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PS24 Weekly Gazette Thursday (Vacancy Notices) - 19 June 2025.pdf

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APSJobs - Weekly Vacancy Notices

The Gazette contains notifications of vacancies 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

The date of publication of this Gazette is PS24 Weekly Gazette Thursday (Vacancy Notices) - 19 June 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0759569

Australian Children's Education and Care Quality Authority

Closing Date:Monday 23 June 2025

Leadership, Quality and Regulatory Support
Quality and Regulatory Support Regulatory Authority Support

Job Title	Senior Officer Regulatory Authority Support
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$96,766 - $117,912
Future Merit Locations	Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Work fully remote or from our Sydney office
Classification	
Position Number	464
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=464

About ACECQA

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the Education and Care Services National Law across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.
ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child

Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Senior Officer Regulatory Authority Support provides professional advice and technical expertise to enable quality programs, practices and policies in education and care services and support the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is fixed term (until 30 January 2026) and full-time at ACECQA Band 5 ($96,766 - $117,912).
Duties

About You

To be successful in this role you will need:
Essential

- Demonstrated capabilities and experience in children's education and care service delivery, vocational education, management of regulatory/quality assurance functions, delivery of professional development programs and/or public sector management.
- Demonstrated experience in contributing to and progressing projects, including the ability to scope, plan, implement and report on projects.
- Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports.
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audience and genres (including presentations, articles and resources) backed by high level written communication skills.
- Demonstrated ability to negotiate confidently with internal and external stakeholders.

Desirable

- Experience as an authorised officer in a state or territory regulatory authority that administers the NQF.
- Experience in delivering training in adult learning environments.
- Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.
- Tertiary qualifications in a relevant discipline.

Eligibility

How to apply

The closing date for applications is **22 June 2025** at 11.59pm.
Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.
To apply, please log into the ACECQA Recruitment Candidate Portal, navigate to Senior Officer, Regulatory and Authority Support vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a written response to the targeted questions below of no more than 2 pages.
- Provide the details of at least two referees that cover the last 3 years of employment.

Targeted Questions

1. Please detail your working knowledge and experience of the National Quality Framework and in particular the Assessment and Rating process.

2. Please describe the strategies and methods you have used to ensure that resource content is tailored for and meets the needs of a specific audience.

All complete applications will be acknowledged. **Notes**

More information
If you have any questions about the role specifically, please contact Katie Taylor at katie.taylor@acecqa.gov.au
If you have any questions about the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0759478

Australian Competition and Consumer Commission

Closing Date:Sunday 29 June 2025

Corporate
Strategic Communications

Job Title	Assistant Director, Strategic Communications
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$123,702 - $136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office 2 days per week.
Classification	Executive Level 1
Position Number	EA2025/92
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a team of communications professionals to deliver strategic, integrated communications solutions for the ACCC to Australian consumers?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as the Assistant Director, Strategic Communications

As an Assistant Director, Strategic Communications you'll be responsible for the day-to-day management of a strategic communications or campaign team. You'll work with a talented group of communications professionals who collaborate with business and project areas to deliver outcomes-focused external communication strategies and campaigns using paid, owned, and earned channels. You'll be hands-on and independently lead portfolios of work which may include managing procurement processes, contracts and suppliers providing the ACCC with specialist communications services.

Key tasks:

- Leading a team of up to 5 direct reports, making decisions about priorities and work allocation and providing project direction and advice to team members.
- Developing evidence-based communication strategies and campaigns to create awareness, build trust, and motivate behaviour.
- Collaborating with business and project areas to understand their communication needs and develop and implement effective communication solutions.
- Creating clear and high-quality content for different audiences and channels.

About you

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

- Tertiary qualifications in communications, marketing, public relations or a related field or more than 5 years relevant experience.
- Demonstrated experience leading, developing and managing people and teams to deliver effective projects on time, on budget and to a high standard.
- Demonstrated experience developing and implementing public sector communication strategies for different audiences using paid, owned and earned channels.
- Ability to obtain and maintain a Baseline level security clearance, if not already completed.

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

Eligibility
Notes

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Erin Glen, erin.glen@accc.gov.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759484

Australian Competition and Consumer Commission

Closing Date:Sunday 29 June 2025

Consumer and Fair Trading

Job Title	Senior Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work from the office 2 days per week
Classification	APS Level 6
Position Number	EA2025/94
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to investigations, and compliance and enforcement activities with a focus on the supermarket and retail sectors?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as a Senior Investigator

Senior Investigators in the Consumer and Fair Trading Division, you will contribute to the compliance and enforcement work of the ACCC, ensuring we maintain our reputation as an outstanding consumer and business protection regulator. Our teams work closely with senior leaders and decision makers, using our expertise to deliver outcomes and promote behavioural change.

As a Senior Investigator, you will:

- apply technical and specialist skills to complex problems
- research and investigate potential breaches of the law, regulations and codes
- work with internal and external stakeholders to implement the ACCC's compliance and enforcement priorities
- contribute to improving outcomes for Australian consumers and small businesses.

About you

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

- A demonstrated ability to think strategically and research, investigate and analyse complex issues to develop solutions and make recommendations in line with strategic objectives
- An in-depth understanding of, or the ability to quickly acquire an in-depth understanding of, the *Competition and Consumer Act 2010*, other relevant legislation and the role, purpose and objectives of the ACCC; and consumer, regulatory, competition and/or economic efficiency issues
- A demonstrated ability to effectively engage and work collaboratively with other people, including the ability to influence/persuade/inform/lead people
- Tertiary qualifications in law, economics, or related fields and/or experience undertaking/leading complex investigations is desirable but not essential

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

Eligibility
Notes

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Michael Gee, 07 3811 9219
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759503

Australian Competition and Consumer Commission

Closing Date:Sunday 29 June 2025

Consumer and Fair Trading

Job Title	Senior Project and Strategy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Melbourne VIC
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work from the office 2 days per week.
Classification	APS Level 6
Position Number	EA2025/95
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a key role in ACCC's responsiveness to issues of importance for Australian consumers and small businesses?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as a Senior Project and Strategy Officer

As a member of our technical and specialist teams in the Consumer and Compliance Strategies and Small Business and Agriculture Branches, you will play a key role in building the ACCC's responsiveness to issues of importance to Australian consumers and small businesses. You will contribute to the development and implementation of compliance, education, engagement and communication strategies to address consumer and small business protection issues. You will collaborate with others across the agency, working towards achieving ACCC strategic objectives and provide strategic input on work to address emerging issues and industry practices.

About you

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

- An in-depth understanding of, or the ability to quickly acquire an in-depth understanding of, the *Competition and Consumer Act 2010*, other relevant legislation and the role, purpose and objectives of the ACCC; and consumer protection, business protection, regulatory, competition and/or economic issues
- A demonstrated ability to think strategically and research, investigate and analyse complex issues to develop solutions and make recommendations in line with strategic objectives
- A demonstrated ability to effectively engage and work collaboratively with other people and stakeholders to identify issues and deliver outcomes
- Tertiary qualifications in law, economics, or related fields and/or experience undertaking/leading complex investigations is desirable but not essential.

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

Eligibility
Notes

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Nick Heys, 02 6243 1059
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759546

Australian Competition and Consumer Commission

Closing Date:Sunday 29 June 2025

AER - Network Regulation
Reset Coordination & Strategy

Job Title	Executive Director, Reset Coordination
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$143,411 - $168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	ACCC/AER employees must work a minimum of 2 days onsite in the office
Classification	Executive Level 2
Position Number	EA2025/96
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a high performing team shaping the future or energy regulation by diriving improvement and building strong connections with stakeholders?**

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

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

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

The successful candidate will be appointed as an EL2 and may attract an additional allowance via an IFA depending on the skills and experience of the candidate. Please note that all IFAs are reviewed annually in accordance with the IFA policy and are not ongoing.

