of SEG (incl. DNOC office facility, building security and access management, fleet vehicles, installation and repairing services).

The Applicant will run a technical service request triage process by ensuring that all requests and incidents are responded and escalated to appropriate levels and/teams. This candidate will on a day to day basis monitor the building services DSMS queue, Provide background security checks for visitors requiring access to the DNOC to provide support. They will provide technical assistance to projects delivering capability within the DNOC facilities at HMAS Harman

Additional Details: Training and Mentoring will be provided. The candidate will be required to undergo Unit Security Officer training, and Objective coordinator training. The candidate should also note that work is predominantly on site at Harman, though work from home and other flexibility is supported. Parking at Harman is free.

About our Team

DSCS main function is to sustain Strategic communications services on behalf of CIOG ICT Operations branch.

The team is made up of APS, Military and Professional service providers and provides Governance, Technical Assurance, Design, implementation and engineering across all supported strategic and tactical networks in support of military operations.

Our Ideal Candidate

The Ideal candidate we seek to fill this role may be from any job background but principally a person who enjoys interfacing with customers. An affinity for technical systems will give the candidate the best chance of success in this role. We are seeking a motivated individual who is keen, eager to learn new technical skills, and has excellent customer service skills, as they will interact with Commander strategic Communications executive on a regular basis.

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	Paul Meeson, 02 5109 3518
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8C8E666-6BD3-01C9-53BC-D1BC2C2630E9

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Defence

Vacancy VN-0724804

Department of Defence

Closing Date: Sunday 25 June 2023

Joint Capabilities Group
Australian Defence College

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/04279/23
Agency Website	

Duties

The Role

The Australian Defence Force Academy (ADFA) is seeking an APS 6 Administration Officer to join the Personnel Management Team. As an APS 6 Administration Officer, you will be accountable under broad direction to perform and achieve complex procedural, operational, administrative and business support within an integrated workforce. The APS 6 Administration Officer will work independently and be accountable to lead a team. You will have the opportunity for reasonable autonomy and liability for the achievement of outcomes by providing detailed administration, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

Responsibilities include:

- Coordinate complex procedural, operational administrative and business support activities, allocate work, and identify priorities and risks to determine appropriate course of action to meet business objectives.
- Identify and interpret relevant legislation, policies, strategies and business and team requirements.
- Build team capability through coaching, providing feedback and developing the quality of the work produced.
- Apply the skills, knowledge and experience necessary to provide advice and services for a range of corporate administration and business support activities.
- Engage, negotiate and provide guidance and service to stakeholders on complex issues to achieve business outcomes.

About our Team

You will be a valued member of the ADFA Personnel Management Team which is a fast-paced and highly responsive team. The team is strongly committed to value-adding to the business and driving strategic efficiencies and innovation.

The team is diverse and responsible for a broad area of critical work, including:

- Workforce Development and Review; Establishment.
- Personnel Operations; Support to activities (field exercises etc).
- Communications Effects.
- Personnel Management; apply/advise personnel policy and supervise document flow internal and external.
- Knowledge Management.

Our Ideal Candidate

The ADFA Personnel Capability team are looking for an energetic, outgoing, positive and self-starting individual to join our team that works in a fast paced environment.

The successful applicant will have:

- Objectivity and discretion.
- Resilience
- Critical thinking.
- Ability to work independently.
- Ability to lead a small team environment.
- High attention to detail and organisational skills.
- Ability to analyse issues and provide solutions.
- High level communication skills with both internal and external stakeholders.
- High standard of written and verbal communication.

- Ability to interpret policy and legislation.
- Understanding and skilled in the use of the Microsoft Office suite.
- Ability to analyse data and provide strategic advice to the Delegate.

Eligibility

Security Clearance:

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

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	SQNLDR Nicole Smith, 0459 846 213
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73689EFF-E247-6F18-C8D6-D1BC2D4318D3

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Defence

Vacancy VN-0724807

Department of Defence

Closing Date: Friday 23 June 2023

Air Force
Air Command Australia

Job Title	Communications Technician
Job Type	Full-Time, Ongoing
Location	Newcastle NSW
Salary	\$62,863 - \$83,700
Classification	
Position Number	AF/05267/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5BC7A478-D346-B1EE-A1DE-D1BC2C937058>

Duties

The Role

The APS 3/4/5 Communications Technician is responsible for the conduct of maintenance on Aviation Support System (AvSS) equipment either in the workshop or at various sites within the RAAF Williamtown confines. The position provides extensive exposure to the majority of the Aviation Support Systems in the Air Traffic Control environment. Responsibilities for this role include, but are not limited to:

- Plan maintenance tasks.
- Conduct preventative and corrective maintenance on Aviation Support systems within the scope of authority.
- Adhere to all technical and safety regulations 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 both a day and evening shift and some weekend work will be required. Proficiency with computers is required and training in Defence specific maintenance programs will be provided.

About our Team

453 Squadron Maintenance Team in Williamtown, Newcastle (NSW) delivers critical support to Air Traffic Control (ATC) operations by maintaining and managing the Aviation Support System (AvSS). These systems include the radar, radios, navigation aids and communication network system in support of Defence and Civilian ATC systems.

The team is comprised of 21 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 maintenance work in accordance with relevant regulations and instructions. They must be able to effectively communicate with other team members and external stakeholders involved in the maintenance and operation of Aviation Support System (AvSS) 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 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	Amore van Zyl, 02 4078 2185
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BC7A478-D346-B1EE-A1DE-D1BC2C937058

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Defence

Vacancy VN-0724809

Department of Defence

Closing Date:Friday 23 June 2023

Security and Estate Group
Infrastructure Division

Job Title	Assistant Director US Requirements Analysis
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Canberra ACT, Darwin NT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	SEG/05355/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2A273226-D08D-8EB9-6F40-D1BC2D3D3995>

Duties

The Role

The Assistant Director United States Requirements Analysis is a key member of a small team that identifies, analyses, and coordinates capability enabling requirements to support future enhanced US Force Posture Initiatives in Australia.

You will be responsible for identifying gaps and opportunities to enhance Australia's alliance with the US, including: stewarding necessary Infrastructure input into the Estate Integrated Investment Programme, and enhancing interoperability with rotational US forces.

The Directorate of US Requirements works closely with: the Australian services (Navy, Army and Air Force), other key Defence Groups, and US forces in our region to enhance US Force Posture cooperation in Australia under the treaty level US/ Australia Force Posture Agreement (2014).

You will work with the Director US Requirements in an integrated team (ADF, APS and contracted workforce) that works across the Australian Defence organisation, at the strategic and operational levels, to achieve high quality results that directly influence outcomes of national significance in a dynamic and fast paced environment.

Your exceptional engagement, negotiation, and communication skills will be essential for success, and your detailed understanding of Defence capability, operational support, infrastructure, and logistics policy and processes will be critical for this role.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Force Posture Initiatives Branch is responsible for managing the United States Force Posture Initiatives (USFPI), Australian Singapore Military Training Initiatives (ASMTI) and emerging initiatives with allies and partners in order to promote security within our region.

The United States Force Posture Initiatives (USFPI) is an extension of Australia's existing Defence alliance with the United States. The objectives of the USFPI is to improve interoperability between Australian and US armed forces, provide opportunities to engage with partners in the Indo-Pacific, promote regional stability, and better posture both nations to respond to contingencies in the region.

Our Ideal Candidate

We are looking for someone who can work well under limited or broad direction to perform and achieve complex to very complex planning, administrative and research work in an uncertain, complex and ambiguous environment.

We seek someone who delivers quality and timely work, takes independent action and has good teamwork and stakeholder management skills.

You will be confident, tenacious and exercise good judgement. You are proactive and you have a focus on continuous improvement.

You will have excellent written and oral communication skills and an ability to respond flexibly and positively to change.

We seek someone adept at coaching, supervising and mentoring a small team as an adaptive leader; and be accountable to set work priorities, allocate work, and manage workflows and performance.

You will be on a journey of ongoing self-improvement and professional development.

Core duties of the Assistant Director US Requirements Analysis include:

- Analysing key requirements and identifying interdependencies across complex systems;
- Administrative duties including writing reports, briefs, and notes, event coordination support, and secretariat duties for key workshops and conferences;
- Collaborate, Coordinate and prioritise tasks to ensure deadlines are met, with suitable stakeholder consultation;
- Develop maintain and build productive stakeholder relationships with numerous Defence stakeholders and US counterparts in support of advancing US Force Posture Initiatives;
- Working cooperatively with ADF, APS, and contracted personnel, including participating, as a FPI Branch representative at various working level meetings in relation to US Force Posture Initiatives equities;
- Working collaboratively with Defence Groups and Services to ensure US requirements are considered/included in relevant Australian projects; and
- Developing artefacts, include briefs, presentations, diagrams and other product for Departmental personnel up to Secretary and Ministerial level.

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	CAPT Bryan Parker, RAN, 02 9537 600
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2A273226-D08D-8EB9-6F40-D1BC2D3D3995

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Defence

Vacancy VN-0724852

Department of Defence

Closing Date: Sunday 25 June 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	JCG/05351/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=150CD211-294E-D6B2-5AB5-D1BC664DD8BC>

Duties

The Role

An APS 5 supervisor role as Business Intelligence Officer within the Business Intelligence and Performance Team. You will collaborate with process areas to deliver reports, tools and analytical work which contributes to the overall performance of the unit, to effectively deliver logistics services to our customers. You will contribute to continual improvement of our data methods, tools, quality and processes. The role is accountable under limited direction to perform and achieve medium to complex business intelligence work within an integrated workforce. The role is accountable to have and maintain a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The above role will require the successful candidate to:

- Apply a high level of attention to detail.
- Have well-developed interpersonal and stakeholder engagement skills, including the ability to build and foster effective working relationships with colleagues and stakeholders
- Demonstrate an ability to achieve results and deliver on work responsibilities and key priorities
- Have strong analytical skills and communication skills to deliver advice internally to various stakeholders and customers
- Have a passion for business improvement and its principles

- Have the ability to work independently and autonomously without supervision and as part of a broader team within an integrated workforce
- APS 5, supervisor and team management experience

About our Team

Joint Logistics Unit (East) is an integrated Defence, civilian and commercial contractor business unit of Supply Chain Branch (SCB) within Joint Logistics Command. JLU (E) provides regional logistics support to Defence capability nationally and to deployed units. JLU (E) operates from five main sites: Moorebank, Singleton, Richmond, Nowra and Williamstown.

JLU (E) logistics services include: warehousing and distribution, materiel maintenance, contingency stores management, loan pool equipment and vehicles, and retail clothing stores. The Business Intelligence and Performance team is a small team within JLU (E) Moorebank focussing on data and continuous improvement principles to monitor and improve the unit's performance.

The team provides data and analytics to support JLU (E) staff in order to enable the highest quality of support our customers. To achieve this, the team works with internal Commonwealth personnel and our industry partners, reviewing processes and providing data analysis and data tools.

Our Ideal Candidate

Our ideal candidate will have a good understanding and knowledge of logistics processes. You will also have business intelligence/data analysis skills, be a critical thinker with a commitment to continuous improvement principles.

Other beneficial skills and attributes are:

- A good understanding and knowledge of logistics processes and policy
- A reputation for the pursuit of excellence,
- A passion for and relevant experience with data analytics and continuous improvement principles
- You will be able to earn the trust of a range of stakeholders by demonstrating your commitment to data accuracy, traceability, repeatability and adhering to data work standards and methodologies.
- You will apply your knowledge and experience to analyse different data sets and processes to provide improvement advice to process areas.

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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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	Delia Anetts, 02 8108 6141
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=150CD211-294E-D6B2-5AB5-D1BC664DD8BC

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Defence

Vacancy VN-0724856

Department of Defence

Closing Date: Sunday 25 June 2023

Security and Estate Group
Infrastructure Division

Job Title	Director Business and Executive Support
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	SEG/05393/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4A6A7A43-9715-3DB9-8F13-D1BC668FC25E>

Duties

The Role

The Director Business and Executive Support (DBES) in the Security and Estate Group Capital Facilities and Infrastructure Branch (CFI), leads a small team responsible for supporting the Director General Capital Facilities and Infrastructure in the day-to-day management of the Branch. The role is akin to a Chief of Staff.

The DBES will have developed a reputation for excellence in managing a fast-paced 'front office' tasking and governance team.

You will oversee Branch tasking, manage Branch business functions and oversee the Parliamentary Standing Committee on Public Works process.

We are seeking an energetic and influential Director who will leverage their advanced leadership, communication and business management/HR skills to harness skills and expertise of personnel and contractors while contributing as a member of the CFI leadership team to achieving broader Division, Defence and Commonwealth outcomes.

About our Team

The Capital Facilities and Infrastructure Branch is responsible for the development, approval and delivery of projects in the Enterprise Estate and Infrastructure Program, including the carriage of projects through the Parliamentary Standing Committee on Public Works process. Currently, the Branch is managing over 170 projects worth over \$50 billion.

You will lead a high performing team within a high tempo, urgent to medium turnaround environment, supporting Branch Ministerial correspondence, Media enquiries, Government and Parliamentary project approvals, and other related Branch, Group and Enterprise level tasks.

Further to the coordination role, the position is also responsible for business management of the Branch. This responsibility provides the support to maintain the Branch's resource management, as well as day-to-day administration operations, operating budget, asset management, training and event planning for Branch-wide activities.

We are dedicated to providing our staff with a manageable and favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

Working with us provides a unique opportunity to develop commercial acumen and to work with Government and industry to deliver key infrastructure projects for Defence.

Our Ideal Candidate

As a leadership team member, the Director will represent the Branch, lead by example and contribute outside of their immediate and formal areas of responsibility. They will be responsible for influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives, based on well informed decision making and sound and practical judgement.

The successful candidate will establish and maintain strong relationships with a network of stakeholders internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes. This position has people management responsibility and, as such, you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

Our ideal candidate will have the ability to:

- Think strategically, identifying risks and opportunities;
- Take the initiative and apply sound judgement to resolve issues and support stakeholders with complex matters;
- Apply organisational and time management skills, with an attention to detail;
- Proactively build and sustain effective relationships through excellent communication and stakeholder management skills; and
- Be self-motivated and an active team leader, with strong collaboration and team management experience.

If you're someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business

Then this is the role for you! **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	Air Commodore Ron Tilley, 0467 714 744
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4A6A7A43-9715-3DB9-8F13-D1BC668FC25E

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Defence

Vacancy VN-0724869

Department of Defence

Closing Date:Friday 23 June 2023

Capability Acquisition and Sustainment Group
Commercial

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	CASG/05384/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=55451533-DCFB-16ED-689E-D1BC671BA205>

Duties

The Role

An opportunity exists for a highly motivated individual to provide executive support to Assistant Secretary Materiel Procurement. As an Executive Assistant, you will manage the senior executive's office.

You will be responsible to undertake a range of duties, including calendar management, organising meetings, arranging travel, coordinating briefing packs and ensuring tasks are completed according to priority and deadlines.

You will be well organised and have the ability to manage competing priorities.

You will be able to anticipate the needs of the senior executive and exercise sound judgment in providing executive and administration assistance, be action oriented to solve problems, take a collaborative approach and possess excellent communication skills in order to engage stakeholders effectively and with discretion.

You will have either the relevant experience or be able to demonstrate skills required in supporting senior executives and able to work independently with little or no supervision.

About our Team

Assistant Secretary Materiel Procurement (ASMP) provides leadership to the Materiel Procurement Branch (MPB) to deliver a wide range of commercial services to Capability Acquisition and Sustainment Group (CASG). The Executive Assistant, as part of the small MPB Business Management team, provides administrative and executive support to ASMP, the Executive team and the wider Branch staff.