Duties

- Oversee the Consumer Challenge Panel input into AER work, the budget assigned and the ongoing relationship management of this group.
- Oversee the ongoing development of how the AER delivers its resets and takes into account customer engagement, including working closely with the Consumer Challenge Panel.
- Support the team's ongoing capability to undertake resets in line with the Better Resets Handbook including through skills development and succession planning.
- Make effective judgements under pressure to decide the right course of action in challenging and complex scenarios where information is not always complete.
- Represent the AER to advance AER interests internally and externally; cultivate and maintain relationships with industry, market bodies, other regulators, Governments (Commonwealth and State), and consumer groups.

Eligibility
Notes

About you

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

- demonstrated leadership, providing direction, identifying development needs and opportunities, coaching staff including experience in delivering regular and appropriate feedback to build strong, high performing teams
- demonstrated understanding of the Australian electricity and gas markets; the role, purpose and objectives of the AER and the complex political and stakeholder environment within which the AER operates
- excellent oral and written communication skills and proven ability to convey complex information to a range of audiences, including experience negotiating and influencing internal and external stakeholders to achieve outcomes
- relevant tertiary qualifications in law, economics, public policy or related fields.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kris Funston, 0414 212 162
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759550

Australian Competition and Consumer Commission

Closing Date:Sunday 29 June 2025

National Anti-Scam Centre

Job Title	Secretariat Officer & Division Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW, Townsville QLD
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from home available up to 3 days per week
Classification	APS Level 6
Position Number	EA2025/93
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead secretariat support and implement processes for secretariat and governance arrangements for the National Anti-Scam Centre's internal and external forums?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as the Secretariat Officer & Division Coordinator

- Leading secretariat support for the NASC's external and internal governance bodies, including maintaining effective working relationships with relevant stakeholders
- Developing, maintaining and implementing processes and procedures to support the Governance, Strategy & Program Management team to deliver effective and efficient secretariat process and governance arrangements for NASC internal and external liaison
- Coordinating and scheduling meetings, rooms, attendees and equipment, drafting and finalising agendas and minutes, and monitoring and updating action item registers
- Building and maintaining effective working relationships with relevant stakeholders, and maintaining a high level of professionalism, confidentiality and discretion.

The current vacancy is non-ongoing to 30 June 2026. Depending on business needs, this may be extended, or the role may become ongoing.

About you

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

- sound judgement, analytical, and problem-solving skills, with the ability to interpret and apply policies and procedures
- ability to engage and work collaboratively, supervise/lead staff and processes, and develop capability within the team
- ability to confidently communicate verbally and in writing, in a clear, concise and articulate manner, focusing on key points
- ability to work flexibly to plan, organise and prioritise a demanding workload and ensure the efficient and effective allocation of resources.

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Claire Bunch, 02 9102 4064
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759401

Australian Electoral Commission

Closing Date:Sunday 06 July 2025

Deputy Electoral Commissioner
Deputy Electoral Commissioner Parliamentary, Governance and Assurance

Job Title	Governance Officer, Parliamentary, Governance and Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$85,456 - $93,663
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2025-100 15399
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912647615078898~1/edit

The Parliamentary, Governance and Assurance section sits within the Deputy Electoral Commissioner's Office. The section brings together three critical functions that ensures effective service delivery to portfolio ministers and Parliament, strong governance with integrity, and confidence in achieving business objectives. The section's role is pivotal in maintaining the integrity of operations across the agency and dedicated to providing high-quality support to both internal and external stakeholders to achieve this.

Duties

As a Governance Officer, you will be providing critical secretariat support and services to a range of key committees within the AEC's governance framework. Utilising your expertise in administrative and operational support, you will provide a critical coordination function that enables governance committees to make decisions in the pursuit of achieving agency outcomes.

You will have an opportunity to develop and maintain key internal and external stakeholder relationships, especially when coordinating key pieces of work across the agency and through the provision of advice on best practice governance operations.

In this role, you will contribute to effective governance through maintaining committee forward workplans, preparation of meeting agendas, drafting meeting minutes, administration of action and decision registers and contributing to correspondences, papers, briefings and reports.

If you enjoy building relationships and working as part of a high performing team that is focused on providing and maintaining quality outputs and technical proficiency in governance arrangements, you will thrive on the opportunity to provide advice and contribute to outcomes. You will be responsible for contributing to the ongoing success of the team by conducting reviews, identify issues and offering innovative solutions where opportunities for improvement are identified.

To excel you'll have:

- Demonstrate excellent organisational skills and the ability to undertake tasks methodically and to a high level of accuracy.
- Possess excellent analytical skills when dealing with moderately complex information and the ability to provide timely and accurate advice or support based on the findings.
- Ability to communicate and collaborate effectively within a team, and to build and maintain key relationships with key stakeholders at all seniority levels.
- Demonstrate strong written and verbal communication skills, especially a high attention of detail when disseminating critical information.
- Demonstrate personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Knowledge of, or the ability to quickly gain knowledge of the Public Governance, Performance and Accountability Act 2013 and related frameworks.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of

electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Jo Taylor, jo.taylor@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291264761507

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Vacancy VN-0759573

Australian Electoral Commission

Closing Date:Saturday 05 July 2025

Deputy Electoral Commission
Communication, Education and Engagement Branch Electoral Education

Job Title	Senior Education Officer, Electoral Education
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$94,603 - $106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-104 16931
Agency Website	https://www.aec.gov.au/

Job Description

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

The Electoral Education section sits within the Communication Education and Engagement Branch at the AEC. The branch is a team of energetic, passionate and skilled practitioners, responsible for ensuring all people are informed about the process of voting in federal elections and referendums and encouraging voters to participate. This includes consideration of people who experience barriers and may need additional support equitably participate. This is achieved through the collective work or our section, covering electoral education, strategic communication, campaigns, community engagement, Indigenous electoral participation, and design.

The Electoral Education team are education experts who deliver innovative, high-quality programs that are inclusive, accessible and engaging. The section is responsible for the AEC's school and community education program including the highly regarded National Electoral Education Centre (NEEC) at Old Parliament House in Canberra; a digital 3D electoral education game, DemocraCity available to schools via an app as well as at the NEEC; online resources; and a teacher professional learning program.

The community program includes the Writs to Referendum exhibition at Old Parliament House; and a well-established community education program with a particular focus on communities that may face barriers to electoral participation.

Duties

Are you passionate about education, technology, and empowering students to engage with democracy? We're seeking a Senior Education Officer to support schools in accessing and utilising the DemocraCity 3D game and related educational resources.

This is an exciting opportunity for the Senior Education Officer to shape the way students learn about democracy using immersive technology. You will be instrumental in connecting with schools and supporting them in their engagement with DemocraCity.

Key position responsibilities

- Engage schools to encourage the uptake of the DemocraCity 3D game and other education resources.
- Provide 'customer service' and support to schools, including basic technical support.
- Provide basic technical support for the DemocraCity game that is installed and used at the National Election Education Centre (NEEC).
- Liaise with schools to assist them in installing and maintaining the DemocraCity 3D game and delivering education sessions in their classroom.
- Coordinate with AEC business areas and service providers to resolve issues with digital education resources, escalating issues appropriately, and manage implementation of basic technical solutions.
- Develop resources including teacher resources, installation guides and FAQs to support the rollout of DemocraCity and other educational products.
- Manage responses to requests for assistance from users of the DemoCracity 3D game and other digital education resources through the use of standard operating procedures and manage ongoing updates and maintenance of those procedures.
- Contribute to the continual development, implementation and evaluation of AEC education programs ensuring inclusive and modern educational techniques are utilised.
- Deliver face-to-face and digital education programs about Australia's federal electoral system, tailoring presentations to the audience as appropriate.

Key position requirements

- Communicate and make decisions using good judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.
- Provide analysis on complex issues and contribute to the management, preparation and coordination of policy formulation and/or project management.
- Compile and evaluate program data to make recommendations regarding policy, procedures, business improvements, project management and program development.
- Develop and maintain key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations.
- Perform additional duties or assume responsibility of functions as directed by Management.

To excel you'll have:

- Qualifications, and/or experience, in education and training, or community and adult education with IT experience.

- Excellent communication and interpersonal skills with demonstrated ability to communicate effectively and strategically with diverse stakeholder groups to build support to achieve outcomes.
- Well developed organisational and time management skills with the ability to proactively manage responsibilities and priorities.
- Sound written and verbal communication skills, and the ability to effectively communicate.
- A demonstrated ability to work in a fast-paced environment, managing competing priorities with flexibility in the face of changing priorities and deadlines.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Desirable

- Tertiary qualifications in education, training or related field.
- Experience with the implementation of contemporary digital resources within the education context.
- Knowledge of, or ability to quickly gain knowledge of:
- The Australian Curriculum
- Australian Electoral law and practice
- Commonwealth frameworks, including Resource Management Framework and Procurement Framework.

Eligibility

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

Notes

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To Apply

Position Contact	Melissa Clifton, (02) 5137 2758
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0759658

Australian Electoral Commission

Closing Date:Thursday 03 July 2025

Enabling and Regulation
Legal Services Branch Legal Services branch

Job Title	Executive Assistant, Legal Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$76,626 - $83,970
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2025-106 10171
Agency Website	https://www.aec.gov.au/

Job Description

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

The Chief Legal Officer in the Legal Services Branch is seeking a suitable person to join a group of a highly committed professionals in a Branch that provides the AEC with legal advice and assurance on its compliance with electoral and other laws and manages the AEC's property portfolio around Australia.

You will work closely with the Chief Legal Officer and Directors in the Branch in a collaborative, fast-paced environment.

Duties

We are looking for a highly motivated and enthusiastic Executive Assistant to provide the following high-level administrative support to the Chief Legal Officer and staff in the Legal Services Branch.

In this role, you will be the first point of contact for the Chief Legal Officer, ensuring clear, timely and effective communication and co-ordination, whilst coordinating administrative activities with executive assistants elsewhere in the AEC.

You will assist, book and manage travel arrangements for staff, supporting with communication, education and engagement projects. You will be required to manage the management system (LEX), including the installation of updates and ensuring ongoing access to LEX of all staff in the Branch.

You will coordinate the branch's internal and external reporting, ensure draft reports are with Chief Legal Officer with time to review prior to submission. You will be responsible for record keeping, filing relevant documents in objective, keeping record of Chief Legal Officer matters in LEX, whilst providing secretariat support, which will include minute taking and scribing and track / manage the completion of actions arising.

This role requires you to monitor and report on the Legal Services Branch budgets and expenditure, whilst performing procurement and contract management in the TechOne system. You will manage invoices, including monthly accruals and ensuring credit card usage / expenditure is processed.

You will also provide support the Chief Legal Officer and the Branch to meet all administrative requirements associated with key election deliverables, including the Branch Business plan, census actions and other internal or external actions that arise over the year.

To excel you'll have:

- Excellent organisational and communication skills to proactively manage daily workflow and competing requests, ensuring clear, timely and effective co-ordination.

- Sound judgement and show a high degree of initiative, integrity and discretion when dealing with confidential and sensitive business matters.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority both in writing and verbally.
- Demonstrated experience providing highly organised coordination, governance, and administrative support, including the ability to prioritise work under pressure while maintaining attention to detail and meeting deadlines.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Well-developed computer and telephone skills, including strong experience with the Microsoft Office suite.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Desirable

- Prior experience using whole-of-government online travel booking tools and financial management solutions.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Anastasia Paris-D'Arbela, (02) 5137 4292
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0759647

Australian Fisheries Management Authority

Closing Date:Wednesday 02 July 2025

Foreign Compliance Policy
Fisheries Operations Branch

Job Title	EL 1 Manager, Foreign Compliance Policy and Capacity Building
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$123,864 - $137,667
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from the office 3 days per week
Classification	Executive Level 1
Position Number	C00931
Agency Website	

Job Description

https://www.afma.gov.au/careers

Duties

NON-ONGOING VACANCY

EL 1 Manager, Foreign Compliance Policy and Capacity Building

Foreign Compliance Policy, Fisheries Operations Branch, Canberra

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want to develop and apply your skills in international relations and policy development while supporting global efforts to combat illegal, unreported, and unregulated (IUU) fishing? Then consider a career in an international team at the Australian Fisheries Management Authority (AFMA).

About the Team

AFMA is seeking an enthusiastic EL 1 Manager to join the Foreign Compliance Policy Section. Our team is responsible for developing measures to combat IUU fishing in both Australian and internationally managed waters through engagement in international fisheries forums, delivery of capacity development programs and contributing fisheries expertise in line with Australia's policies.

About the Role

The primary focus of the position is to support the Senior Manager by:

- leading a small team responsible for AFMA's delivery of fisheries MCS capacity building programs in Southeast Asia and the Pacific
- liaising with internal and external stakeholders to enhance AFMA's capacity building programs and build MCS capability
- overseeing monitoring, evaluation, research, learning and adaptation activities to inform effective program reporting and performance assessment
- maintaining awareness of developments in fisheries internationally to provide specialist advice to key stakeholders on best practice MCS measures and strategies to combat IUU fishing.

This is a non-ongoing position for 2 years with the possibility of extension.

Please refer to the position description for further information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- The successful applicant will hold, or have the ability to obtain, a Negative Vetting Level 1 security clearance; and
- be able to undertake international and interstate travel as required.

Notes

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website http://afmacareers.nga.net.au/cp/index.cfm for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.
- Please note, individual feedback is only provided to candidates who progress through the interview stage of the recruitment process.

About the Australian Fisheries Management Authority

To Apply

Position Contact	David Power, 02 6225 5330
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0759443

Australian Government Solicitor

Closing Date:Sunday 29 June 2025

Australian Government Solicitor
Dispute Resolution

Job Title	Team Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	TBA
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Team Manager (Executive Level 2)
- AGS Dispute Resolution
- Adelaide, Brisbane, Canberra, Melbourne, and Sydney
- Ongoing (permanent) and non-ongoing roles

Opportunities exist for Team Managers to join our Dispute Resolution (DR) practice. These are new roles, which will have management responsibilities for the day-to-day operation of a work area within the DR practice, comprising of approximately 80+ lawyers.

About us
Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 715 staff, including 500 lawyers, we work in more than 40 different areas of law related to government.

About the role
The DR practice group provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions, assists royal commissions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the Australian Government.