Our Ideal Candidate

The executive assistant role is a position of trust and discretion. Our ideal candidate will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships. You will be able to work independently, as well as collaborating effectively in a face-paced 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	Capability Acquisition and Sustainment Group, casgcommdiv.mpbbusmgt@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55451533-DCFB-16ED-689E-D1BC671BA205

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Defence

Vacancy VN-0724876

Department of Defence

Closing Date: Sunday 25 June 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	IAMD AIR6500 Program Series Commercial Advisor
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05083/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E4E98FE2-3D77-8BE5-86A1-D1BC67A87B78>

Duties

The Role

The APS 6 Program Commercial Advisor will play an important role in the Integrated Air and Missile Defence (IAMD) Program - 'AIR 6500 Series', which consists of multiple complex projects. As some of these complex ACAT 1 projects undertake early industry engagement, market testing, contract formation, and contract management, the Program needs highly skilled, knowledgeable and experienced commercial professionals to enable and risk-manage these activities, including compliance with mandatory Defence policies and evidence-based decision-support processes.

This role supports the EL 1 Commercial Manager in the performance of complex procurement and contracting activities, as well as to meet all the commercial needs of the Integrated Air and Missile Defence (IAMD) Program. The role also assists the Program team in a flexible, agile, and strategically aware manner. This role will manage an APS 5 Commercial Administration Team member.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The recently announced 2023 Defence Strategic Review stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently which means there are exciting opportunities to work on this critically important defence capability. As an integral part of the Air Defence Systems Branch you will be working with a highly motivated team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force.

If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Other benefits include:

- 15.4% superannuation;
- access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- additional leave days between Christmas and New Year;
- focus on work/life balance; and
- salary sacrifice opportunities.

Our Ideal Candidate

The right person for this role will be an individual who is committed to effective procurement and contract management, can influence outcomes and is able to demonstrate the adaptability and flexibility required to respond to the needs of their stakeholders. You will use your initiative to make informed decisions and solve complex problems under limited direction. You will enjoy working in a team to come together and excel in order to achieve organisational objectives, whilst continuing to pursue your own self-development goals. **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	Leigh Gilbert, 0458 026 378
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4E98FE2-3D77-8BE5-86A1-D1BC67A87B78

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Defence

Vacancy VN-0724878

Department of Defence

Closing Date: Sunday 25 June 2023

ARMY
Forces Command

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$62,863 - \$69,265
Classification	APS Level 3
Position Number	ARMY/02647/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DD0A52CD-B274-D3B5-8476-D1BC681D39A6>

Duties

The Role

The APS3 Operations Administration Assistant role supports the Operations Branch within the Headquarters of the Defence Command Support Training Centre in an operations registry function. They are required to perform straightforward operational,

procedural, administrative and business support tasks. This includes maintaining accurate records and files in accordance with Defence work practices and procedures. It will require ability to correlate information across several systems; and then on-forward to appropriate staff or organisations, while maintaining internal correspondence registers of activities conducted. They will support internal business administration for the Operations Branch allowing the team to effectively complete normal roles and functions across the Headquarters.

About our Team

The Defence Command Support Training Centre (DCSTC) is the Headquarters for the Defence Force School of Signals Melbourne Vic, Defence School of Intelligence Canungra QLD, Defence Force School of Policing Holsworthy NSW and the Defence Force School of Music Melbourne Vic. DCSTC is seeking an APS 3 Operations Assistant to provide support to HQ DCSTC Operations Cell. This position will be located at Simpson Barracks, Macleod VIC. Working within DCSTC you will be a key team member within the Operations Cell. This team consistently delivers a high standard of outputs and each role within the team contributes to supporting the delivery of capability.

Our Ideal Candidate

The successful applicant will be a highly motivated and organised individual able to work autonomously and as part of a team to provide administrative support including database management. The APS3 Operations Administration Assistant role supports the Operations Branch within the Headquarters of the Defence Command Support Training Centre in an operations registry function. They are required to perform straightforward operational, procedural, administrative and business support tasks.

This includes maintaining accurate records and files in accordance with Defence work practices and procedures. It will require ability to correlate information across several systems; and then on-forward to appropriate staff or organisations, while maintaining internal correspondence registers of activities conducted. They will support internal business administration for the Operations Branch allowing the team to effectively complete normal roles and functions across the Headquarters.

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	Ryan Jenkins, 03 9290 2532
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD0A52CD-B274-D3B5-8476-D1BC681D39A6

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Defence

Vacancy VN-0724884

Department of Defence

Closing Date: Sunday 25 June 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	General Asset Assurance Team Leader
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/05385/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=247AAD97-9E51-58DD-672F-D1BC6855F051>

Duties

The Role

The APS 6 General Asset Assurance Team Leader – SA will undertake essential functions to ensure the efficient execution and management of the Defence agreed General Asset stocktake program within the South Australia region. The APS 6 will manage a small team; provide support to colleagues in other regions and to the Headquarters element within Canberra as required.

The role within the Directorate of Defence Stocktaking requires an enthusiastic, self-starter who has the ability to contribute to all aspects of stocktake activities across Defence using systems and tools in accordance with policy and procedures. The incumbent of this position will be required to undertake frequent multi-day local and regional travel, and occasional interstate travel.

Duties include (but are not limited to):

- Lead the planning, scheduling and reporting activities for the stocktake program
- Using specific databases and applications in both an office and field environment
- Conducting stakeholder engagement via email, phone and face-to-face in both an office and field environment
- Conducting stocktaking and assurance activities in field training areas, warehousing or base environments
- Performing investigations and stocktake remediation/reconciliation duties
- Reviewing and updating policy, work practices and procedures as required
- Attending and contributing to various working groups, forums and meetings
- Performing general administrative tasks.

About our Team

The Directorate of Defence Stocktaking is a small team who prides themselves on being trusted,

reliable and responsive in the provision of subject matter expertise across all aspects of stocktaking within Defence. We provide a working environment that offers you a diverse range of work; flexibility to be innovative; talented and collaborative colleagues; and the guidance and support to ensure you always have everything you need to succeed.

Our Ideal Candidate

As the ideal candidate, you will have strong business support skills and will be effective at applying your knowledge and experience to lead a small team, set work priorities, and manage workflow and resources.

You will possess well-developed communication skills, both verbal and written, for engaging key stakeholders through liaison, negotiation and consultation; and will develop high level reports for senior Defence committees, conduct analysis of data, maintain registers, identify opportunities for continuous improvement and is able to adapt to the needs, tasks and responsibilities of the Directorate.

The position will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's business objectives. **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	Leigh Gilbert, 0458 026 378
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=247AAD97-9E51-58DD-672F-D1BC6855F051

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Defence

Vacancy VN-0724915

Department of Defence

Closing Date: Sunday 25 June 2023

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment/Naval Construction
Branch

Job Title	Engineers (Multiple)
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$85,607 - \$122,044
Classification	APS Level 6; Executive Level 1
Position Number	NSSG/04992/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=476A5329-6E41-3205-9AAE-D1BB04E1F091>

Duties

The Role

The Engineers work as members of a multi-disciplinary engineering team performing engineering work as part of Naval Construction Branch. You will be providing advice on the introduction of design changes, maintenance issues and conducting technical investigations. You will perform engineering work of a complex and/or critical nature.

The key responsibilities for these APS 6 roles include:

- Shipyard surveillance, inspection, assessment and reporting on discipline specific equipment, sub system, system and whole of ship installation progress and quality;
- Providing assurance services on systems requirements and legislated standards related to relevant discipline;
- Witnessing of discipline related testing, set to work and activation activities;
- Providing specialist technical advice during ship production and acceptance, related to product quality assurance;
- Undertaking the technical assessment of discipline relevant aspects the design changes and deviations;
- Development and review of specifications, plans, procedures and design documents; and
- Undertake review of quality assurance, technical and test reports.

The disciplines covered by these roles include:

Structures, welding, weight and stability management, docking, coatings, diesel engines/generators & fuel systems, gas turbines, hydraulics, HVAC, cooling systems, fire detection and suppression, propulsion systems, piping, pumps.

Positions Available: 1 x APS 6 Hull and Structure Engineers

The key roles for the EL1 Engineers:

- Shipyard surveillance, inspection, assessment and reporting on equipment, sub system, system and whole of ship progress and quality.
- Providing specialist technical advice during ship production and acceptance, related to product quality assurance.
- Leading the technical assessment of discipline related aspects the design changes and deviations.
- Providing general management and technical leadership for the NCB hull team and support to the interstate hull team.
- Assisting in the establishment of strategies to review specifications, plans, procedures and design documents and;
- Undertake review of quality assurance, technical and test reports.

Positions Available: EL1 Hull and Structure, EL1 Auxiliary Engineer

About our Team

The Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to-work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA. NCB is furthering Continuous Naval Shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Mine Hunter Vessels, Evolved Cape Class, Pacific Patrol Boats, and Nuclear-powered submarines.

Working at NCB will enable you to be at the grassroots of Continuous Naval Shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in Service by Navy. NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands on construction knowledge.

You will work alongside Navy Personnel, Internal project management offices and Prime Contractors. The opportunity for technical staff to undertaken industry placement is also available.

Our Ideal Candidate

To be successful in these roles, you must have personal drive and integrity with the ability to:

EL1 Engineer

- Foster a collaborative team environment that provides services and outcomes consistent with the organisations operating model with a focus on achieving business objectives.
- Lead the development and implementation of strategic initiatives that support the organisational operating model.
- Influence the strategic focus of the organisation through effective leadership.
- Build and maintain effective relationships within the shipbuilding enterprise to facilitate the application of innovative engineering and technical knowledge and ensure pragmatic outcomes to engineering challenges.

APS 6 Engineer

- Work as part of a collaborative team environment that provides services and outcomes consistent with the organisations operating model with a focus on achieving business objectives.
- Participate in the development and implementation of strategic initiatives that support the organisational operating model.
- Achieve high standards of performance, while working within delegated levels of responsibility and accountability.
- Build trust and demonstrate integrity with internal and external stakeholders.
- Support your NCB Discipline lead, and the NCB leadership team, by undertaking, monitoring and reporting the progress of assigned tasking in a timely manner.

Eligibility

Security Clearance:

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

Mandatory Qualifications

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	Matt Short, 08 6159 8350
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=476A5329-6E41-3205-9AAE-D1BB04E1F091

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Defence

Vacancy VN-0724928

Department of Defence

Closing Date: Sunday 25 June 2023

Navy
Deputy Chief of Navy

Job Title	Training Capability Manager
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NAVY/05437/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D18EF491-A907-F9B6-71E9-D1BCA040BD7C>

Duties

The Role

The recent release of the Defence Strategic Review (DSR) has provided a strategic assessment relating to the setting of priorities for future investment of Defence capabilities.

A major responsibility of this position is the preparation and development of Training Capability, which includes internal and external governance documents to support Defence Capability programs. You will be responsible for the coordination of Fundamental Inputs to Capability (FIC) assurance activities which is achieved through extensive stakeholder consultation activities, design and delivery of Training System solutions that supports the integration of a capability across the ODCS milestones.

About our Team

Navy Training Futures Team is seeking a dynamic individual to contribute to implementing the related recommendations of the DSR across all Maritime related acquisitions by providing training system input across all stages of the One Defence Capability System (ODCS).

Our Ideal Candidate

You must be a highly motivated and capable individual who is able to manage multiple outputs, whilst demonstrating critical thinking and problem solve complex issues in often time sensitive environments.

The successful applicant will need to have superior communication skills and ability to coordinate various stakeholder activities to ensure current and future Training System solutions support the capability requirements. You will need to demonstrate the ability to address and manage complex issues across a number of Defence programs, in particular having the ability to align Strategic intent to Capability inputs.

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	Kylie Schulstad, 02 6192 7218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D18EF491-A907-F9B6-71E9-D1BCA040BD7C

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Defence

Vacancy VN-0724940

Department of Defence

Closing Date: Sunday 25 June 2023

NAVY
Fleet Command

Job Title	Knowledge Manager
Job Type	Full-Time, Ongoing
Location	Nowra Hill NSW
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NAVY/04115/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3C9E45C2-3A1B-EBCB-1328-D1BCA20A34C3>

Duties

The Role

The APS 5 Knowledge Manager will work within the Headquarters Fleet Air Arm (HQ-FAA) Safety Team responsible for managing implementation of both the Navy Safety Management System and the Defence Aviation Safety Management System across the Fleet Air Arm. The Knowledge Manager will be primarily responsible for management of systems such as the Defence Aviation and Work Health & Safety reporting database (Sentinel). Duties will include database research and trend analysis to enable the development of proactive safety initiatives, report compilation, and the creation and management of SharePoint webpages and safety contact lists. The ideal applicant will be willing to learn how to introduce new database systems to continually improve safety intelligence reporting (such as Microsoft Power BI) and assist other financial/travel administrative duties in support of the HQ-FAA.

About our Team

The Headquarters Fleet Air Arm Safety Cell (FAASC) division is an integral and critical workforce within the Fleet Air Arm Headquarters. The FAASC is a small but very dynamic, resourceful and high performing team, delivering and ensuring that proactive safety initiatives, hazard tracking and aviation safety teams across Navy Aviation are supported to the expected level of professionalism required by the Commander Fleet Air Arm (COMFAA).

The team also provides specialist on-demand safety investigative resources as required. COMFAA is responsible to the Navy Fleet Commander (COMAUSFLT) for providing safe operationally ready and airworthy Navy Aviation forces through the command and management of the Navy Aviation Capability and the development, oversight and regulation of Airworthiness and Safety in accordance with Defence Aviation Safety Regulations (DASR).

The HQ-FAA provides the overarching management and leadership of these subordinate Squadrons/Units with their associated multiple of Ship's Flights on-board Royal Australian Navy Ships. The Headquarters Fleet Air Arm is located in the Shoalhaven region of NSW and is an organisation with a long and tremendously proud history through 75 years of delivering exceptional Navy Aviation capability to the Navy Fleet Command.

Our Ideal Candidate

The Headquarters Fleet Air Arm (HQFAA) – is seeking a motivated and enthusiastic person to provide essential support in the area of Defence Aviation Safety Management Database Systems across the Fleet Air Arm. Our ideal candidate will be required to deliver information to ensure our personnel are kept informed and make effective use of individual and team capabilities and to identify risks and issues that may impact on work objectives.

The ideal candidate will have:

- High level interpersonal and verbal communication skills and the ability to liaise with a broad range of stakeholders, including contractors, APS and ADF members.
- SharePoint, Sentinel safety database (or similar), Information and Records management skills. Experience with Objective or similar Enterprise or Database Content Management systems would be advantageous.
- Proficiency in Microsoft's suite of applications, including Outlook, Teams, Excel, Word; and willing/able to learn Power BI.

- Highly developed written communication skills and a solid grasp of information technology systems with an eagerness to train and learn on Defence applications and systems.
- An ability to learn rapidly and adapt quickly to changing complex situations and uncertainty, particularly in support of evolving safety investigations.
- The ability to be comfortable and confident taking ownership of outcomes and leading tasks to completion and success.

This position offers a unique opportunity to combine an exceptional career challenge with a highly desirable lifestyle. You will have access to excellent workplace conditions, potential for flexible working arrangements, and opportunities to undertake further professional development.