In this role you will:

- provide practice management support to a work area stream within the DR practice, to relevant senior leaders, including Team Leaders
- collaboratively develop and implement strategies and plans to support the effective operation of the work area
- work closely with senior leaders to effectively manage and ensure sufficient resources in the work area
- contribute to operations and provide guidance and support to members in the work area with regard to policies, systems and training
- contribute to frameworks, business plans, governance and compliance requirements
- support a range of business activities and reporting requirements
- work collaboratively with other DR Team Managers and National Managers across AGS.

For further information, please refer to the role description available on our recruitment portal.

About you
This role will suit candidates who have:

- recent or relevant experience managing a large professional services team or legal practice, or as a senior practitioner with significant understanding of or experience in the Commonwealth legal environment and demonstrated practice management skills
- the ability to exercise high levels of discretion, integrity and diplomacy
- the ability to initiate, build and maintain strong internal and external client relationships
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone’s contribution is valued, and success is rewarded. We offer our employees commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia’s most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our work can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply
To apply, please click the ‘Apply’ button. Applications close at 5:00pm (AEST) on Sunday, 29 June 2025.

Further enquiries

Further information can be obtained by contacting Jill Mackay, Human Resources Business Partner on 02 9581 7568. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0759568

Australian National Maritime Museum

Closing Date:Monday 23 June 2025

ADCO
Facilities

Job Title	Facilities Projects Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$94,563 - $105,910
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	A018
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

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

The Australian National Maritime Museum is seeking an experienced Facilities Projects Coordinator with strong communication and organisation skills to join our Facilities team in this full-time, ongoing APS Level 6 position.

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

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

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

Duties

The Facilities Projects Coordinator role is a highly autonomous all-round role, coordinating multiple projects simultaneously being responsible for planning, directing and coordinating the activities of all museum-designated projects to ensure that the Facilities objectives are achieved on schedule, within the approved budget, and to the required standard.

This role requires effective coordination among various stakeholders, including contractors, vendors, and internal teams, as well as the ability to navigate unexpected issues and changes while maintaining clear communication and alignment with the Museums goals.

The role will develop and implement an efficient and effective project and change management system for the museum that is adaptable to a range of complex projects in terms of type and scale.

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

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

- Undertake procurement of goods and services, process purchase orders, receipt goods and ensure prompt payment of vendors in compliance with museum policies, and other legislative requirements.
- Manage key supplier contracts by monitoring service level performance (considering staff feedback) and implementing performance improvement plans as needed.
- Development and implementation of project management policies and procedures in accordance with the commissioning and project delivery framework established by the Executive Group.
- Monitor government regulations related to museum-designated projects, ensuring compliance by clearly identifying requirements and implementing appropriate planning, specifications, and contractual documentation.
- Ability to review policies and procedures on an annual basis and revise as required to improve performance.
- Develop and implement site optimisation strategies and business transformation initiatives to ensure the museum effectively utilises the current site.
- Develop clear and straight forward plans that will meet project scheduling and budgets.

Selection Criteria

1. Knowledge and understanding in the use of Microsoft office & teams.
2. Knowledge and understanding in the use of project management programs and tools.
3. Proven ability to implement, maintain and apply cost control systems to improve the effectiveness of project management, cost control, and management reporting.
4. Proven record managing projects and business as usual budgets, supplier contracts and fostering successful working relationships with suppliers and service providers.
5. Effective leadership and management skills with a strong focus on the ability to manage and lead a team through cultural as well as professional challenges ensuring a positive and productive outcome is reached.
6. Expresses original thinking and creativity which meets challenges, generates suggestions for improving work, with innovative approaches and ideas.

Qualifications and/or relevant experience required
Desirable:

- Boat licence.
- Knowledge and/or appreciation of maritime history.
- Vehicle license.
- Preferred requirement Diploma of Project management.

Eligibility

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

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

Notes

Applications Close: 11:30pm AEST, Monday, 23 June 2025. No Applications will be accepted by mail or email.

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

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

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

About the Australian National Maritime Museum

To Apply

Position Contact	Arthur George, 02 8241 8372
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0759596

Australian National Maritime Museum

Closing Date:Monday 23 June 2025

Content and Storytelling
Members and Volunteers

Job Title	Volunteer Systems Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$84,228 - $91,809
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	A147
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

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

The Australian National Maritime Museum is seeking a highly experienced and motivated Volunteer Systems Administrator to join our Members and Volunteers team in this full-time, non-ongoing APS Level 5 position for 12 months.

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

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

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

Duties

The role will assist the Volunteer and Memberships team with streamlining the use of systems and build efficiencies into operational activities. Tasks will include the setting up and roll out a new volunteer management system, data management and importation of historical volunteer data and records, and creating reports, training and procedure manuals, as well as ongoing support of the system and teams. The role will also include setting up a community portal as a communication and repository tool for the volunteers.

The ideal candidate will be passionate about volunteering and skilled in administrative tasks, as well as have a strong understanding of how to manage volunteer data and systems.

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

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

- Assist in implementing, configuring, and managing the volunteer management system and community platform.
- Input and maintain volunteer data, including personal information, shift schedules, hours worked, and other relevant details.
- Ensure that all volunteers are assigned to roles that match their skills, interests, and availability.
- Assist in further enhancing volunteer management system functions such as rostering, events, hours tracking and training.
- Collaborate with the volunteer team drive efficiency in workflows and business processes.
- Collaborate closely with the Volunteer team to develop and maintain clear policies, procedures, and guidelines for volunteers, ensuring smooth operations.
- Provide ongoing support and troubleshooting for volunteers using the platforms, including the mobile application, to log hours, sign up for shifts, or report issues.
- Build dashboards and reports where required in the volunteer management system.
- Stay current with the latest trends, tools, and best practices in volunteer management.
- Use the volunteer management system to generate regular reports and analyse volunteer data for insights and improvements.
- Participate in project work, contributing to the planning, execution, and delivery in relation to the volunteer management system.
- Work collaboratively with the Technology team.

Selection Criteria

1. Demonstrated ability to work as part of a team with a customer service focus, prioritise tasks and proactively seek improvement.
2. Understanding of volunteering management systems.
3. Understanding volunteer operations such as onboarding, training, and scheduling.
4. Independent problem-solving skills with ability resolve problems in a timely and efficient manner.
5. Excellent communication and verbal skills to deal with project stakeholders.

Qualifications and/or relevant experience required
Mandatory

- Understanding of volunteering management systems.
- Understanding volunteer operations such as onboarding, training, and scheduling.
- Understanding of data management.

Desirable

- Rosterfy experience.

Eligibility

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

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

Notes

Applications Close: 11:30pm AEST, Monday, 23 June 2025. No Applications will be accepted by mail or email.

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

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

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

About the Australian National Maritime Museum

To Apply

Position Contact	Matt Lee, 02 9298 3697
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0759676

Australian Security Intelligence Organisation

Closing Date:Monday 07 July 2025

Job Title	AEE3 - Executive Director, Legal Services
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$215,202 - $215,202
Future Merit Locations	Melbourne, Canberra, Sydney, Brisbane, Adelaide
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	13020242025
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213009

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Are you interested in providing expert legal advice on cutting edge issues? Do you want to have a key role in building ASIO's in-house legal capability?

This is an exciting and rewarding opportunity for talented and committed senior lawyers to take on a unique leadership role within ASIO’s Legal Services Division.

Our Legal Services Division is a fast-paced practice with a supportive and collegiate culture.

Led by the General Counsel, ASIO's Legal Services Division is a professional in-house legal practice. It provides expertise across a full range of legal services to support ASIO's operational and corporate functions, and to manage its representation in courts and tribunals. The Division works with international and domestic partners including law enforcement, intelligence agencies and other Commonwealth and State departments and agencies.

We have two opportunities for outstanding legal practitioners to join ASIO’s Legal Services Division. We are looking for highly skilled and dedicated lawyers who are strong leaders, excellent problem solvers, collaborative colleagues and subject-matter experts in particular fields.

As an Executive Director in the Legal Services Division, you will be part of the Division’s senior leadership team. You will work closely with colleagues across ASIO and external partners and stakeholders, to inspire teams to deliver high quality legal services and champion the Organisation’s values.

You will provide leadership, coordination and oversight on complex areas of law in accordance with the Legal Services Directions 2017 and the Statement of Expectations of Government Lawyers.

We have two roles available in the operations law advisory practice and in the litigation and dispute resolution practice.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an Executive Director in the Legal Services Division in ASIO, you will:

• Coordinate the provision of clear and accurate legal advice on ASIO operational matters in accordance with legal professional obligations.

• Triage incoming requests at the branch-level for advice and allocation, in consultation with the Legal Executive.

• Coordinate the provision of legal advice in respect of legislative amendments impacting on ASIO activities to advance ASIO's interests and ensure ASIO's legislative framework is fit for purpose.

• Assist with the mentoring and development of lawyers within the Branch.

• Represent the Legal Services Division at various forums and collaborate across ASIO and externally on oversight matters.

• Coordinate and manage information retention and sharing within the Branch.

• Provide advice on trending legal issues across the Branch to Legal Executive.

What you will bring

We invite applications from people with the following attributes:

• Extensive experience in providing legal advice on complex issues in a government context, with a focus in administrative, criminal, public law or other relevant field.

• Strong communication skills, both oral and written, and the ability to identify and clearly explain legal issues and risk in a clear and concise manner.

• Demonstrated ability to explain complex legal issues to a wide range of audiences.

• A strong commitment to client service, with a focus on valuing different contributions, perspectives, and backgrounds.

• Demonstrated experience in leading complex issues across entities, responding flexibly to changing circumstances and adapting plans to achieve results.

• A dedication to mentoring early-career lawyers and fostering learning and development more broadly.

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance (Please note: due to our unique working environment, work from home options are generally not available)

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

• An Australian citizen.

• Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Hold a Bachelor of Laws or Juris Doctor from an Australian university (or comparable overseas qualification) and possess, or be eligible to possess, a current unrestricted practising certificate in your State or Territory of residence.

• Have at least 7 years post qualification experience.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra, Melbourne, Sydney, Brisbane, Adelaide. Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to reach the broadest audience. Please refer to the position location before applying.

How to apply

Click on ‘Apply online’ to commence your application. Your application **must** be complete and include the following:

• A written pitch of up to 1,000 words using examples to demonstrate how your skills and experience meet the requirements of the role.

• A current CV, no more than 2 pages in length.

• Details of 2 referees, which must include a current supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 7 July 2025 at 11:59pm AEDT.

No extensions will be granted and late applications will not be accepted.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index

In 2025, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO’s inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO’s commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO’s Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0759717

Australian Signals Directorate

Closing Date:Sunday 06 July 2025

C&T
MD

Job Title	ASD 4 & 5 System Integrations Engineer/Specialist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$80,743 - $95,481
Future Merit Locations	Brisbane, Canberra, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible, On-Site
Classification	APS Level 4;APS Level 5
Position Number	ASD/05147/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Mission Data (MD) Division within the Australian Signals Directorate (ASD) is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence (AI) and Machine Learning (ML) capabilities.

We operate in incredibly challenging and dynamic technical and operational environments, and our success is founded on the ingenuity of our workforce and our ongoing investment in our staff. We offer opportunities to develop your skills and experience, and we mentor, develop and train you to be your best.

You will work in multi-disciplinary teams and learn to use a wide range of systems. We encourage you to ask questions, find solutions and look for new ways of doing things.

We will support you with on-the-job training and can provide opportunities to attend industry courses and conferences to develop your skills for a diverse and rewarding career.

All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

About the Role

A System Integrations Engineer/Specialist is responsible for ensuring that various software applications, systems, and components within an organisation can work together seamlessly. This involves;

- Analysing requirements
- Designing integration solutions
- Configuring systems
- Conducting testing and troubleshooting issues to ensure smooth operations.
- Ability to work with different programming languages, API's, middleware and databases to achieve integration.

Key duties for an ASD 4 Systems Integration Engineer:

- With supervision, perform assigned modular tasks and respond to inquiries from stakeholders
- Perform simple technical activities associated with improving system Integration
- Develop knowledge of System integration practices.

Key duties for an ASD 5 Senior Systems Integration Engineer:

- With limited supervision, deliver assigned broader tasks and provide guidance to stakeholders
- Actively engage with stakeholders to ensure system reliability, manage expectations and develop capability improvements
- Maintain a sound working knowledge of Integration Engineering practices.

Further information can be found at: Information and Communications Technology | Australian Signals Directorate

Duties

Our ideal candidate will have skills in;

- Stakeholder engagement

- Experience in developing support procedures and strategies for systems
- Networks
- Operating systems.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

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

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

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

Notes

Along with strong written/verbal communication skills, experience in one or more of the following areas is highly desirable:

- Systems Administration
- Network Design and troubleshooting
- Software Development
- Cloud engineering
- Problem solving
- DevOps
- Databases/Database administration
- Proficiency with Java, XML, SQL.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759719

Australian Signals Directorate

Closing Date:Sunday 06 July 2025

C&T
MD

Job Title	ASD6 & EL1 System Integrations Engineer/Specialist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$98,345 - $138,388
Future Merit Locations	Brisbane, Canberra, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible; Onsite
Classification	APS Level 6;Executive Level 1
Position Number	ASD/05149/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Mission Data (MD) Division within the Australian Signals Directorate (ASD) is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence (AI) and Machine Learning (ML) capabilities.

We operate in incredibly challenging and dynamic technical and operational environments, and our success is founded on the ingenuity of our workforce and our ongoing investment in our staff. We offer opportunities to develop your skills and experience, and we mentor, develop and train you to be your best.

You will work in multi-disciplinary teams and learn to use a wide range of systems. We encourage you to ask questions, find solutions and look for new ways of doing things.

We will support you with on-the-job training and can provide opportunities to attend industry courses and conferences to develop your skills for a diverse and rewarding career.

All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

About the Role

A System Integrations Engineer/Specialist is responsible for ensuring that various software applications, systems, and components within an organization can work together seamlessly. This involves;

- Analysing requirements
- Designing integration solutions
- Configuring systems
- Conducting testing and troubleshooting issues to ensure smooth operations.
- Ability to work with different programming languages, API's, middleware and databases to achieve integration.

Key duties for an ASD6 Systems Integration Specialist:

- Take responsibility for end-to-end delivery of assigned projects by coordinating with stakeholders.
- Contribute to the development of reliability and resilience processes.
- Analyse ASD capabilities to identify systems for improvement.
- Plan and develop improvements to ASD capabilities.
- Supervise junior staff.

Key duties for an Executive Level 1 Senior Systems Integration Specialist:

- Work under broad direction to improve the availability of services.
- Perform a leadership role and manage a team of Systems Integration engineers.
- Engage with key stakeholders across the organisation to develop and improve reliability processes.
- Coordinate with divisional stakeholders; develop integration standards and frameworks for the organisation.
- Have a deeper understanding of various technologies, architectures and industry best practices.