Eligibility

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

Notes

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

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To Apply

Position Contact	Commander Martin Stiles, 02 4449 3413
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C9E45C2-3A1B-EBCB-1328-D1BCA20A34C3

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Department of Defence

Closing Date: Sunday 25 June 2023

Joint Capabilities Group
Joint Capabilities

Job Title	Administration Officer, Joint Command, Control, Communications and Computers (C4)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	JCG/05451/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1E4C846E-1935-BF7B-62B9-D1BCA34BACE0>

Duties

The Role

As the APS5 Administration Officer, you are an energetic team player, who enjoys achieving results in a fast paced environment. You are accountable under limited direction to perform and achieve procedural, operational and administrative work for your Directorate within an integrated workforce. You will have and maintain a well-developed understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

You are accountable for organising workflow and making independent decisions relating to your area of responsibility. You interpret and provide advice within the administration function based on legislation, policy and procedures. You will be required to undertake specialist research and analysis, conduct reviews, assessments and perform procedural, clerical and administrative support in a reactive work environment to achieve results.

You may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. You are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

About our Team

The Joint Command, Control, Communication and Computers (Joint C4) Branch is accountable for remediating the current, and assuring the future, Joint Force's Command and Control backbone. The Joint C4 capabilities are the foundation of the Sensor Decider Effector framework and are the glue for employing the Joint Force across the Land, Maritime, Air & Space, and Information & Cyber Domains.

Joint C4 branch is accountable for:

- Warfighting Networks and Applications – to allow Commanders to coordinate and synchronise a connected Joint Force.
- Joint Data Networks – to exchange warfighting data and battlespace information.
- HF Communications – to transport battlespace information.
- Communications Security – to enable secure communications across the battlespace.
- Defence Artificial Intelligence Centre – continuous digital enablement of our Joint Force.

Joint C4 Branch is a mix of APS, ADF and contracted personnel, who work together in a One Defence mindset to support the war fighter and Defence outcomes.

Our Ideal Candidate

As the APS5 Administration Officer within Joint C4 Branch you will be an approachable and hardworking individual who strives to anticipate the needs of your team and provide support to:

- Support the delivery of procedural, operational, administrative and business support activities across Defence.
- Respond to operational, procedural and administrative related enquiries and apply the skills, knowledge and experience necessary to provide advice and services.
- Interpret relevant legislation, work practices, procedures and policies and apply these to the work area.
- Work collaboratively and operate as an effective team member to support the mission of your team.
- Build and sustain relationships with team members and stakeholders.
- Be the face of the team to support business outcomes and ensure tasks are handled appropriately and on time.
- Coordinate tasks and assist in the preparation of submissions, briefs, minutes and other correspondence for Defence and external stakeholders.

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	Mrs Kerri Todd, 02 5108 5564
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1E4C846E-1935-BF7B-62B9-D1BCA34BACE0

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Defence

Vacancy VN-0724967

Department of Defence

Closing Date: Sunday 25 June 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	JCG/02475/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1100DBC8-0864-2747-F2DC-D1BCA3DA6910>

Duties

The Role

As APS 4 Business Intelligence Officer, within the Business Intelligence and Performance Team, you will collaborate with process areas to deliver reports, tools and analytical work which contributes to the overall performance of the unit, to effectively deliver logistics services to our customers. You will contribute to continual improvement of our data methods, tools, quality and processes.

The role is accountable under limited direction to perform and achieve medium to complex business intelligence work within an integrated workforce. The role is accountable to have and maintain a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The above role will require the successful candidate to:

- Apply a high level of attention to detail.
- Have well-developed interpersonal and stakeholder engagement skills, including the ability to build and foster effective working relationships with colleagues and stakeholders
- Demonstrate an ability to achieve results and deliver on work responsibilities and key priorities
- Have strong analytical skills and communication skills to deliver advice internally to various stakeholders and customers
- Have a passion for business improvement and its principles
- Have the ability to work independently and autonomously without supervision and as part of a broader team within an integrated workforce

About our Team

Joint Logistics Unit (East) is an integrated Defence, civilian and commercial contractor business unit of Supply Chain Branch (SCB) within Joint Logistics Command. JLU(E) provides regional logistics support to Defence capability nationally and to deployed units. JLU(E) operates from five main sites: Moorebank, Singleton, Richmond, Nowra and Williamstown.

JLU(E) logistics services include: warehousing and distribution, materiel maintenance, contingency stores management, loan pool equipment and vehicles, and retail clothing stores.

The Business Intelligence and Performance team is a small team within JLU(E) Moorebank focusing on data and continuous improvement principles to monitor and improve the unit's performance. The team provides data and analytics to support JLU(E) staff in order to enable the highest quality of support our customers. To achieve this, the team works with internal Commonwealth personnel and our contract partners, reviewing processes and providing data analysis and data tools.

Our Ideal Candidate

Our ideal candidate will have a good understanding and knowledge of logistics processes. You will also have business intelligence/data analysis skills, be a critical thinker with a commitment to continuous improvement principles.

Other beneficial skills and attributes are:

- A good understanding and knowledge of logistics processes and policy
- A reputation for the pursuit of excellence,
- A passion for and relevant experience with data analytics and continuous improvement principles
- You will be able to earn the trust of a range of stakeholders by demonstrating your commitment to data accuracy, traceability, repeatability and adhering to data work standards and methodologies.
- You will apply your knowledge and experience to analyse different data sets and processes to provide improvement advice to process areas.

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	Delia Anetts, 02 8108 6141
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1100DBC8-0864-2747-F2DC-D1BCA3DA6910

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Education, Skills and Employment

Vacancy VN-0724957

Safe Work Australia

Closing Date: Sunday 25 June 2023

N/A
Evidence, Communications and Strategic Policy Data Improvement and Analysis

Job Title	Data roles – Various
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$84,405 - \$104,457
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Positions are available in the Data Improvement and Analysis Section. This team builds and maintains a national evidence base on work health and safety (WHS) and workers' compensation to support the Agency's policy work and publishes a suite of communication products to increase awareness of the impacts of work-related injuries and fatalities.

The Data Improvement and Analysis Section:

- oversees data improvement activities, including the interactive data website and the Agency's Data Strategy,
- compiles, cleans, and analyses data from the media, jurisdictions, and the National Coronial Information System to create and maintain the Traumatic Injury Fatalities Dataset which collects information on workers who were fatally injured at work,

- oversees and analyses data from the National Return to Work Survey. This survey is currently being redesigned with a pilot of the worker and employer cohorts being conducted in 2023 with a survey provider,
- compiles, analyses, and reports on jurisdictional data from the Comparative Performance Monitoring database and the prosecutions repository,
- compiles, cleans, and analyses data from the National Dataset for Compensation-based Statistics on workers compensation claims,
- researches and publishes statistics on work-related injury and disease, including strategies to address key evidence gaps, and
- undertakes data analysis across a range of internal and external data to inform the evidence base on risks to work health and safety, including monitoring progress against the Australian Work Health and Safety Strategy 2023-2033 and the National Return to Work Strategy 2020-2030.

Duties

We are looking for people who want to make a difference through data in small and multi-disciplinary teams. We have multiple positions available including:

Project management, data governance, and communication

Successful candidates in this role will manage the deliverables of our Data Improvement Program including:

- Overseeing the Agency's interactive data website by engaging across the Agency and with stakeholders, developing content, compiling and addressing feedback from user research or other feedback mechanisms, managing data updates, and developing data visualisations.
- Provide support to the Agency's data governance arrangements and drive the continued improvement of our Data Strategy and associated policies.
- Working with our Communications Section to identify and develop opportunities for new content and analysis.

Data management, compilation, and analysis

The Agency collects and manages several datasets including the Traumatic Injury Fatalities dataset, the National dataset for Compensation-based Statistics, the National Return to Work Survey and the Comparative Performance Monitoring Dataset. People in these roles will undertake a variety of data management, compilation, and analysis activities for one or more of our data collections, which may include:

- Data entry, compilation and cleaning data from multiple sources including media, jurisdictional data, and other datasets, such as data from Australian Bureau of Statistics or the National Coronial Information System.
- Extracting and analysing data to develop papers, reports, Power BI visualisations and briefings to support policy priorities and respond to queries.
- Liaising with key stakeholders to source data and resolve any issues.
- Identifying opportunities for improving the data held by the Agency to inform national WHS and workers' compensation policy priorities.
- Undertaking procurement activities and/or managing contracts for data projects.

Communication and working collaboratively with a variety of stakeholders is vital to ensuring that we influence the safety of working Australians. We also have a strong focus on change and

continuous improvement and are looking for people who actively seek opportunities to contribute to a dynamic data agenda.

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 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](#).

Education and experience

- Experience in work health and safety, workers' compensation or industrial relations is desired but not essential.
- Degrees and/or experience in public policy, science, health, legal policy, or law will be highly regarded.

Notes

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au , by 11.30pm (AEST) Sunday, 25 June 2023:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.

Please visit [Careers | Safe Work Australia](#) for more information about working at Safe Work Australia.

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 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	Phillip Wise, 02 6121 3992
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Foreign Affairs and Trade

Vacancy VN-0724786

Department of Foreign Affairs and Trade

Closing Date: Sunday 25 June 2023

Various
Various Various

Job Title	Assistant Secretary - Multiple Roles (Affirmative Measures - Aboriginal and Torres Strait Islander)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	

Job Description

<https://dfat.gov.au/careers/Pages/careers.aspx>

Do you want to make a real contribution to the success of our country internationally?

The Department of Foreign Affairs and Trade (the department) is seeking talented and motivated individuals to fill multiple Assistant Secretary roles at the Senior Executive Service Band 1 level.

This vacancy notice is for Assistant Secretary (Various Divisions) positions in Canberra and may also be used to fill other vacancies in DFAT locations domestically and overseas. The roles across the department that will draw from this process include

current vacancies and potential future vacancies and require a mix of skills including in policy formulation, program management and delivery of outcomes. Experience in leading multi-disciplinary teams would be an asset.

Successful candidates will be expected to be ready to serve in any position in the department in Canberra. All positions may involve domestic and/or international travel and representing Australia overseas.

We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia and encourage applications from diverse candidates. Applications from Aboriginal and Torres Strait Islander peoples, and people with disability are highly encouraged because your diverse experience, perspectives, and background strengthens our service delivery, productivity, capability, and innovation.

The department supports flexible working arrangements, including part-time work and job sharing.

Duties

To be a strong contender, you will be a highly motivated leader with exceptional people management and leadership skills. You'll be an effective communicator and have strong negotiation skills, with a proven capacity to represent the department or the government.

You will demonstrate strategic thinking, possess highly developed conceptual and analytical skills and a good understanding of the department's role within the Australian Public Service and in an international context.

You will have the ability to represent and advocate Australia's interests in bilateral, regional and multilateral settings, and to be able to establish broad networks of individuals who are likely to have insight into and influence on issues of importance to Australia.

You will demonstrate exemplary standards of integrity and professionalism, and adherence to APS and departmental values.

As an integral part of DFAT's senior executive team, you will:

- Be responsible for making significant contributions to the leadership and strategic direction of the department.
- Manage substantial resources and departmental operations effectively and efficiently.
- Influence and deliver strong results across the department's international policy agenda.
- Lead and manage teams in the development and implementation of work covering diverse policy issues across a range of the department's responsibilities.
- Effectively manage key internal and external stakeholder relationships.
- Represent the department of government and provide quality advice to ministers, the Secretary, departmental colleagues, across the public service and with the business and non-government sectors.

Eligibility

The position requires an academic and/or skill level that is consistent with the key deliverables and responsibilities set out above and in conjunction with the SES Band 1 Work Level Standards.

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance (or Baseline, Negative Vetting Level 1 or Positive Vetting (PV) where positions are designated as such in the DFAT Security Framework or PV organisational chart, respectively). Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower-level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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.

To Apply

Position Contact	Jonathan Beaumont, Beaumont&Beaumont, +61 2 61264500
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

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Health

Vacancy VN-0724971

Australian Digital Health Agency

Closing Date: Sunday 25 June 2023

Digital Strategy
Digital Health Architecture Informatics Architecture

Job Title	Clinical Information Modeller
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

The Clinical Information Modeller is responsible for the design and development of clinical information products and services that drive national health data interoperability improvements and other strategic priorities. The position will utilise conceptual, information, and implementation modelling in delivering products which meet the needs of stakeholders.

Duties

The Clinical Information Modeller will engage with national and international standards bodies, jurisdictions, and industry, to develop and improve interoperable implementable clinical information models. The position will require excellent communication skills including the ability to communicate complex concepts of a technical nature to a wide variety of audiences.

The position will require:

- Proven proficiency in information modelling
- Sound understanding of data exchange standards, such as HL7 FHIR
- Ability to utilise a range of software products, including Atlassian suite (JIRA and Confluence), Git clients, Microsoft office suite
- Demonstrated ability to work independently as part of a multi-disciplinary, geographically dispersed team
- Health and government industry experience is desirable

Qualifications

- Bachelor's degree in Health Informatics or Information Technology, or equivalent demonstrated industry experience is highly desirable.

The position description can be viewed [here](#).

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
- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Notes

Digital Health is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, 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.

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

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply please submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the position's duties.

Please contact us via careers@digitalhealth.gov.au should you have any queries relating to the vacancy.

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	Careers@digitalhealth.gov.au, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0724775

Department of Health and Aged Care

Closing Date: Thursday 13 July 2023

Health Workforce Division
Workforce Training Branch Various

Job Title	Director, Workforce Training Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Hobart TAS, Darwin NT, Perth WA
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-HWDIV-18265
Agency Website	

Job Description

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

The Health Workforce Division is seeking talented applicants with strong experience to lead several sections within the division.

Duties

Key responsibilities of the role include:

- Providing strategic expertise and advice in the design, development and implementation of the Australian Government's commitment to improving the capability and capacity of Australia's health workforce.
- Leading a section, which may include a number of interstate staff, to deliver on the Australian Government's key deliverables through mentoring, coaching and performance management activities.
- Representing the Department of Health at meetings/workshops to influence and manage the successful delivery of the initiative.

- Establishing and maintaining key relationships and strategic alliances with internal and external stakeholders, inclusive of states and territories.
- Working across the Department and broader APS.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants should quote reference number 23-HWDIV-18265 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Martin Rocks, (02) 6289 1849
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0724981

National Health and Medical Research Council

Closing Date: Sunday 25 June 2023

Corporate Operations and Information People, Property and Security

Job Title	Assistant Director – Security and Business Continuity
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$108,995 - \$123,999
Classification	Executive Level 1
Position Number	VN15/2023
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The People, Property and Security Section NHMRC is seeking a high performing, self-driven EL1 to lead our Security, Business Continuity and Facilities team within the People, Property and Security Section. The successful candidate will also perform the duties of the Agency Security Advisor (ASA).

Our ideal candidate is a team player who will be responsible for managing the security operations, business continuity, emergency management and accommodation strategy for the Canberra and Melbourne offices and enjoy working in a rapidly evolving environment.

Duties

As the Assistant Director you will be responsible for:

- providing leadership and promoting business continuity, and emergency management processes across the organisation, including managing and maintaining business continuity and emergency management frameworks
- developing, implementing and managing protective security across the agency in accordance with the Protective Security Policy Framework (PSPF) and represent NHMRC at relevant fora
- providing high-level advice and support to the agency executive and stakeholders on security, business continuity and facilities matters
- reporting on business continuity, security and property operations including PSPF, Australian Government Property Reporting, and other external and internal reporting requirements
- collaborating across NHMRC and working with stakeholders to understand and manage business continuity, security operations and accommodation requirements and adapt them to evolving business needs
- development and management of NHMRC's accommodation strategy, including Property Management Plan and associated policies, Whole of Australian Government (WoAG) Property and leasing requirements and facilitating future arrangements
- leading and developing a small team to deliver day-to-day security, business continuity, emergency management and facilities operations.

The successful candidate will demonstrate the following capabilities:

- Ability to build organisational capability, identify opportunities for continuous improvement and implement change
- Ability to shape strategic thinking and develop mature organisation-level frameworks for security, business continuity and accommodation requirements
- Exercise sound judgement and apply a risk-based approach to making decisions and recommendations governed by the application of legislation, best practice principles and policies and procedures
- Work efficiently, cohesively and flexibly under limited direction and take responsibility for delivering high quality team outcomes

across multiple projects

- Encourages and motivates junior staff, guiding, developing, and supporting team members to achieve results
- Excellent relationship building skills and the ability to communicate effectively with people at all levels
- Ability to adapt to changing organisation needs, manage competing priorities and deliver work under tight timeframes.

Eligibility

Qualifications/Experience

Formal qualifications in Government Security, Business Continuity or Emergency Management would be highly regarded. Demonstrated skills or experience in the development of accommodation strategies or facilities management is desirable but not essential.

Mandatory requirements

The successful candidate must be able to obtain and maintain a Negative Vetting 1 security clearance.

Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your resume prior to the closing date and time, and:

1. Be an Australian citizen and be able to provide evidence of this,
2. Provide the required documents and authorisation for the Document Verification Service* (DVS) in order to verify your identity.

*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency managing investment in, and the integrity of, health and medical research. NHMRC funds research of the highest quality across the four pillars of biomedical, clinical, public health and health services research. It supports diversity of research and researchers across disciplines in universities, medical research institutes and hospitals, and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. NHMRC also oversees national regulation of research using human embryos. An important part of NHMRC's activities is maintaining a leadership role in the development of public and environmental health and clinical advice designed to prevent illness, improve health, enhance clinical care and support the states and territories in achieving consistent standards. NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund grant opportunities.

To Apply

Position Contact	Katie Matthews, 02 6217 9217
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0724891

National Emergency Management Agency

Closing Date: Thursday 22 June 2023

Chief Operating Officer
Data and Technology Data Analytics

Job Title	Data Management and Data Acquisition Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$79,375 - \$84,859
Classification	APS Level 5
Position Number	128319
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128319/>

National Emergency Management Agency:

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life.

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning

- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Overview of the Branch and Section:

Data and Technology Branch

The Data and Technology Branch is the core data science team at the NEMA. The Branch is responsible for a range of Agency functions including: data leadership, governance, coordination and analytical advice to the Agency, statistics relating to disaster recovery efforts, collaboration with Australian Climate Service (ACS), Agency IT project implementation and ongoing maintenance, change management, information management and liaison with our ICT Service Provider. The Branch provides leadership for evidence based decision making to support NEMA policy and programs.

Data Analytics Team

The Data Analytics team provides key support services to NEMA to achieve its priorities. Its responsibilities include managing a program of quantitative data analysis and research and leads innovation in data visualisation and supports self-service of data and information. Our team members have skills ranging from statistics and data analytics to social sciences and economics.

About the role:

This round will fill a number of roles at the APS 5 level in key data areas. Successful candidates will work within either the Data Analytics or Data Strategy team in the Data Analysis and Technology Branch. Our ideal candidates will be passionate about data and committed to working as part of a team. The positions require the provision of skills and expertise to assist in data acquisition, data management, analysis and report production that support the requirements of the National Emergency Management Agency. Work will be undertaken as part of a small team and candidates will need to be able to be able to work with minimal supervision.

Data Management Officer

Data management officers support the implementation of the Agency's Data Strategy and Data Governance Framework through activities relating to data knowledge, stewardship, analysis and reporting.

Data Acquisition Officer

Data acquisition officers support the accessing and sharing of data between internal and external stakeholders. This will require strong negotiation and liaison skills and a sound understanding of how data can be used to support policy and programs.

Duties

The key responsibilities of a Data Management Officer may include:

- Supporting the Agency's Data Strategy and Data Governance Framework and its associated activities, policies and procedures
- Supporting the management of the data holdings and conducting data quality assessments
- Assisting with data research and analysis to support NEMA program and policy activities
- Assisting the management of procurements for data collection, linkages and other ad hoc data related tasks
- Supporting data requests, product development and project management.

Role requirements/qualifications

We are seeking a team member who is keen to learn and would like to work in an area that provides opportunities to advance their career as a data professional in the APS. Our ideal candidate would have the following skills and attributes:

- Ability to learn quickly and to work effectively as part of a team
- Be able to research, analyse and think critically. Show the ability to acquire new skills and expand others
- Data capable. Experience working with public data (economic, social and/or regional data) and its application to policy and programs
- Client focussed, well-developed interpersonal skills including ability to communicate effectively with clients and stakeholders at all levels, both oral and written
- Strong problem solving skills and the ability to work in a fast paced changing environment
- Strong organisation and collaboration skills.

The key responsibilities of the Data Acquisition role may include:

- Sourcing and drawing on data from appropriate sources; use common sense to analyse what data is important; work within agreed guidelines to make decisions about the acquisition, use and dissemination of data
- Supporting the maintenance of data inventories and data needs assessments
- Liaising with internal and external stakeholders to support assessment of data need and facilitate mutually beneficial data sharing
- Providing secretariat support for the State Federal Recovery Data Working Group
- Assisting with data research and analysis to support NEMA program and policy activities
- Assisting the management of procurements for data collection, linkages and other adhoc data related tasks.

Role requirements/qualifications

We are seeking a team member who is keen to learn and would like to work in an area that provides opportunities to advance their career as a data professional in the APS. Our ideal candidate would have the following skills and attributes:

- Ability to learn quickly and to work effectively as part of a team
- Ability to build and sustain relationships; liaise with team members, other teams, colleagues and clients; be responsive to changes in client needs
- Be able to research, analyse and think critically. Show the ability to acquire new skills and expand others
- Data capable. Experience working with public data (economic, social and/or regional data) and its application to policy and programs
- Client focussed, well-developed interpersonal skills including ability to communicate effectively with clients and stakeholders at all levels, both oral and written

- Strong problem solving skills and the ability to work in a fast paced changing environment.

Qualifications and Education

- Tertiary qualifications in social science, economics, statistics, data science or a related field would be beneficial.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:

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

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

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

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

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

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 Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Johanna Limsiaco, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128319/

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Industry, Science, Energy and Resources

Vacancy VN-0724976

Australian Nuclear Science and Technology Organisation

Closing Date: Tuesday 20 June 2023

Office of the Chief Executive Officer
Risk and Assurance Internal Audit

Job Title	Manager Internal Audit
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Classification	
Position Number	PD-1542
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | Salary commensurate with experience +15.4% super | salary sacrificing available
- Great Opportunity to join ANSTO and be emersed in interesting and inspiring work

- Inclusive and Diverse Organisation | Health & Well-being Programs | Flexible Work Practices

About the Opportunity

The Internal Audit function is a key component of ANSTO's corporate governance framework. This is a great Opportunity for an experienced Auditor to work with the Head of Internal Audit to provide assurance and advisory services to the ANSTO Group in accordance with the Internal Audit Charter and in a manner that effectively supports the mandate of the ANSTO Risk and Audit Committee.

About You

"The ideal candidate will have extensive audit experience in complex organisations including exposure to highly regulated environments. They will have proven senior stakeholder management experience and well developed critical and strategic thinking capability. Clear and succinct communication skills, experience in Executive/Board committee report writing, understanding the big picture and an eye for detail." **Amanda Ware, Chief Risk and Assurance Officer**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

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

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Duties

Your Duties and Responsibilities

- Plan and execute internal audit engagements in accordance with the Internal Audit Plan
- Prepare high quality 'value adding' Internal Audit reports that focus on improving business performance, the treatment of risk and the promotion of better practice
- Conduct follow up activities to evaluate sufficiency of evidence for closing management actions in line with Internal Audit methodology
- Assist in the preparation of Risk and Assurance Committee and Management papers
- Assist the Head of Internal Audit to maintain the Internal Audit 'assurance universe' and the preparation of the risk informed annual Internal Audit Plan
- Provide high quality independent analysis, objective assurance and professional advice relative to the effectiveness, efficiency, economic and ethical use of public resources for which ANSTO is responsible

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

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Anna Cvetkovska on (02) 9717-9443. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59PM on Tuesday 20th June 2023

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Anna Cvetkovska, (02) 9717-9443
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0724839

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Sunday 25 June 2023

Strategic Policy

Job Title	Assistant Manager (Multiple Opportunities)
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513265
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/513265>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID 19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the Division

The Strategic Policy Division is foundational to the department's role in providing influential and valued advice to the Government and formulating policy approaches for a more productive, resilient and sustainable economy that is enriched by science and technology.

The division provides strategic advice to ministers, the departmental executive and policy partners to support the delivery of priorities for the portfolio as a whole. Responsibilities include:

- driving the portfolio's Budget strategy and processes
- undertaking key strategic projects and building policy capability across the department
- providing an influential voice on whole-of-government matters to inform the portfolio's current and future direction.

The opportunity

There are opportunities in multiple teams within the division.

- The **Whole of Government** teams lead the department's engagement and coordination of priority cross-cutting issues, including gender equality, First Nations, youth, jobs and skills and emergency management.
- The **Portfolio Priorities** team leads work requiring a portfolio-wide perspective, including planning, setting and communicating a portfolio narrative.
- The **Budget Policy** team coordinates, advises on and collaborates across the department and wider APS to deliver the Commonwealth Budget for the Industry, Science and Resources portfolio.
- The **Priority Projects** team manages the department's rapid response framework for critical issues and the strategic policy forum, and works collaboratively to develop tools and capability to support issues management.

What's in it for you?

You will contribute to driving Australia's forward agenda for industry, science, technology and the resources sector.

Your work will have a significant impact - the branch has a high profile across the department and with the department's executive and ministers' offices. This is a great opportunity to gain an indepth understanding of the portfolio, as well as Budget and Cabinet processes.

We actively encourage staff to build their knowledge and capability through professional development. We are an inclusive and supportive branch, and have team members working in Canberra, remotely, and from state offices. Part-time, flexible and remote working arrangements will be considered.

Our ideal candidate

We are seeking applications from candidates with diverse experience and professional and educational backgrounds who are enthusiastic, eager to learn, and can demonstrate strengths in the following areas:

- Thinks and acts strategically – demonstrates strategic approaches and the ability to use initiative and excellent judgement to achieve results and continually drive improvement by harnessing opportunities
- Written and verbal communication – uses highly developed written and verbal communication to present messages and positions clearly, influentially, and in a manner tailored to the audience
- Collaboration – demonstrates excellent interpersonal and relationship building skills, and has a track record of leveraging these skills to drive success for their work area through the establishment of productive internal and external stakeholder relationships
- Analysis – proven ability to effectively use information and data to identify and analyse complex issues and develop sound options and approaches

- Planning and organising – proven ability to balance a range of tasks of varying priority and meet competing deadlines with timeliness and strong attention to detail
- Leadership – ability to mentor junior staff members and successfully lead streams of work within their team with a high degree of independence

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.

People from culturally and linguistically diverse backgrounds, Aboriginal and/or Torres Strait Islander people, people with disabilities, and people who identify as LGBTQIA+ are encouraged to apply.

Duties

Responsibilities across the branch are diverse and vary according to the team, but include:

- Helping to develop the portfolio's Budget strategy and approach by supporting key elements of your team's engagement with departmental executive, ministers' offices and areas across the department.
- Providing advice and support for areas across the department in the preparation of documents for the Budget process.
- Facilitating departmental engagement in Cabinet processes, including synthesising a range of perspectives into whole-of-portfolio positions on important policy issues.
- Using a strategic lens to lead the drafting and coordination of briefs and other strategic documents on a wide variety of cross-cutting topics.
- Driving and having ownership over key subject areas or workstreams within complex team projects that are of strategic importance to the whole department.
- Mentoring and assisting in the professional development of more junior staff.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department does currently offer flexible work opportunities for many roles. Whilst both teams are predominantly Canberra based, interstate, flexible or remote work arrangements may be considered. Please reach out to the relevant contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

For more information on this vacancy, please contact:

- **Whole of Government Priorities role:** Lee Sarandopoulos on 02 6276 1626 or lee.sarandopoulos@industry.gov.au
- **Portfolio Priorities role:** Jess Yelavich on 02 6213 7437 or Jessica.Yelavich@industry.gov.au
- **Budget Policy role:** Adam Wright or Sam Hwang on 02 6213 6423 or Adam.Wright@industry.gov.au or Sam.Hwang@industry.gov.au

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Lee Sarandopoulos, 02 6276 1626
Agency Recruitment Site	https://careers.industry.gov.au/en/job/513265

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**Department of Industry, Science and Resources
(DISR)**

Closing Date: Sunday 25 June 2023

Australian Building Codes Board
Corporate & Product Certification Corporate & Product Certification Team

Job Title	Board Secretariat and Governance Officer (Flexible)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513259
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/513259>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

Help us build a better Australia!

The Australian Building Codes Board (ABCB) ensures safe and sustainable building and plumbing systems through regulatory and non-regulatory measures.

Are you interested in the National Construction Code (NCC)? We'll show you how building regulations are developed, in collaboration with Australian governments and industry.

About us

The ABCB is a joint initiative of the Commonwealth, State and Territory governments. We're a standards writing body that develops the NCC and administer the WaterMark and CodeMark

Product Certification Schemes.

As a high-performing and influential organisation, we work on contemporary issues affecting the building and plumbing industry.

In the past few years, our key achievements include delivering national improvements in energy efficiency, accessible housing, fire safety, plumbing performance and more.

Our small but powerful team is pushing ahead with a bold agenda including climate resilience, supporting the uptake of electric vehicles, further improvements in energy efficiency and more.

For more information about us, visit: abcb.gov.au.

Our ideal candidate

We're looking for someone who:

- is a clear communicator and results driven
- builds strong working relationships
- enjoys analysis, problem solving and have great writing skills
- loves working in a team environment
- is experienced in delivering secretariat support.

Duties

As the Board Secretariat and Governance Officer, you will primarily support the Board as a key point of contact for Board members and help with governance improvements across the organisation. Your duties will include:

- providing secretariat support to the Board and senior management
- helping to develop strategic plans, business plans and risk management plans
- managing Board meeting arrangements (pre, during and post meetings)
- review and collation of meeting papers.

As an EL1, you'll be expected to:

- provide leadership and guidance
- shape strategic thinking and direction
- support your manager and senior managers to deliver outcomes
- collaborate with key stakeholders across the ABCB, government and industry
- anticipate and be responsive to stakeholder needs and expectations
- work under limited direction on sensitive and/or complex tasks.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Part-time, job-share and full-time applicants will be considered.

Canberra is the preferred location, but co-location with other ABCB staff in Brisbane or Melbourne may be considered. Please reach out to the contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Heather Nielsen, 0409 527 970
Agency Recruitment Site	https://careers.industry.gov.au/en/job/513259

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Industry, Science, Energy and Resources

Vacancy VN-0724950

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 25 June 2023

Industry Growth
Industrial Competitiveness and Strategy Strategic Industry Policy

Job Title	Policy Officer, Senior Policy Officer & Assistant Manager
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$80,250 - \$120,249
Classification	APS Level 5; APS Level 6; Executive Level 1
Position Number	513260
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/513260>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

The move towards net zero emissions is a significant driver of change to Australia's economy. This transition comes with enormous potential for Australian businesses and communities. It also

presents challenges as our important but emissions intensive, industries transform to meet targets and community and market expectations.

Our team is tackling key policy challenges facing industry and specific sectors with large decarbonisation and transformation agendas. We are looking for motivated, dynamic and analytical thinkers to support our work on net zero, climate and energy related issues as they relate to Australian industry and global markets. This work includes:

- Supporting the transformation of energy-intensive industries, which will be essential to meeting Australia's emissions targets, while maintaining global competitiveness.
- Thinking strategically about how to reach 2050 and respond to support industry in response to net zero policies around the world.
- Analysis and advice on regions and industries impacted by economic change, including the opportunities and impacts of the move to clean energy and a net zero economy on communities, industries and businesses.
- Influencing whole-of-government climate and energy policy issues including energy transition, energy prices, circular economy and the Powering Australia suite of programs.