Further information can be found at: Information and Communications Technology | Australian Signals Directorate

Duties

Our ideal candidate will have a considerable level of;

- Stakeholder engagement skills
- Proven experience in developing support procedures and strategies for systems
- Networks
- Operating systems.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

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

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

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

Notes

Along with strong written/verbal communication skills, experience in one or more of the following areas is highly desirable:

- Systems Administration
- Network Design and troubleshooting
- Software Development
- Cloud engineering
- Problem solving
- DevOps
- Databases/Database administration
- Proficiency with Java, XML, SQL

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759540

Australian Sports Commission

Closing Date:Friday 27 June 2025

Performance Services
AIS Performance

Job Title	High performance Camps Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,555 - $102,276
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	1900
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=3A576734-A36B-3C25-767C-E3EE30C78A9D

Duties

Applications Open 9 am on the 13th of June and close at 11:30 pm **AEST 27th June 2025** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – Performance Services is a specialised multi-disciplinary team of practitioners who deliver performance services to support the AIS campus' based high performance activities that include NSO elite, pre-elite and development and intensive rehabilitation camps, and National Training Centres. The Team oversees the management and quality assurance of the AIS High Performance Centre facilities dedicated to supporting the provision of performance services to Australia's national sporting network. Services from within the multi-disciplinary team can incorporate a range of elements from Nutrition &, Food Services to Strength & Conditioning and Biomechanics. The Performance Services Team works with NSO's in the planning and delivery of the best possible camp environment that will optimise the performance outcomes NSO's are wishing to achieve. These outcomes are discussed, developed, customised and then agreed with the NSO prior to confirming a camp schedule to target the outcomes the sport is wanting. Complementary themes can be built into camp plans to enhance specific performance outcomes, including adaptation and environmental support, pre-departure and competition strategies.

About the role – This position works across ASC teams and in consultation with a range of external stakeholders, undertakes project management, coordination, logistics and administration that supports high performance activities to capitalise on the facilities and expertise available on the Canberra campus.

This includes:

1. Coordinate stakeholder's campus HP requirements, including targeted AIS performance services.

2. Attend and contribute to both strategic and operational NSO high performance activity planning meetings.

3. Coordinate the AIS HP camp and facility booking management systems and processes.

4. Provide high level project, administrative and operational support including the preparation and/or review of relevant materials

and documents.

5. Collate and produce reporting on pre and post camp data on performance services impact, HP facility operations and overall performance outcomes of the sport camp.

6. Deliver quality advice and reporting on relevant issues to senior management.

7. Contribute to and support a positive HP user experience by contributing to seamless and aligned internal processes across ASC business areas.

8. Foster a culture of outcome driven, quality service delivery and support across groups of the ASC

9. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.

About you – The successful candidate will have:

· Relevant tertiary or other qualifications (sport management , business administration, or similar field) and/or demonstrated success and experience providing project and general administrative support at a senior management level.

· Demonstrated experience working in a high performance sport environment.

· Exceptional organisation skills and proven ability to work independently and multi-task in a dynamic fast paced environment.

· Demonstrated creative thinking and problem solving skills.

· Well-developed communication skills (including interpersonal, negotiation, influencing and representation) and a proven ability to build and maintain effective relationships both internally and externally with a diverse range of stakeholders

· Demonstrated experience using information databases and computerised booking systems.

· Demonstrated ability to take initiative and work flexibly to manage ambiguous or conflicting situations with discretion and tact.

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

Why work with us?

We have offices located in Canberra, Melbourne and Sydney.
Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

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

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

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

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To Apply

Position Contact	Ross Smith, +61422233267
Agency Recruitment Site	https://ausport.nga.net.au/?jati=3A576734-A36B-3C25-767C-E3EE30C78

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Vacancy VN-0759702

Australian Sports Commission

Closing Date:Wednesday 02 July 2025

Sport Intelligence & Analytics
AIS Performance

Job Title	Principal Data Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$154,664 - $188,340
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	1969
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=04E7EA59-A365-8D26-8AE5-E3EF92E2C562

Duties

Applications close at **11:30 pm AEST Wednesday 2nd July** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – The Sport Intelligence & Analytics team leverages data to enhance athlete performance and deliver a competitive advantage to Australia's high-performance system. The team delivers data engineering, data analytics, data science and data governance support and leads the administration of the Athlete Management System and AIS Hub digital platform for the Australian high-performance system.

About the role – We are currently seeking a Principal Data Engineer to lead the Data Engineering team to support key strategic data projects and infrastructure across the AIS and High-Performance network. They will manage the implementation and deployment of cloud-based methods, techniques, and capabilities to generate insights, create value and drive evidence-informed decision making across the AIS & High-Performance (HP) Network in a secure and reliable environment.

About you –

- Tertiary qualifications in a related field such as computer science, data management, information systems or information technology.
- Demonstrated experience in strategic design for data systems in regulated environments.
- Team Leadership experience in dynamic hard charging environment.
- Great communication skills to drive adoption of the Data Strategy.
- At least 4 years in a strategic data role in a leading-edge development environment.
- Extensive experience in Cloud data implementations and infrastructure (Azure OR AWS).
- Extensive experience using Snowflake Cloud Platform.
- Extensive experience in Python & SQL.
- Experience working with emerging ELT data management and engineering technologies specifically DBT, Dagster and Airbyte.
- Experience working with CI/CD tools specifically Gitlab OR Azure Devops.
- Experience working with Analytics and API based data systems g. Tableau, PowerBI etc.

Desirable:

- Demonstrated capacity to provide timely, compelling and concise advice to inform executive members and senior management to support decision making.
- Sport experience or background.
- Experience working with Jira and Zendesk.

This position is offered as a full-time ongoing position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.

- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** David Fulcher, Director Sport Intelligence & Analytics
- **Email address:** David.fulcher@Ausport.gov.au

Eligibility

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

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

Notes

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- 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.

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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	David Fulcher, Director Sport Intelligence & Analytics, -
Agency Recruitment Site	https://ausport.nga.net.au/?jati=04E7EA59-A365-8D26-8AE5-E3E[illegible]92E2

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Vacancy VN-0759704

Australian Sports Commission

Closing Date:Friday 04 July 2025

Site Strategy and Facilities
AIS Operations

Job Title	Logistics Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$72,342 - $86,063
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	253
Agency Website	https://www.sportaus.gov.au/

Job Description *https://ausport.nga.net.au/?jati=7EE9657E-78F5-3153-3955-E3EF93030C17*

Duties

Applications close at **11:30 pm AEST 4 July 2025** (late applications will not be accepted).

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

Are you up for the challenge?

About the team –

The Logistics team plays a key role in delivering the Site Strategy and Facilities Branch goals and objectives. Logistics provides a range of services to assist business areas with their day-to-day operations. Key responsibilities include Fleet and Transport Services, Asset Management, Mailroom services, office equipment purchasing, and warehouse management.

About the role –

As the Logisitics Coordinator you will be responsible for asset management functions including yearly stocktakes, data consolidation, asset transactions and reporting. You will support the Logistics Manager with contract management tasks including invoicing and support the team with fleet, mail, furniture, stationery and pest control requests.

You will work as a part of a high functioning logistics team to deliver services that align to our strategic goals and build strong relationships with both internal and external stakeholders.

About you –

The successful candidate will have

- Experience in asset management
- Experience in contract management
- Excellent stakeholder management and customer service skills
- Strong verbal and written communication skills
- Ability to balance competing priorities in a calm and efficient manner
- A Forklift licence or ability to obtain one

- Light Rigid / Medium Rigid license or the ability to obtain one

This position is offered as an **ONGOING** Full-time position

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

Eligibility

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

- This position may require weekend work or outside ordinary work hours
- This position may require travel domestically.
- 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.