What's in it for you?

You will have a chance to work on the front-line of Australia's net zero ambition – working across businesses, sectors and communities to achieve net zero and transform the economy. You will have opportunities to delve into complex and topical issues, work with supportive teams, and contribute to high quality policy analysis and advice.

We are committed to being an inclusive, diverse and positive workplace. We offer flexible work conditions, including part time and flexible arrangements. While most of the team is based in Canberra, we have members located across Australia and welcome applications from candidates in all states and territories.

Our ideal candidate

Our ideal candidates will demonstrate the following skills and attributes:

- Strong written and verbal communication skills
- Strong policy and analytical skills, with the ability to apply research and evidence to their work
- A proven ability to work as part of a team
- Ability to manage competing priorities and deadlines in a dynamic and flexible environment
- Interpersonal and stakeholder engagement skills, with the ability to work across government to influence policy development
- An ability to think creatively and work constructively on complex problems, including under limited supervision
- Enthusiasm with an eagerness to learn

We are open to applications from candidates with diverse backgrounds and experience looking for their next challenge.

For some roles, any of the following would be well regarded but is not required:

- Background, understanding or interest in energy markets, energy technologies, economic policy, regional development, and/or industry policy
- Ability to communicate complex ideas and data to a non-technical audience, including through visual design
- Capabilities in project management, governance or data analysis.

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

Your role will be consistent with the standards outline in the APS Integrated Leadership System. The subject matter will vary from team to team, but team members will work collaboratively across the branch to deliver economic transformation in a net zero economy.

The duties of Policy Officers at the APS 5 Level include, but are not limited to:

- Provide advice and analysis on policy that impacts industry, particularly energy and climate change policy
- Build and maintain relationships with representatives from industry, state and territory government, and other Commonwealth Government agencies
- Support governance and project management arrangements

In addition to the above, duties of Senior Policy Officers at the APS 6 level duties, but are not limited to:

- Lead work on complex issues, undertake analyses and prepare evidence-based policy advice including ministerial briefings
- Work closely with executive level team members to influence the strategic direction of the team's work

In addition to the above, the duties of Assistant Managers at the Executive Level 1 include, but are not limited to:

- Provide leadership, guidance and mentoring for junior staff
- Support the Manager and Executive to deliver outcomes

- Shape strategic thinking and direction for the team
- Provide sound decision making on complex and sensitive issues
- Influence across the department and government more broadly

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

We offer flexible work conditions, including part time and flexible arrangements. While most of the team is based in Canberra, we have members located across Australia and welcome applications from candidates in all states and territories. Please reach out to the contact officer to discuss this further.

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

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Helen Tait, 02 6243 7197
Agency Recruitment Site	https://careers.industry.gov.au/en/job/513260

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0724945

Australian Maritime Safety Authority

Closing Date: Thursday 29 June 2023

Response
Asset Management & Preparedness

Job Title	Advisor AtoN Asset Management
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$112,199 - \$130,853
Classification	Executive Level 1
Position Number	1098
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Advisor AtoN Asset Management
\$112,199 - \$130,853 + 15.4% super
Brisbane based
12 Months - Non-Ongoing

ABOUT THE ROLE

Reporting to the Senior Advisor AtoN Asset Management the Advisor AtoN Asset Management will be responsible for undertaking high-level administration of AMSA's Aids to Navigation (AtoN) maintenance contract. The role includes managing AMSA's contractor, AtoN maintenance

projects, resolving operational issues and providing technical advice regarding AtoN equipment and systems.

You will be responsible for:

- Managing the day-to-day operational relationship with AMSA's AtoN maintenance contractor, conducting negotiations with the contractor on issues associated with the standard of works, contract deliverables, reporting, and audits.
- Ensuring that AtoN maintenance and project documentation and data is correctly managed within AMSA including regular updating of business information systems.
- Developing technical briefs and project management documentation for AtoN maintenance and project work.
- Liaising with other agencies and stakeholders regarding AtoN issues.
- Undertaking audits of AtoN sites and contractor facilities including site condition, WH&S, environment and heritage issues as required.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Relevant project/contract management qualifications or relevant engineering or trade background with extensive contract/project management experience.
- Project and contract management skills including the ability to manage multiple contracts/projects.
- Ability to contribute to budget preparation and prepare technical or other business submissions.
- Experience in site-based auditing of external contractor works.
- Thorough understanding of contemporary safety, environmental and risk management practices.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements.
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement.
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives.

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”*.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 12:00pm 30 June 2023. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact William Butler on 0400 963 886.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and

inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	William Butler, 0400 963 886
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0724953

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Sunday 25 June 2023

Finance & IT
Finance

Job Title	APS4 & APS5 Budget and Financial Accountant Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$71,600 - \$84,757
Classification	APS Level 4;APS Level 5
Position Number	43120
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

Duties

What will you do?

External Budgets

Team Members in External Budgets will provide leadership/support to the Department's External Budgets and coordination functions. This includes:

- being the central point of contact for enquiries from within and outside the Department
- providing advice on financial policy
- quality assuring costing
- updating budget estimates and reporting
- assisting with the production of the Portfolio Budget Statements for the Department

These roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department and external Departments, including the Department of Finance and the Department of the Treasury.

Budget Policy and Portfolio Engagement

Team Members in Budgets Policy and Portfolio Engagement will provide leadership/support to the Department's Budget Policy and Portfolio Engagement functions. This includes:

- being the central point of contact for the 30 portfolio agencies
- providing support and advice on financial policy
- supporting the whole-of-government Budget process, including the development of New Policy Proposals and the Government's decision-making processes
- taking the lead in the preparation of Cabinet Submissions

The roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department, the portfolio agencies, and central agencies, including the Department of Finance and the Department of the Prime Minister and Cabinet.

Financial Accounting

As part of the Financial Accounting team, the successful candidate will contribute to the department's annual financial statements, including preparing high quality and comprehensive reconciliations and workpapers. Your role may also include:

- monthly reporting to the Department of Finance's via its Central Budget Management System
- managing the department's assets register, coordinating the annual asset stocktake process, and coordinating the revaluation of assets and impairment reviews
- developing accounting policies and position papers
- providing financial reporting and accounting advice
- reporting and providing advice on official hospitality
- maintaining professional working relationships with key internal and external stakeholders, including the Australian National Audit Office and the Department of Finance

Finance Business Partner

The role of the Finance Business Partner 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. Key responsibilities include:

- Develop and manage budget information, including staffing, operational and capital.

- Prepare monthly financial reports for Senior Executive, including variance analysis, commentary and analysis of the full year forecast.
- Monitor and review monthly forecasts in partnership with our stakeholders.
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Track divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and ANAO audit requests and compliance activities

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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 Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we

seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Katie Ross, (02) 6274 7572
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0724973

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Sunday 25 June 2023

Finance & IT
Finance

Job Title	APS6 & EL1 Budget and Financial Accountant Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,466 - \$119,891
Classification	APS Level 6;Executive Level 1
Position Number	43122
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

Duties

APS6 IFA salary: \$100,925 - \$105,788

EL1 IFA salary: \$125,352 - \$129,256

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact .

WorkplaceRelations@infrastructure.gov.au

What will you do?

External Budgets

Team Members in External Budgets will provide leadership/support to the Department's External Budgets and coordination functions. This includes:

- being the central point of contact for enquiries from within and outside the Department
- providing advice on financial policy
- supporting the whole-of-government Budget process, including the development of New Policy Proposals and the Government's decision-making processes
- quality assuring costing
- updating budget estimates and reporting
- assisting with the production of the Portfolio Budget Statements for the Department

These roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department and external Departments, including the Department of Finance and the Department of the Treasury.

Budget Policy and Portfolio Engagement

Team Members in Budgets Policy and Portfolio Engagement will provide leadership/support to the Department's Budget Policy and Portfolio Engagement functions. This includes:

- being the central point of contact for the 30 portfolio agencies
- providing support and advice on financial policy

- supporting the whole-of-government Budget process, including the development of New Policy Proposals and the Government's decision-making processes
- taking the lead in the preparation of Cabinet Submissions

The roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department, the portfolio agencies, and central agencies, including the Department of Finance and the Department of the Prime Minister and Cabinet.

Financial Accounting

As part of the Financial Accounting team, the successful candidate will contribute to the department's annual financial statements, including preparing high quality and comprehensive reconciliations and workpapers

Your role may also include:

- monthly reporting to the Department of Finance's via its Central Budget Management System
- managing the department's assets register, coordinating the annual asset stocktake process, and coordinating the revaluation of assets and impairment reviews
- developing accounting policies and position papers
- providing financial reporting and accounting advice
- reporting and providing advice on official hospitality
- maintaining professional working relationships with key internal and external stakeholders, including the Australian National Audit Office and the Department of Finance

The Internal Budgets and Capital Reporting

We are specifically seeking to fill a role relating to capital reporting. Key responsibilities are expected to include:

- Lead and manage the development of the Department's Capital Budgets Allocation process.
- Provide strategic advice and operational guidance and direction to support the delivery of the Department's capital investment program.
- Prepare and provide monthly financial capital reports to key governance committees to support decision making process.
- Manage monthly capital process, including forecast updates, enter monthly journals, variance analysis and commentary for capital projects.
- Manage monthly Working in Progress (WIP) review and provide WIP updates to the Financial Reporting team.
- Build and maintain effective working relationships to promote the smooth exchange of financial information with stakeholders.
- Co-ordinate input into the financial statement process and ANAO audit requests.
- Co-ordinate financial input into divisional reporting requirements including the annual report, senate estimates, questions on notice and ministerial briefings.
- Administer and maintain budgeting and forecasting tools/systems

Finance Business Partner

The role of the Finance Business Partner 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.

Key responsibilities include:

- Develop and manage budget information, including staffing, operational and capital.
- Prepare monthly financial reports for Senior Executive, including variance analysis, commentary and analysis of the full year forecast.
- Monitor and review monthly forecasts in partnership with our stakeholders.
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Track divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and ANAO audit requests and compliance activities

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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 Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Katie Ross, (02) 6274 7572
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0724987

National Film and Sound Archive of Australia

Closing Date: Monday 26 June 2023

Collection
Curatorial & Accessioning Creative

Job Title	Curatorial Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$69,736 - \$74,400
Classification	APS Level 4
Position Number	89419
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://www.nfsa.gov.au/careers/working-nfsa>

The National Film and Sound Archive of Australia's (NFSA) Curatorial and Accessioning, Creative team is seeking a solution and customer focussed Curatorial Officer who will embrace and celebrate the ambitious and rewarding challenges of archiving Australia's audiovisual history and creative expression. This role is situated within the Creative team, which focuses on collection development and interpretation relating to individuals and small-medium production companies in the creative audiovisual industries.

The National Film and Sound Archive (NFSA) is the custodian of Australia's analogue and born digital national audiovisual collection which contains over 4 million items.

Our mandate is to collect, preserve and share the remarkable story of the Australian audio-visual experience through the creativity and history represented in film, television, radio, recorded sound, augmented reality, online, videogames and associated contextual documentation and ephemera. Our primary focus is on Australian production and Australian related production, but we also address key international influences on our culture.

The NFSA is committed to developing its collection through the representation of Aboriginal and Torres Strait Islander peoples, as well as those from culturally and linguistically diverse backgrounds.

Selection Criteria

In relation to the 'Job Details' listed above, concisely describe your skills, experience, and achievements against each of the following areas:

1. Demonstrated experience in the principles of curatorial practice, including; collection research, curatorial selection processes (as relates to collection acquisition), cataloguing and collection handling, and control of collection materials, with particular reference to analogue and born-digital audiovisual materials.
2. Demonstrated effective communication skills for successful negotiation, establishing and maintaining stakeholder relationships, and contributing to the development of policy, guidelines and procedures.
3. Ability to undertake robust research and analysis in order to interpret and present NFSA collection material in engaging ways to different audiences.
4. Strong organisational skills including the ability to undertake tasks with minimal supervision, set priorities and to show initiative.
5. Ability to deliver results in a collegiate and timely manner as a member of a highperforming team.

Duties

Under general direction undertake the following duties:

- Undertake the full range of accessioning, manual handling and packaging of analogue, born-digital and contextual materials according to the NFSA's standards and guidelines.
- Actively contribute to the management and acquisition of contemporary Australian audiovisual productions through the funded Deliverables program.
- Contribute towards curatorial projects and acquisition programs in accordance with curatorial policy and practices which includes maintaining relationships with stakeholders, negotiating lodgement of material and processing incoming acquisitions.
- Undertake robust curatorial research and analysis of collection material, including strengths and weaknesses to assist develop targeted acquisition strategies.
- Contribute towards the developing and updating of curatorial and accessioning policies, guidelines, workflows and procedures as required.
- Contribute to the interpretation and presentation of the collection as required.

Qualifications and/or equivalent experience required:

- Relevant experience a collecting institution and/or audio-visual industry is desirable. Library, Archive or Museum qualifications and/or other relevant tertiary studies are desirable.

Eligibility

To be eligible for this position you must:

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

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application responding to the selection criteria in no more than two pages;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An interview

Notes

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

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	Vick Gwyn, 02-62482155
Agency Recruitment Site	https://www.nfsa.gov.au/careers/working-nfsa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725002

National Film and Sound Archive of Australia

Closing Date: Sunday 25 June 2023

Corporate People & Culture

Job Title	Manager, Workforce Planning
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89771
Agency Website	https://www.nfsa.gov.au/

Job Description

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

NFSA's purpose is to tell the national story in all its rich diversity by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time.

In 2021, items from the collection were viewed more than 121 million times across the country, making it one of the nation's most vital and utilised cultural resources.

The institution is investing in a comprehensive digital transformation program, during which more of the items in our care will be digitised for preservation and, once digitised, become more readily searchable and accessible by all Australians.

A core component of the transformation program will be building national audiences for the collection through improved online services and content offerings that will be brought alive through a compelling, relevant and dynamic institutional voice.

About the People and Culture Team

The People and Culture (P&C) team plays an important operational and strategic role by partnering with leaders across the Agency to achieve the goal of becoming Australia's most dynamic and valued cultural organisation.

The team consists of 1 x EL2, 2 x EL1, 2 x APS 6 1x APS 5 and an APS4 staff members and delivers all elements of human resources to the NFSA including, but not limited to, workforce planning, payroll, learning and development, WHS, wellbeing, recruitment, performance management and HR reporting. The team is responsible for leading and managing NFSA's current and future workforce, including driving the strategic future growth and culture of the NFSA.

This position may be Non-ongoing or Ongoing

Duties

The Workforce Planning Manager is responsible for developing and shaping the workforce strategy for the NFSA. Working with the Snr Manager P&C, the role will contribute to defining the business objectives and creating evidence-based workforce strategies, organisational structures and workforce plans required to support and enable effective and efficient activities, actions and operations.

The role will help to identify capability and capacity requirements to manage the supply of talent. From an operational perspective, the position works with P&C team to deliver customer-focused services to optimise the employment life-cycle experience at an individual and organisational level.

We are seeking highly motivated and experienced candidate who will play a pivotal role shaping the future workforce of NFSA.

The Workforce Planning Manager role will deliver the following functions:

- Supporting the development and implementation of strategies to mitigate workforce risks and develop materials and documentation to support effective workforce management.
- In collaboration with the P&C Snr Manager and Manager Technical, manage the position establishments for the NFSA and the reporting requirements.