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To Apply

Position Contact	Rachael Gotte, Logistics Manager, 0404209491
Agency Recruitment Site	https://ausport.nga.net.au/?jati=7EE9657E-78F5-3153-3955-E3EF93030

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Vacancy VN-0759707

Australian Sports Commission

Closing Date:Wednesday 02 July 2025

Sporting Schools
Sport and Community Capability

Job Title	Engagement and Content Lead
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$106,019 - $122,233
Future Merit Locations	Melbourne, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	1435
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=1EA4B345-9721-2A23-9E28-E3EF9382B8B4

Duties

Applications close at **11:30 pm AEST on2nd July 2025** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – Sporting Schools is an Australian Government initiative designed to help schools increase children's participation in sport and connect them with community sport opportunities. Sporting Schools programs are provided free to children and their families to help students build the confidence and capability to be active for life.

The team works closely with two major groups of stakeholders, national sporting organisations (NSOs) and over 85% of schools around Australia. This role promotes and celebrates the work being done across the breadth of a national program, as well as being a conjugate across the ASC.

About the role – This role ensures the Sporting Schools online presence is engaging, current, and valuable for stakeholders across the sport and education sectors. This role also plays a key role as conjugate across the major stakeholder groups who bring the program to life, in order to share the reach and successes across a national program

In partnership with Program leaders, you will lead the development and delivery of high-quality digital content and user experiences to support the strategic objectives of the Sporting Schools program. This includes:

- Implement organisational strategic priorities through compelling, high-quality digital content including written materials, graphics, and videos ensuring all content aligns with ASC brand, messaging, and program goals.
- Drive continuous improvement of digital content and user experiences based on school and stakeholder engagement insights.
- Contribute to the planning, implementation, and ongoing evaluation of the Sporting Schools program. Including overseeing the management of the Sporting Schools website, ensuring it remains a leading resource for Australian schools and sports organisations.
- Lead discussions with program stakeholders to gather feedback and translate user needs into digital improvements.
- Coordinate cross-functional collaboration to deliver consistent and integrated digital experiences and support internal stakeholders in effectively communicating program offerings through digital channels.
- Assist in preparing insightful reports and recommendations for senior management, with a focus on digital performance, user engagement, and continuous optimisation.
- Assist in the development and delivery of policies, guidelines, and tools that support digital engagement and business outcomes for ASC.
- Collaborate effectively across teams to deliver high-quality outcomes and establish and maintain effective partnerships with key internal and/or external stakeholders to identify and deliver high quality business outcomes.

About you – The successful candidate will have:

- Tertiary qualifications and/or equivalent demonstrated experience in web content management, digital communications, or a related field, preferrable.
- Proven experience managing customer-facing content aligned with strategic organisational goals.
- Strong stakeholder engagement skills, with a demonstrated ability to collaborate effectively with a diverse range of senior internal and external stakeholders to deliver high-impact content.
- Sound understanding of technology platforms and customer-facing digital technologies (e.g. CMS, CRM, analytics tools).
- Evidence-based approach, with experience applying research and data to inform digital content decisions and provide strategic advice.
- Demonstrated excellence in written communication, including the ability to produce high-quality content and respond efficiently and effectively within team environments.

This position is offered as a fixed-term position until **30 June 2026** with the possibility of being extended.

Why work with us?

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- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

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

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To Apply

Position Contact	Ash Madgwick, 0432 295 206
Agency Recruitment Site	https://ausport.nga.net.au/?jati=1EA4B345-9721-2A23-9E28-E3EF9382E

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Vacancy VN-0759590

Australian Strategic Policy Institute

Closing Date:Monday 07 July 2025

Job Title	Director Research & Strategy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

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

ASPI Director Research & Strategy

- Join one of the world's top performing and most influential national security think tanks
- ASPI is looking for an exceptional and dynamic senior leader to drive and oversee its analytical output, shape and support ASPI's major strategic activities, generate new ideas and support the strategic vision of the Executive Director

- This role directly reports to the Executive Director, is a senior executive-level position and involves managing staff and projects
- The Director of Research role, also known in some think tanks as Director of Studies, works with the Executive Director to set the strategic research direction of the institute and across the institute to ensure the highest quality analysis and product.
- This role engages with senior stakeholders across Parliament, governments, business and civil society

- Join a progressive, supportive and diverse organisation with an engaging and vibrant organisational culture

About ASPI
ASPI is an independent, non-partisan think tank that produces expert and timely advice for strategic, defence and policy leaders and decision makers. 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 defence, strategic, national security, cyber, critical technology, climate and foreign interference issues.

Duties

About the Role
ASPI is searching for an exceptional and dynamic senior leader to fill a crucial position which exists at all major think tanks globally - Director of Research (sometimes called Director of Studies). A think tank's objective is to influence and impact domestic and international public policy making and this role is essential in overseeing ASPI's analytical output. Currently, functions including contestability, analytical production and design, strategic communications & media and events sit within the small but high-performing team which reports to this role.
This role, and the team more broadly, must drive new ideas and ways of doing things, embed quality control and contestability within all of ASPI's analytical output, help to encourage innovative tradecraft practices and ensure ASPI's output (from research to events to podcasts) is strategically communicated to target audiences.
At ASPI, the Director of Research role also leads on 'Strategy' which means the role is also responsible for supporting the strategic vision of the Executive Director and shaping and supporting ASPI's key strategic initiatives. Such initiatives include the Sydney Dialogue, Raisina Down Under and supporting the development and build of ASPI's globally influential data-driven projects, examples of which include the Critical Technology Tracker, Chinese Defence Universities Tracker and other sites. Like all senior roles at ASPI, the Director of Research and Strategy engages in fundraising and that includes working with other seniors to drive change and innovation in business models, creating value out of ASPI's intellectual property and enhancing global partnerships.
The role provides a unique opportunity for a strategic and creative leader to help drive ASPI's strategic direction, support the continued development of ASPI's data-driven and policy relevant research, and help ASPI continue to build and leverage global networks across governments, industry and civil society.
This is an exceptional opportunity for a talented senior leader to contribute to the work of one of the Indo-Pacific's top policy think-tanks.

Duties
The Director will:

- Report to the Executive Director (ED) and support or lead on agreed high level ASPI Executive priorities as directed and within capacity. These could include supporting and strategising the development of a major initiative, project or conference; website and publication modernisation; strategic communications initiatives and generating new research ideas and revenue pathways for the institute.
- Focus on streamlining and strengthening the quality of ASPI research and analytical output. This will involve working collaboratively across the organisation, especially with Directors, research seniors and the publications manager to implement greater quality control of ASPI's research product. This will include, for example, examining ASPI's external research commissioning practices and updating and communicating ASPI's peer review processes and ensuring all research adheres to the institute's peer review process prior to publication.
- Lead on the drafting and delivery of ASPI's first gender and diversity strategy. This will involve working collaboratively with Directors, corporate and staff. It will build on previous work undertaken by corporate and will include inputs from staff (such as feedback already received through ongoing staff consultations and documents that have fed into the ASPI 2022 strategy process).
- Lead, foster and support the establishment of large, global, strategic initiatives that are within ASPI's interests and mandate. Such strategic initiatives - like The Sydney Dialogue and the establishment of the Washington Office - boost ASPI's international reputation, provide the institute with new and unique platforms to influence global policymakers and tend to bring in new, large streams of funding for the organisation that support dedicated teams. This will involve working closely and collaboratively with Directors and senior staff to develop, build and deliver such proposals.
- Continue working very closely with Director Cyber, technology & Security to support the delivery of high-quality research, staff management and fundraising.