- Liaise with stakeholders to obtain workforce planning intelligence to support the development of workforce resources.
- Build and sustain relationships with a range of stakeholders across the NFSA to achieve outcomes.
- Analyse workforce data, understand and monitor the impact of changes to the workforce over the short, medium and long term.

Eligibility

Our Ideal Candidate

The successful candidate will be a team player with highly developed communication and stakeholder management skills and someone who genuinely believes in collaborating to achieve outcomes.

They will have a keen eye for detail and be innovative and self-motivated to prioritise and complete tasks within agreed timeframes.

They will have the ability to work effectively in a small and high performing team with competing priorities and deadlines. Most of all, they will be passionate about improving the workforce of the NFSA.

Qualifications and/or equivalent experience required:

The successful candidate may have prior experience in roles such as:

- Workforce Planning
- Human resource management

The assessment process for this position includes:

- A 1000 word pitch and CV demonstrating your experience against the role requirements
- Interview
- Referee checking.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen
- Satisfactorily complete an Australian Federal Police National Police Check
- Obtain and maintain an Australian Government Baseline Security Clearance.

Notes

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

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	Stacey Colyer Snr Manager People & Culture, 0262482082
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0724886

Office of the eSafety Commissioner

Closing Date:Thursday 22 June 2023

eSafety Commissioner
Strategic Communications Digital Content and Publishing

Job Title	Assistant Manager and Senior Editor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$106,545 - \$120,152
Classification	Executive Level 1
Position Number	A230098
Agency Website	https://www.esafety.gov.au/about-us

Job Description

<https://acma.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=615213f3-62d6-0b12-f6e7-5b7fb6c0650b>

This is an exciting opportunity to use your excellent writing and communications skills, and your working knowledge of User Experience and Search Engine Optimisation principles, to help create web pages and resources that are fit for purpose in a rapidly evolving digital environment.

You will support the online safety of Australians by collaborating with subject matter experts and other stakeholders to identify opportunities for developing and promoting engaging content that is consistent with eSafety's thought leadership, Strategic Plan, Style Manual and Brand Guidelines.

Duties

Our ideal candidate will fit a culture of continual improvement that nurtures team members and other staff to contribute to the best of their abilities while remaining resilient and enthusiastic. You will also champion respect and harmony within and across eSafety's dynamic teams.

We are seeking someone who can confidently lead on editorial issues, drawing on their substantial experience in fast-paced publishing as well as their solid understanding of online safety issues within the current regulatory environment.

You will need to enjoy a challenge, be passionate about making a difference and committed to delivering best practice online safety materials.

Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Deborah Rice, 02 9334 7861
Agency Recruitment Site	https://acma.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=615213f3-62d6-0b12-f6e7-5b7fb6

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0724894

Office of the eSafety Commissioner

Closing Date: Thursday 22 June 2023

eSafety Commissioner
Strategic Communications Digital Content and Publishing

Job Title	Digital Publishing Lead
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pyrmont NSW
Salary	\$106,545 - \$120,152
Classification	Executive Level 1
Position Number	A230091
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

This is an exciting opportunity to use your advanced publishing and communications skills, and your working knowledge of User Experience and Search Engine Optimisation principles, to help create web pages and resources that are fit for purpose in a rapidly evolving digital environment.

Duties

You will support the online safety of Australians by collaborating with subject matter experts and other stakeholders to identify opportunities for developing and promoting engaging content that is consistent with eSafety's thought leadership, Strategic Plan, Style Manual and Brand Guidelines.

Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Deborah Rice, 02 9334 7861
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0725006

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Thursday 22 June 2023

Research and Education
Languages

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$65,614 - \$71,621
Classification	APS Level 4
Position Number	New
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The AIATSIS Centre for Australian Languages (ACAL) is undertaking an ambitious 5-year program titled “Our Languages Keep Us Strong” (OLKUS). OLKUS has the following high-level goals:

1. Every Australian Indigenous language is documented for use by current and future generations.
2. Every language community has the capabilities to strengthen their languages.
3. Every Australian has the opportunity to learn and take pride in an Australian Indigenous Language.

To achieve these goals, OLKUS will mobilise the potential of the AIATSIS collection of over 1 million items, our expertise and our networks to lead a nationally significant collaborative program of work to advance Aboriginal and Torres Strait Islander languages. OLKUS will support Aboriginal and Torres Strait Islander people to strengthen their language locally and increase understanding of the value of Australia’s first languages at a national and international level. ACAL is guided by a Languages Advisory Committee which has a majority Indigenous membership.

Duties

The Administration Officer (APS4) will undertake work that is moderately complex in nature and work under general direction. The APS4 will work closely with an Assistant Director and/or APS6 to support the development and delivery of projects, programs and/or events and the work of ACAL and REG as a whole. The APS4 is responsible for organising their workflow and making independent decisions within defined parameters relating to the area of responsibility. The APS4 will provide administrative support that is informed and directed by sound knowledge in specific areas and may undertake some research and analysis activities. The APS4 may have a public contact role and may be required to communicate with and provide advice to a range of external stakeholders.

Eligibility

The ideal candidate will have:

- the ability to provide secretariat support to the Languages Advisory Committee, including preparation of agendas and meeting papers and minute-taking
- the ability to provide research support services to the National Indigenous Languages Survey including contributing to the development of a distress protocol for use in community-based workshops, and facilitation and engagement support during those workshops
- the ability to provide administrative support to the AIATSIS Centre for Australian Languages including note-taking, travel booking, credit card acquittals, preparation of Gantt charts and other administrative duties.

Cultural Capability

The ideal candidate:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- understands the current issues facing Aboriginal and Torres Strait Islander people with regard to Indigenous languages and the historical context of these issues
- has the ability to communicate respectfully with Aboriginal and Torres Strait Islander stakeholders, clients and colleagues
- **has** the capability to privilege Aboriginal and Torres Strait Islander peoples’ voices, experiences and perspectives in their work.

Notes

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

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 Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Lauren Reed, (02) 6129 3965
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Australian Public Service Commission

Closing Date: Sunday 25 June 2023

Workplace Relations Group and Workplace Relations Bargaining Taskforce
Various

Job Title	Senior Policy Advisors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations in NSW NSW, various locations in QLD QLD, Canberra ACT, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	\$91,250 - \$99,064
Classification	APS Level 6
Position Number	23_43
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Groups

The Workplace Relations Group and the Workplace Relations Bargaining Taskforce work collaboratively to deliver the Australian Government's workplace relations policies and support agencies in their workplace responsibilities.

The Workplace Relations Group undertakes policy development, implementation and advice on workplace relations matters related to Commonwealth public sector employment, including enterprise bargaining, remuneration and conditions of employment.

The Workplace Relations Bargaining Taskforce supports the current central negotiations of over 100 APS enterprise agreements. This is a high-profile reform activity working to address fragmentation in pay and conditions across the APS.

Duties

We are looking to fill several Senior Policy Advisor (APS6) roles across the Workplace Relations Group and Workplace Relations Bargaining Taskforce.

As a Senior Policy Advisor, you will liaise directly with stakeholders and be responsible for ensuring the development of positive and collaborative relationships. You will work closely with Commonwealth departments and agencies, to develop policies and guidance materials to support improved workplace relations in Commonwealth employment.

Key duties of a Senior Policy Advisor include:

- Providing high quality workplace relations policy advice to the Commission's Executive, Government and Commonwealth departments/agencies.
- Undertaking policy development and reviewing the effectiveness of legislation, policy guidance and workplace relations advice.
- Assessing agency bargaining positions and workplace arrangements, including draft determinations and enterprise agreements, for compliance with the Government's workplace relations policies.
- Conducting research and presenting findings on workplace relations issues, such as conditions of employment, bargaining, disputes and remuneration.

- Contributing to briefs for the Commission’s Executive and the Minister, including Question Time briefs, Senate Estimates packs and Ministerial Correspondence.
- Monitoring developments and decisions in the Fair Work Commission for any impact on Commonwealth employment.

Further Information

- For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.
- The position is based in Canberra however remote options may be considered.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally 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+, mature aged employees and carers.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Nick Doukas, 02 6202 3769
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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

Prime Minister and Cabinet

Vacancy VN-0724942

Australian Public Service Commission

Closing Date: Sunday 25 June 2023

Workplace Relations Group and Workplace Relations Bargaining Taskforce
Various

Job Title	Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations in NSW NSW, Various locations - TAS TAS, various locations in QLD QLD, Various locations - SA SA, Canberra ACT, Various locations - WA WA, Various locations - WA WA, Various locations - VIC VIC
Salary	\$111,086 - \$127,318
Classification	Executive Level 1
Position Number	23_44
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Groups

The Workplace Relations Group and the Workplace Relations Bargaining Taskforce work collaboratively to deliver the Australian Government's workplace relations policies and support agencies in their workplace responsibilities.

The Workplace Relations Group undertakes policy development, implementation and advice on workplace relations matters related to Commonwealth public sector employment, including enterprise bargaining, remuneration and conditions of employment.

The Workplace Relations Bargaining Taskforce supports the current central negotiations of over 100 APS enterprise agreements. This is a high-profile reform activity working to address fragmentation in pay and conditions across the APS.

Duties

We are looking to fill several Assistant Director (EL1) roles across the Workplace Relations Group and Workplace Relations Bargaining Taskforce.

Key duties of an Assistant Director include:

- Providing specialist, high level policy advice on:
 - Application and interpretation of the Government's workplace relations policies;
 - Terms and conditions of employment within the Commonwealth public sector;
 - Enterprise bargaining and agreement making;
 - Remuneration policy; and

- Relevant legislation including the Fair Work Act 2009, the Maternity Leave (Commonwealth Employees) Act 1973 and the Long Service Leave (Commonwealth Employees) Act 1976.
- Researching and preparing high-level briefing material, correspondence, papers, reports and other workplace relations related documents.
- Establishing effective working relationships with stakeholders and agencies, giving consideration to sensitive organisational, political and public sector issues.
- Undertaking analysis, and monitoring and sharing developments in employment law and legislative change, in order to mitigate risks and improve workplace relations services.
- Establishing effective working relationships within a team environment, building capability through coaching and developing others.

Further Information

- For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.
- The position is based in Canberra however remote options may be considered.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally 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+, mature aged employees and carers.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jasmine Millar, 02 6113 6252
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0724970

Australian Public Service Commission

Closing Date: Sunday 25 June 2023

Parliamentary Workplace Support Service Case Coordination Services

Job Title	Case Coordinators
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$111,086 - \$127,318
Classification	Executive Level 1
Position Number	23_45
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Group

The Parliamentary Workplace Support Service (PWSS) provides 24 hour independent and confidential support and resolution services, including early intervention, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict, misconduct or serious incidents.

The PWSS provides an independent workplace review mechanism, where appropriate, for current or former Members of Parliament (Staff) 1984 (MOPS Act) employees and parliamentarians.

The PWSS also provides bespoke education sessions and resources to Commonwealth parliamentary workplace participants.

The PWSS is established as a function of the Parliamentary Service Commissioner. PWSS staff are engaged by the Australian Public Service Commission (APSC), to work exclusively for the PWSS. You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>.

The APSC Enterprise Agreement 2018-21, including the current Determination can be found on the APSC [website](#).

More information about the PWSS is available at: <https://pwss.gov.au/>

Duties

We work in a complex and fast-paced environment, to collaboratively achieve our objectives.

Reporting to the Director of Case Coordination, Case Coordinators are expected to:

- Provide confidential and impartial support, including early intervention and local resolution, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict (including serious incidents or misconduct).
- Undertake research and lead policy and program development.

Appropriately remunerated flexible work arrangements are required to fulfil the after-hours and on-call responsibilities which underpin the 24-hour support function.

Further Information

- For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.
- This vacancy is being advertised concurrently under general and affirmative measures recruitment processes.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally 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+, mature aged employees and carers.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jackie Paul, 0477 986 407
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0724977

Australian Public Service Commission

Closing Date: Sunday 25 June 2023

Parliamentary Workplace Support Services Case Coordination Services

Job Title	Case Coordinator - Affirmative Measures, Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$111,086 - \$127,318
Classification	Executive Level 1
Position Number	23_46
Agency Website	https://www.apsc.gov.au/

Job Description

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

Affirmative Measures

These positions are only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 31 of the Australian Public Service Commissioner's Directions 2022.

About the Group

The Parliamentary Workplace Support Service (PWSS) provides 24 hour independent and confidential support and resolution services, including early intervention, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict, misconduct or serious incidents.

The PWSS provides an independent workplace review mechanism, where appropriate, for current or former Members of Parliament (Staff) 1984 (MOPS Act) employees and parliamentarians.

The PWSS also provide bespoke education sessions and resources to Commonwealth parliamentary workplace participants.

The PWSS is established as a function of the Parliamentary Service Commissioner. PWSS staff are engaged by the Australian Public Service Commission (APSC), to work exclusively for the PWSS. You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>

The APSC Enterprise Agreement 2018-21, including the current Determination can be found on the APSC [website](#)

More information about the PWSS is available at: <https://pwss.gov.au/> **Duties**

We work in a complex and fast-paced environment, to collaboratively achieve our objectives.

Reporting to the Director of Case Coordination, Case Coordinators are expected to:

- Provide confidential and impartial support, including early intervention and local resolution, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict (including serious incidents or misconduct).
- Undertake research and lead policy and program development.

Appropriately remunerated flexible work arrangements are required to fulfil the after-hours and on-call responsibilities which underpin the 24-hour support function.

Further Information

- For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.
- This vacancy is being advertised concurrently under general and affirmative measures recruitment processes.

Eligibility

Affirmative measures vacancies are only available to Aboriginal and/or Torres Strait Islander peoples or people with disability. To be engaged under the affirmative measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability will be required.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally 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+, mature aged employees and carers.

Notes

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

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jackie Paul, 0477 986 407
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0724990

Australian Public Service Commission

Closing Date: Sunday 25 June 2023

Parliamentary Workplace Support Service Case Coordination Services

Job Title	Case Coordinator - Affirmative Measures Disability
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$111,086 - \$127,318
Classification	Executive Level 1
Position Number	23_47
Agency Website	https://www.apsc.gov.au/

Job Description

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

Affirmative Measures

This vacancy is open only to people with disability.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Directions 2022.

About the Group

The Parliamentary Workplace Support Service (PWSS) provides 24 hour independent and confidential support and resolution services, including early intervention, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict, misconduct or serious incidents.

The PWSS provides an independent workplace review mechanism, where appropriate, for current or former Members of Parliament (Staff) 1984 (MOPS Act) employees and parliamentarians.

The PWSS also provide bespoke education sessions and resources to Commonwealth parliamentary workplace participants.

The PWSS is established as a function of the Parliamentary Service Commissioner. PWSS staff are engaged by the Australian Public Service Commission (APSC), to work exclusively for the PWSS. You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>.

The APSC Enterprise Agreement 2018-21, including the current Determination can be found on the APSC website

More information about the PWSS is available at: <https://pwss.gov.au/>

Duties

We work in a complex and fast-paced environment, to collaboratively achieve our objectives.

Reporting to the Director of Case Coordination, Case Coordinators are expected to:

- Provide confidential and impartial support, including early intervention and local resolution, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict (including serious incidents or misconduct).
- Undertake research and lead policy and program development.

Appropriately remunerated flexible work arrangements are required to fulfil the after-hours and on-call responsibilities which underpin the 24 hour support function.

Further Information

- For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.
- This vacancy is being advertised concurrently under general and affirmative measures recruitment processes.

Eligibility

Affirmative measures vacancies are only available to Aboriginal and/or Torres Strait Islander peoples or people with disability. To be engaged under the affirmative measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability will be required.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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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 Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jackie Paul, 0477 986 407
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0724588

Department of the Prime Minister and Cabinet

Closing Date: Sunday 25 June 2023

Policy Innovation and Projects
The Behavioural Economics Team of the Australian Government
The Behavioural Economics Team of the Australian Government

Job Title	Adviser, Behavioural Economics Team of the Australian Government (BETA)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations in WA WA, Various locations - ACT ACT, various locations in NT NT, Tasmania TAS, various locations in VIC VIC, various locations in QLD QLD, Various locations in NSW NSW, Various locations - SA SA
Salary	\$79,941 - \$99,363
Classification	APS Level 5;APS Level 6
Position Number	PMC/2023/112
Agency Website	

Job Description

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

The opportunity

We are looking for motivated and high-performing people to join our team.

We are the Behavioural Economics Team of the Australian Government (BETA). BETA's mission is to improve the lives of Australians by generating and applying evidence from the behavioural and social sciences to find solutions to complex policy problems. We seek to understand how people make decisions, develop innovative ideas to support policy solutions, and test what works best in the real world.

Our team have a variety of backgrounds, including policy, psychology, economics, data science and social research. We are united in our passion for understanding human behaviour to drive evidence-based decision-making and deliver public benefit.

As part of BETA, you will get to apply your expertise in policy or research to policy issues that are high priorities for the Australian Government, including climate change, entrenched disadvantage, labour force participation, health, education, cyber security and more.

We are seeking to fill multiple positions at the APS 5 and/or APS 6 classifications and encourage all those interested in joining the team to apply. We work flexibly with full-time and part-time staff working in Sydney, Adelaide, Broome and Canberra.

More information about BETA is available on our website <https://behaviouraleconomics.pmc.gov.au/>

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our ideal candidate

We are looking for problem solvers who can apply their research expertise and knowledge of behavioural insights to complex policy problems, and provide clear and concise advice to government.

We are hiring several positions with a variety of skillsets. Relevant academic qualifications in behavioural science, economics, psychology and data science or a related discipline are highly desirable.

In your one page pitch, you should outline why you want to work for BETA and focus on how you can contribute to our work. The following are the key skills we are looking for in candidates:

- Communicating with stakeholders in a clear and engaging manner, both in writing and verbally.
- Delivering high-quality work while managing competing priorities.

- Great people skills and an ability to work collaboratively within diverse teams and with stakeholders (e.g. people from different backgrounds, experiences or neurotypes).
- Research, analysis, and/or policy development, including experience with one or more of the following:
 - Economic research (e.g. modelling, providing economic advice)
 - Policy development and evaluation (e.g. drafting and evaluating new policy proposals)
 - Quantitative research (e.g. surveys, experimental design)
 - Qualitative research (e.g. conducting interviews and focus groups)
 - Data analysis (e.g. the R programming language, InVivo)

As a multidisciplinary team we value diversity, so if you don't have experience in all the criteria but are passionate about what we do, please apply and highlight the relevant skills and background that you do have.

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 Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (For a period of up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Ayndri De Soysa, (02) 6271 5906
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0724949

National Indigenous Australians Agency

Closing Date: Thursday 15 June 2023

Eastern
North Queensland Region, South Queensland Region, Eastern NSW Region,
Western NSW Region

Job Title	Engagement Team Leader, Eastern Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Batemans Bay NSW, Woden ACT, Various locations in NSW NSW, various locations in QLD QLD, Wagga Wagga NSW, Nowra NSW, Mount Isa QLD, Townsville QLD, Toowoomba QLD, Longreach QLD, Brisbane QLD, Cairns QLD
Salary	-
Classification	APS Level 6
Position Number	NIAA/2023/103
Agency Website	https://www.niaa.gov.au/

Job Description

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

The National Indigenous Australians Agency (NIAA) is working with communities to bring the Uluru Statement from the Heart to life. This is an exciting time to be working at the National Indigenous Australians Agency (NIAA) and work in genuine partnership to enable First Nations communities.

We are looking for motivated people to fill roles in the engagement teams in Brisbane, Longreach, Toowoomba, Cairns, Townsville and Mt Isa in Queensland, and Batemans Bay, Nowra and Wagga Wagga in the NSW region.

Regional teams offer challenging, interesting and stimulating work, engaging across all levels of government and working directly with communities. The North Queensland and South Queensland Regions have responsibility for sub regions that span from far north Queensland to southeast Queensland and

include remote and regional centres across the west of Queensland. The Eastern NSW and Western NSW Regions have responsibility for sub regions that span from the North Coast of NSW, Southern NSW, the ACT including the Jervis Bay Territory and the Western Riverina, Central West and the Murdi Paaki Region.

The occupants of these roles will work on implementing and delivering a range of government initiatives and commitments that support and improve the well-being of First Nations People.

This role includes:

- developing and maintaining stakeholder relationships with key First Nations organisations and government bodies
- collaboration and negotiation with a range of internal and external stakeholders to achieve outcomes and build strong ties with communities
- providing considered, high-quality advice, drawn from diverse sources, including drafting Ministerial briefings and correspondence, and providing quality assurance services
- identifying emerging opportunities or issues and responding quickly to competing priorities as they emerge
- leading a small team to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- conducting research and analysis on complex matters within area of expertise
- this role will require you to have a driver's licence.

Please note there is no relocation package associated with this position.

Duties

Our ideal candidate has a strong personal commitment to working with First Nations peoples to create positive change. You must understand and appreciate the strengths and opportunities of working in partnership to realise community aspirations and goals. Our ideal candidate is knowledgeable about the key issues faced by First Nations peoples. You must have sound judgement, professionalism and have the capacity to work flexibly and responsively to achieve results.

Additionally, the candidate will have:

- high levels of cultural competency and experience in relation to First Nations matters
- experience working with different levels of government or other significant stakeholder groups such as First Nations organisations, education entities or non-government organisations
- flexibility and ability to adapt to change, good judgement, and some political nous
- strong analytical, research and problem-solving skills
- a general understanding of IT systems and MS applications
- excellent written and verbal communication skills to support the promotion and explanation of the Government's agenda
- effectively supervise staff and provide constructive management with a focus on capability development, team building and leadership.

To be successful working at NIAA, you will also live our values and behaviours through your everyday actions. Our shared NIAA Values are:

- we respect multiple perspectives
- we are authentic
- we are professional and act with integrity
- we invest in each other's success
- we deliver with purpose

Successful candidates will be required to obtain and maintain a valid full driver's licence and will be eligible

(as required) to hold a valid working with vulnerable people including children clearance.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for a period of up to 18 months with possibility of extension).

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Roz Golden, (07) 3837 3431
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Social Services

Vacancy VN-0724892

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 22 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Campaigns and Projects

Job Title	Senior Campaigns Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Parramatta NSW, Melbourne VIC, Perth WA, Hobart TAS, Canberra ACT, Brisbane QLD, Darwin NT, Penrith NSW
Salary	\$86,840 - \$100,537
Classification	APS Level 6
Position Number	089_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

About the Regulatory Campaigns & Projects Branch

The Regulatory Campaigns and Project Team is responsible for developing a Campaigns Program of Work to support the Commission's regulatory priorities. The Team will develop and implement multiple campaigns at any one time. They will use data and evidence to assess risks and opportunities and work collaboratively across the Commission. The Team will establish sound methodology to assess the timeliness, quality and impact/outcomes of the campaigns. Campaigns are a key regulatory intervention under the Commission's Regulatory Approach. This team is responsible for influencing proactive compliance among providers. It will do this by building strong relationships with co-regulators, acquiring local intelligence and developing targeted regulatory campaigns underpinned by data and evidence to support proactive interventions of new, existing and emerging risks. These roles will be responsible for engagement with state and territory based provider industry groups, government bodies and agencies. The team will provide support for a range of projects to support Commission initiatives that require Regulatory Operations information, support or expertise.

Duties

Key duties

As a Senior Officer, in Regulatory Campaigns and Projects you will lead, manage and evaluate the development of proactive regulatory campaigns. These campaigns will be comprehensive and draw on contemporary, effective regulatory data and information.

Regular travel may be required to fulfil the duties of this role

The successful candidate will:

- Lead proactive regulatory activity to promote regulatory compliance in accordance with the NDIS Act, NDIS Rules and other relevant legislation.
- Collect, analyse and act upon local regulatory intelligence to contribute to insights, organisational knowledge and solving of systemic regulatory challenges to promote quality and safeguards for NDIS participants.

- Support the design and implementation of regulatory campaigns to inform, educate and influence NDIS providers, workers and participants.
- Lead relationship management through proactive internal and external engagement and education to support improving provider quality over time and access to and delivery of quality services and supports to NDIS participants.
- Prepare high quality written reports, briefs, correspondence to inform or respond to Commission or Government requests.

Eligibility

To be considered in this role, candidates will need to:

- Be an Australian Citizen;
- Have a favourable National Police Check;
- Have or be willing to obtain and maintain a Baseline Vetting security clearance. Should business need arise, be willing to obtain and maintain a Negative Vetting Level 1 or Negative Vetting Level 2 security clearance. See AGSVA website for more details: Security | Sectors | Defence;
- Be COVID-19 vaccinated as defined by the Department of Health and Therapeutic Goods Administration (TGA). You will be required to provide evidence of your COVID-19 vaccination status if successful;
- If the position involves working with children and/or vulnerable people, the appropriate check for this will also be required to be undertaken;
- Apply for an NDIS Worker Screening Check clearance prior to commencement of employment and maintain a NDIS Worker Screening check clearance; change to - Be willing, if needed, to apply for and maintain a NDIS Worker Screening Check clearance;
- Complete an NDIS Commission external influences and associations declaration form

Notes

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shaynie Paton, 03 9473 5285
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724896

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Campaigns and Projects

Job Title	Campaigns Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Melbourne VIC, Hobart TAS, Darwin NT, Perth WA, Brisbane QLD, Adelaide SA, Parramatta NSW, Canberra ACT
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	091_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

About the Regulatory Campaigns & Projects Team

The Regulatory Campaigns and Project Team is responsible for developing a Campaigns Program of Work to support the Commission's regulatory priorities. The Team will develop and implement multiple campaigns at any one time. They will use data and evidence to assess risks and opportunities and work collaboratively across the Commission. The Team will establish sound methodology to assess the timeliness, quality and impact/outcomes of the campaigns.

Duties

Key Duties

As a Campaigns Officer, in Regulatory Campaigns and Projects you will contribute to the development of proactive regulatory campaigns. These campaigns will be comprehensive and draw on contemporary, effective regulatory data and information. Appropriate evaluation methodology will be used to evaluate the effectiveness of the campaigns. The role includes provider related stakeholder relationship management, proactively building relationships and collecting local intelligence relevant for the Commission's regulatory activities. The Campaigns Officer will role model a One Commission culture supporting, cross functional collaboration and information sharing both within the branch and with other divisions.

Regular travel may be required to fulfil the duties of this role

The successful candidate will:

- Contribute to proactive regulatory activity to promote regulatory compliance in accordance with the NDIS Act, NDIS Rules and other relevant legislation.
- Collect, analyse and act upon local regulatory intelligence to contribute to insights, organisational knowledge and solving of systemic regulatory challenges to promote quality and safeguards for NDIS participants.
- Support the design and implementation of regulatory campaigns to inform, educate and influence NDIS providers, workers and participants.
- Build relationships through proactive internal and external engagement and education to support improving provider quality over time and access to and delivery of quality services and supports to NDIS participants.
- Prepare high quality written reports, briefs, correspondence to inform or respond to Commission or Government requests.

Eligibility

To be considered in this role, candidates will need to:

- Be an Australian Citizen;
- Have a favourable National Police Check;
- Have or be willing to obtain and maintain a Baseline Vetting security clearance. Should business need arise, be willing to obtain and maintain a Negative Vetting Level 1 or Negative Vetting Level 2 security clearance. See AGSVA website for more details: Security | Sectors | Defence;
- Be COVID-19 vaccinated as defined by the Department of Health and Therapeutic Goods Administration (TGA). You will be required to provide evidence of your COVID-19 vaccination status if successful;
- If the position involves working with children and/or vulnerable people, the appropriate check for this will also be required to be undertaken;
- Apply for an NDIS Worker Screening Check clearance prior to commencement of employment and maintain a NDIS Worker Screening check clearance; change to - Be willing, if needed, to apply for and maintain a NDIS Worker Screening Check clearance;
- Complete an NDIS Commission external influences and associations declaration form

Notes

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The

Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shaynie Paton, 03 9473 5285
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724907

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Campaigns and Projects

Job Title	Campaigns Administration Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Melbourne VIC, Hobart TAS, Canberra ACT, Brisbane QLD, Adelaide SA, Darwin NT, Penrith NSW, Perth WA
Salary	\$74,357 - \$79,924
Classification	APS Level 4
Position Number	092_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

about The Regulatory Campaigns & Projects Team

The Regulatory Campaigns and Project Team is responsible for developing a Campaigns Program of Work to support the Commission's regulatory priorities. The Team will develop and implement multiple campaigns at any one time. They will use data and evidence to assess risks and opportunities and work collaboratively across the Commission. The Team will establish sound methodology to assess the timeliness, quality and impact/outcomes of the campaigns.

Duties

Key duties

As a Campaigns Administration Officer, in Regulatory Campaigns and Projects you will contribute to the development of proactive regulatory campaigns. These campaigns will be comprehensive and draw on contemporary, effective regulatory data and information. Appropriate evaluation methodology will be used to evaluate the effectiveness of the campaigns. The role includes provider related stakeholder relationship management, proactively building relationships and collecting local intelligence relevant for the Commission's regulatory activities.

Regular travel may be required to fulfil the duties of this role

The successful candidate will:

- Utilise planning methodologies to support the Assistant Director Campaigns with reporting against various campaign initiatives.
- Ensure outcomes are achieved and translated into practice, including regular reporting and data collection.
- Coordinate resource development across the Regulatory Operations Divisions activities.
- Assist the team to conduct research and analysis to support campaign initiatives
- Support the Campaign team with preparation of high quality reports, briefing papers and executive correspondence for presentation to senior staff.
- Coordinate planning implementation and review phases for each campaign.
- Work with functional teams to prepare for various campaigns and promote cross function collaboration and operational planning.
- Be responsible for coordinating, creating and submitting communication material in support of project deliverables.
- Mailbox management and coordination.

Eligibility

To be considered in this role, candidates will need to:

- Be an Australian Citizen;
- Have a favourable National Police Check;
- Have or be willing to obtain and maintain a Baseline Vetting security clearance. Should business need arise, be willing to obtain and maintain a Negative Vetting Level 1 or Negative Vetting Level 2 security clearance. See AGSVA website for more details: Security | Sectors | Defence;
- Be COVID-19 vaccinated as defined by the Department of Health and Therapeutic Goods Administration (TGA). You will be required to provide evidence of your COVID-19 vaccination status if successful;
- If the position involves working with children and/or vulnerable people, the appropriate check for this will also be required to be undertaken;
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- Complete an NDIS Commission external influences and associations declaration form

Notes

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To Apply

Position Contact	Shaynie Paton, 03 9473 5285
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724960

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Operational Policy, Practice and
Provider Relations

Job Title	Operational Policy, Practice & Provider Relations Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Perth WA, Penrith NSW, Parramatta NSW, Melbourne VIC, Hobart TAS, Darwin NT, Canberra ACT
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	104_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Operational Policy, Practice & Provider Relations team forms an integral part of the Regulatory Operations Division. The Team develops, maintains and implements operational policies, practice and guidance, regulatory officer capability activities, and COS Enhancements and Provider Relations. These are proactive measures and activities informed by the Regulatory Approach and Operating Model to uphold the rights of NDIS participants, ensuring high quality and safe services and supports while enabling consumer independence and choice.

The team works closely with the Quality Assurance function in the Deputy Commissioner's Office to ensure high quality implementation of regulatory practice. This team will also be responsible for conducting a review of all policies, procedures and work instructions to develop a plan for harmonisation, simplification and optimisation of guidance material to support decision making across the Commission.

The Team will support, lead and coordinate a range of activities including the:

- development of operational policies for all Regulatory Operations functions
- implementation of Regulatory Policies across the Commission
- induction and on boarding of new starters
- drafting of correspondence, briefs and reports, responses to Questions on Notice and Estimate Briefings
- consistency in regulatory practice through the maintenance, support and/or delivery of learning and development programs
- leading, managing and delivery of Strategic Projects
- management of key interdepartmental relationships related to regulatory operations.

The Team coordinates across other Divisions to ensure that policies and processes prepared for the Regulatory Operations Division are consistent across the Commission and aligns with the Regulatory Approach and Operating Model.

Duties

The Senior Policy Officer will role model a One Commission culture supporting, cross functional collaboration and information sharing both within the branch and with other divisions.

The successful candidate will undertake the following key duties:

- Supervise and coach staff, supporting skill and knowledge development through the promotion of learning and development opportunities provided by the Commission and the application of public sector values and principles.
- Support the coordination and drafting of complex correspondence, briefs, reports and communications material to a high standard and within agreed timeframes.
- Perform research work and analysis, providing evidenced-based advice to senior staff in support of the development and implementation of high quality operational policies and procedures for internal and external publication
- Contribute to the continuous improvement of the Operational Policy, Practice and Provider Relations team upholding a culture guided by the Commission's cultural principles.
- Have an understanding of vicarious trauma and an ability to support staff which may arise when staff are performing day to day activities

Eligibility

Notes

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

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

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To Apply

Position Contact	Angela Ridgway, 02 9942 5827
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724963

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 23 June 2023

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review Programs and Evaluation

Job Title	Programs and Evaluation Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Penrith NSW, Perth WA, Darwin NT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Canberra ACT
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	101_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

About the Programs and Evaluation team

The Programs and Evaluation team serves key functions for the NDIS Commission, including leading engagement across functional areas of the NDIS Commission to design, develop, implement and monitor strategic evidence-based programs such as the Support for NDIS Providers grants program, and other key initiatives aligned with the NDIS Commission's strategic and corporate goals. The team also undertakes program / policy evaluations, overseeing the collection, management and analysis of various types of data, ensuring legislative compliance, and providing technical assistance to program stakeholders in understanding their data and measuring the regulatory impact of their programs and initiatives.

About the role

Guided by the Assistant Director, the Programs and Evaluation Officer will participate in the development, coordination and delivery of policy projects and program activities for the NDIS Commission.

The Programs and Evaluation Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Support with the preparation of briefing papers and Ministerial correspondence for presentation to senior staff and the Executive.
- Support administration of Commonwealth grant activities, including drafting of grant opportunity guidelines, advising and assisting in assessment, negotiating and settling deeds of grant, and a variety of other administrative activities.
- Support the development, implementation and evaluation of other key initiatives, in line with strategic/corporate objectives as required.
- Make decisions with some autonomy that relate to role.
- Perform research and analysis activities including contribution to the preparation of high-quality reports on program activities and project milestones.
- Confidently liaise and develop productive working relationships with other work streams, external agencies and stakeholders on policy, projects or operational issues.

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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- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
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- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
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To Apply

Position Contact	John Donnon, 03 9473 5251
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724964

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Indigenous & Remote Operations

Job Title	Indigenous & Remote Senior Cultural Broker
Job Type	Full-Time, Ongoing
Location	Perth WA, Darwin NT, Brisbane QLD
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	105_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Indigenous & Remote Operations team forms an integral part of the Regulatory Operations Division. The Team will support, lead and coordinate a range of activities including:

- Build and maintain strong relationships to use proactive regulatory levers to support the delivery of culturally appropriate services to Aboriginal and Torres Strait Islander communities.
- Guide and lead staff to work in ways which are ethically, culturally, and respectfully appropriate
- Work collaboratively across the Commission to establish a program of work complimentary to work in other divisions that are focussed on quality and safeguarding in Indigenous and remote communities.
- Support the implementation of Regulatory Policies and procedures

This dedicated team will focus on provider and worker monitoring and compliance in the top end of WA, NT, QLD and the APY lands, working closely with indigenous communities, other government agencies and regulators to ensure quality and safeguarding outcomes for participants. This team will deal with critical or imminent risk to participants, workers or the system. They will draw on support from other teams to secure outcomes in a timely manner. They will use relevant tools and

levers rapidly and in a coordinated way to ensure that participants' rights are protected and risks, issues and harms are addressed as quickly as possible.

The team will also be responsible for developing a proactive compliance strategy for the top end of WA, NT, QLD and the APY lands.

Duties

The successful candidate will undertake the following key duties:

- Develop and implement an Indigenous Compliance Strategy and a Remote area Compliance Strategy
- Coordinate and contribute to high quality end-to-end compliance monitoring and investigations work into disability service providers and workers and their response to issues of safety, well-being and quality of support services for people with a disability and recommend appropriate action.
- Manage and guide compliance operations in indigenous communities
- Collaborate and manage the development and dissemination of policies, guidelines, resources, and procedures for the conduct of the team's activities and continuous improvement undertakings
- Support compliance promotion and education campaigns to inform and educate NDIS providers, participants and the public about the NDIS Commissioner's functions and the requirements of relevant legislation and rules

Eligibility Notes

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

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

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Valli Camara, 08 8928 6915
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724968

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 23 June 2023

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review Programs and Evaluation

Job Title	Senior Programs and Evaluation Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Penrith NSW, Perth WA, Parramatta NSW, Hobart TAS, Melbourne VIC, Darwin NT, Brisbane QLD
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	102_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

About the Programs and Evaluation team

The Programs and Evaluation team serves key functions for the NDIS Commission, including leading engagement across functional areas of the NDIS Commission to design, develop, implement and monitor strategic evidence-based programs such as the Support for NDIS Providers grants program, and other key initiatives aligned with the NDIS Commission's strategic and corporate goals. The team also undertakes program / policy evaluations, overseeing the collection, management and analysis of various types of data, ensuring legislative compliance, and providing technical assistance to program stakeholders in understanding their data and measuring the regulatory impact of their programs and initiatives.

About the role

Guided by the Assistant Director, the Senior Programs and Evaluation Officer will participate in the development, coordination and delivery of policy projects and program activities for the NDIS Commission.

The Senior Programs and Evaluation Officer will also:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Prepare briefing papers and Ministerial correspondence for presentation to senior staff and the Executive.
- Support administration of Commonwealth grant activities, including drafting of grant opportunity guidelines, advising and assisting in assessment, negotiating and settling deeds of grant, and a variety of other administrative activities.
- Develop and manage program and project plans, including evaluation reporting.
- Support the development, implementation and evaluation of other key initiatives, in line with strategic/corporate objectives as required.
- Perform independent research and analysis activities, including the preparation of quality reports on relevant program activities and project milestones.
- Work with independence, under limited guidance and make decisions with some autonomy that relate to role.
- Undertake research and analysis activities to make decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project/program or operational issues and report on findings when required.
- Confidently liaise and develop productive working relationships with other work streams, external agencies and stakeholders on policy, projects or operational issues.

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	Nicole Mahar, 0499 722 883
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724974

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review Various

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS, Penrith NSW, Parramatta NSW, Darwin NT
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	103_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

About the Regulatory Policy, Insights and Review Divisional teams

The Regulatory Policy, Insights and Review Divisional teams support the NDIS Commission in preparing strategic and regulatory policy advice, developing evidence-based policy and programs, administering the NDIS Support for Providers Grants program, and delivering the NDIS Workforce Capability Framework. The teams provide advice and guidance on policy matters across the NDIS Commission, and work collaboratively with internal and external stakeholders to ensure advice is accurate and considers relevant issues.

This includes identifying situations where changes to policy will better support the legislative intent of the NDIS Commission's regulatory scheme, consistent with the principles of the NDIS Quality and Safeguards Framework.

About the role

Guided by the Assistant Director, the Senior Policy Officer will take a lead role on individual policy projects as they arise such as

the formulation and evaluation of best practice policies, procedures, programs and activities for the NDIS Commission.

The Senior Policy Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Critically analyse information, make sound judgements and problem solve.
- Build and sustain positive working relationships with team members other work areas and external stakeholders.
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and the Executive.
- Take personal responsibility for meeting objectives and commit energy and drive to see that goals are achieved.
- Sensitively respond to and manage complex or difficult issues relating to external stakeholders with the intent of achieving a positive outcome.
- Make decisions using good judgement, expertise and knowledge, under limited guidance.
- Represent the work area at internal and external meetings.
- Respond in a positive and flexible manner to change and uncertainty and help others to adapt.
- Persuasively communicate with influence and negotiate with a large and diverse range of internal and external stakeholders, including other work areas, Commonwealth, state and territory agencies.

Eligibility Notes

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To Apply

Position Contact	Samantha Jenkinson, 08 9318 9611
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0724980

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Operational Policy, Practice and
Provider Relations

Job Title	Senior Operational Policy, Practice & Provider Relations Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Hobart TAS, Adelaide SA, Canberra ACT, Darwin NT, Perth WA, Penrith NSW, Parramatta NSW, Melbourne VIC
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	106_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Operational Policy, Practice & Provider Relations Team

The Operational Policy, Practice & Provider Relations team forms an integral part of the Regulatory Operations Division. The Team develops, maintains and implements operational policies, practice and guidance, regulatory officer capability activities, and COS Enhancements and Provider Relations. These are proactive measures and activities informed by the Regulatory Approach and Operating Model to uphold the rights of NDIS participants, ensuring high quality and safe services and supports while enabling consumer independence and choice.

The team works closely with the Quality Assurance function in the Deputy Commissioner's Office to ensure high quality implementation of regulatory practice. This team will also be responsible for conducting a review of all policies, procedures and work instructions to develop a plan for harmonisation, simplification and optimisation of guidance material to support decision making across the Commission.

The Team will support, lead and coordinate a range of activities including the:

- development of operational policies for all Regulatory Operations functions
- implementation of Regulatory Policies across the Commission
- induction and on boarding of new starters
- drafting of correspondence, briefs and reports, responses to Questions on Notice and Estimate Briefings

- consistency in regulatory practice through the maintenance, support and/or delivery of learning and development programs
- leading, managing and delivery of Strategic Projects
- management of key interdepartmental relationships related to regulatory operations.

The Team coordinates across other Divisions to ensure that policies and processes prepared for the Regulatory Operations Division are consistent across the Commission and aligns with the Regulatory Approach and Operating Model.

Duties

The Senior Policy Officer will role model a One Commission culture supporting, cross functional collaboration and information sharing both within the branch and with other divisions.

The successful candidate will undertake the following key duties:

- Proactively lead, manage and supervise staff, supporting skill and knowledge development through the promotion of learning and development opportunities provided by the Commission and the application of public sector values and principles
- Undertake research work and analysis, providing evidenced-based advice to senior staff and the Executive in support of the development and implementation of high quality operational policies and procedures for internal and external publication
- Engage and liaise with internal and external stakeholders on policy, project and operational issues, developing and maintaining excellent collaborative working relationships, and promoting the Commission's strategic direction and priorities
- Drive and promote national consistency in regulatory practice for Regulatory Operations through induction activities and the ongoing learning and development of operational staff.
- Contribute to the development, delivery and continuous improvement of the Operational Policy, Practice and Provider Relations team upholding a culture guided by the Commission's cultural principles as well as supporting an environment where learning, development, consultation and information sharing is encouraged.

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	Angela Ridgway, 02 9942 5827
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0725003

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 June 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Branch Campaigns & Projects

Job Title	Senior Project Management Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Penrith NSW, Parramatta NSW, Melbourne VIC
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	107_06/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Regulatory Campaigns and Project Team is responsible for developing a Campaigns Program of Work to support the Commission's regulatory priorities. The Team will develop and implement multiple campaigns at any one time. They will use data and evidence to assess risks and opportunities and work collaboratively across the Commission. The Team will establish sound methodology to assess the timeliness, quality and impact/outcomes of the campaigns.

Campaigns are a key regulatory intervention under the Commission's Regulatory Approach. This team is responsible for influencing proactive compliance among providers. It will do this by building strong relationships with co-regulators, acquiring local intelligence and developing targeted regulatory campaigns underpinned by data and evidence to support proactive interventions of new, existing and emerging risks. These roles will be responsible for engagement with state and territory based provider industry groups, government bodies and agencies.

The team will provide support for a range of projects to support Commission initiatives that require Regulatory Operations information, support or expertise.

Duties

The successful candidate will be reporting to the Assistant Director, Project Management. In this role you will:

- Utilising planning methodologies, support the Assistant Director, Project Management and the Project Team with implementation including regular reporting and data collection.
- Oversight and project manage resource development as well as leading project initiatives, including planning implementation and review phases.
- Support the preparation of high quality project reports, briefing papers, executive correspondence and strategic papers for presentation to senior staff.
- Work with functional teams to prepare for various projects, regulatory operations or compliance strategies as well as promoting cross function collaboration and operational planning.
- Provide meeting organisation and management support to the Assistant Director, Project Management, including in respect of providing secretariat functions

Eligibility Notes

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To Apply

Position Contact	Shaynie Paton, 03 9473 5285
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Employment and Workplace Relations

Vacancy VN-0724841

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 02 July 2023

Workforce Australia Provider Support Division
State Office, Northern Territory Executive

Job Title	State Manager, Northern Territory
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$136,498 - \$163,848
Classification	Executive Level 2
Position Number	23/1331
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

We are seeking an established and inspiring senior leader from the public, private and/or community sectors to join the Department of Employment and Workplace Relations (the department) as State Manager, Northern Territory (EL2).

The Northern Territory State Office, which is part of the Workforce Australia Provider Support Division, is responsible for:

- Program and contract management of contracted employment and skills services providers.
- Regional and place-based strategies, programs and initiatives that respond to local labour market needs.
- Industry and employer focused initiatives that respond to workforce shortages and seasonal labour needs.

The State Office is involved in delivery of the government's employment and skills initiatives, with

a focus on appropriate place-based responses. The role involves developing and implementing labour market strategies, monitoring and managing contract performance, representing and engaging with external stakeholders including employers, state government agencies, local councils, nongovernment organisations and contracted employment providers, to collaboratively advance the department's business activities. The State Manager also contributes to policy development, intelligence gathering and program design.

As State Manager, you will be part of the division's leadership team and will contribute to corporate management, planning and reporting, and interdepartmental liaison and negotiations. You will be responsible for undertaking high level direction of labour market strategies and program delivery performance, and high-level representation with external stakeholders including employers, State and other government agencies, local councils, nongovernment organisations and contracted providers, to collaboratively advance the department's business interests.

As the key department representative in the Northern Territory, the State Manager sets the culture and provides leadership for the department within that state. **Duties**

The State Manager responsibilities include:

- Leading and managing the functions of the NT State Office in achieving its business objectives, including through budget management, staff supervision, performance management, development and recruitment as required.
- High level representation with external stakeholders, including other government agencies, non-government organisations and contracted providers to collaboratively advance the department's business.
- Delivery and oversight of employment and skills programs, initiatives, and immediate priorities.
- Building and sustaining relationships with a network of key people internally and externally, actively recognising shared agendas to work towards mutually beneficial outcomes and drive continuous improvement.
- Actively fostering collaborative behaviour and connectedness between programs and agencies, including through brokerage of solutions that service the needs of employers and the local labour market.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations

in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Edwina Spanos, (07) 3223 1623
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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