- Lead and coordinate - across ASPI - on topics or initiatives as directed by, and agreed with, the Executive Director. This could include, for example, coordinating ASPI's China output to encourage collaboration, apply a strategic and policy lens to that output and to avoid duplication across the organisation.
- Support ASPI's Washington Office to build a pipeline of deliverable, relevant and influential research that fits within ASPI's research priorities and commitments made when establishing the office.
- Support Director Defence Strategy and The Sydney Dialogue team as required.

Eligibility

Selection Criteria:

- **Essential:** High level conceptual and strategic thinking ability, including the ability to think and act ahead of global policymaking and to help the institute capitalise on emerging opportunities (whether in relation to policy challenges or commercial opportunities to take just two examples).
- A passion for both strategy and detail, with proven written and verbal communication skills and the ability to convey complex topics, and related ideas, to non-specialist audiences in Australia and globally.
- Excellent analytical skills and some combination of possessing a strong understanding of data collection and analysis, policy-relevant research and/or OSINT tradecraft
- Experience working on some of the topics covered by ASPI
- Strong, agile, leadership skills including:
- extensive experience in growing and managing diverse teams
- the demonstrated ability to lead multiple teams focused on different institute priorities
- the ability to provide these teams with clear, strategic direction resulting in high quality output
- Strong relevant domestic and global networks across government, industry, and civil society, coupled with political astuteness and sensitivity / awareness to government processes (domestic and foreign).
- The ability to contribute to raising funding from governments, industry and/or civil society sources (such as foundations) to support ASPI's ongoing work
- An understanding and/or passion for better understanding how Artificial Intelligence is continuing to reshape OSINT tradecraft, data collection and analytical products more broadly
- Sophisticated diplomatic skills that will enable dealings with senior representatives from domestic and international organisations.
- High levels of integrity with a commitment to maintaining ASPI's independence.
- Comfort working in a dynamic and fluid budgetary environment.

- **Desired:** Prior and relevant think-tank, government or business experience in the defence, national security and/or foreign affairs space is highly desirable.
- Experience authoring reports on some of the topics covered by ASPI
- Demonstrated ability to generate new, forward leaning ideas and the skills to develop those ideas into funded, effective projects that influence policy outcomes.
- Strong OSINT and research skills
- Strategic communications experience

Remuneration will be competitive and commensurate with experience and relevant skillsets.

ASPI has headquarters in Canberra, Australia and an office in Washington DC, USA. This role is Canberra-based. ASPI welcomes applications from APS employees and is open to secondment arrangements in line with agency approvals.

Notes

How to Apply

1. Please refer to the position description.
2. All applications should be submitted to jobs@aspi.org.au including the following documents:

- Cover letter (addressing the selection criteria on the Position Description)
- Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is midnight 7 July 2025– an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

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-0759572

Australian Submarine Agency

Closing Date:Sunday 06 July 2025

Australian Submarine Agency
DDG Program & Policy

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Rockingham WA
Salary	$79,176 - $86,438
Future Merit Locations	Adelaide, Canberra, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 4
Position Number	ASA/05072/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=D0DCAFB0-44D7-BAD2-D34A-E3EE69803136

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia’s economic and national security landscape for decades to come.

Duties of an APS 4 Project Support within ASA include the following:

- Assist with project support tasks including the administration and coordination of project documentation.
- Accountable to contribute to the ongoing application of project planning and scheduling.
- Understand the reasons for decisions relating to project support and the broader impacts and implications of activities.
- Build and sustain productive working relations both internally and externally

- Apply knowledge and experience of legislation, policies, strategies and team plans to project support work.
- Take the initiative to progress work to meet business objectives.

About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

Within the Project Control function an APS 4 Project Support Officer is accountable under limited direction to perform and achieve moderately complex project work within an integrated workforce.

They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and ASA’s mission and policy requirements.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

- Possess excellent communication and interpersonal skills
- Strong stakeholder engagement skills
- Demonstrated ability to work collaboratively, independently and as part of a team.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy
- Attention to detail, with the ability to take responsibility for own actions and accurate completion of work
- Strong organisational and time management skills.
- Proficiency in Microsoft Office Suite

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D0DCAFB0-44D7-BAD2-D34A-E

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Vacancy VN-0759589

Australian Submarine Agency

Closing Date:Sunday 20 July 2025

Australian Submarine Agency
Chief Operating Officer (B2)

Job Title	Work Health and Safety Specia
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/05080/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=965988F9-DE2B-48A0-0840-E3EE6B366DD2

Duties

The Role
The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The APS 6 Work Health Safety (WHS) Specialist works within the Chief Operating Officer Division to perform complex work health safety specialist work within an integrated workforce. They work within a team and are to apply their specialist knowledge and understanding of WHS, legislation, regulations and codes of practice to support activities within the Australian Submarine Agency (ASA). The APS 6 Work Health Safety Specialist will:

- Contribute to the design, development, implementation, and assurance of a proactive safety management system in the Agency and continuous improvement of WHS policies and procedures relevant to the ASA activities.
- Provide detailed WHS professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Research and develop solutions to ASA related complex WHS issues using specialist expertise, identifying alternative courses of action and implications for WHS activities.
- Collect, analyse, interpret and report on data to provide specialist WHS advice.
- Work collaboratively across the broader internal and external WHS community and with other work health and safety specialists to provide good outcomes.
- Engage with internal and external stakeholders on complex WHS matters, anticipating and responding to stakeholders' needs and expectations to achieve work unit and ASA outcomes.
- Evaluate activities and processes for compliance with WHS legislation, policies and procedures relevant to the ASA. Coordinate and manage the development, implementation, monitoring and performance reporting of WHS statistics.

About our Team
As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate
We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

- Ability to interpret and apply WHS legislation, regulations, codes of practice and ASA policy and procedures in an Agency context.
- Assist with the development and implementation of safety management plans.
- Knowledge of and experience in continuous improvement as it relates to WHS.
- Ability to carry out WHS audits, support WHS Workplace Inspections and support WHS education.
- Ability to undertake job safety analysis to develop safe working procedures.
- Assist with the development of a WHS Risk Management Register.
- Highly developed inter-personal skills.
- Ability to communicate with a variety of stakeholders.
- The ability to think critically with well-developed problem solving skills.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our

people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Julie Doran, Julie.doran2@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=965988F9-DE2B-48A0-0840-E3E

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Vacancy VN-0759592

Australian Submarine Agency

Closing Date:Sunday 20 July 2025

Australian Submarine Agency
Chief Operating Officer (B2)

Job Title	Work Health and Safety Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/05083/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description *https://defencecareers.nga.net.au/?jati=B5AC1D0B-186D-AF66-5C3B-E3EE6B716DBB*

Duties

The Role
The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The EL 1 Work Health Safety Specialist works within Chief Operating Officer Division to perform complex work health and safety work within an integrated environment. They require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and policy requirements in the context of the ASA's mission.

The EL 1 Work Health Safety Specialist will:

- Contribute to and manage the design, development, implementation and assurance of a proactive safety management system in the Agency.
- Collaborate with internal and external stakeholders in the development and implementation of a coordinated and comprehensive safety framework for the Agency.
- Lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes.
- Assess and evaluate specialist safety strategy, initiatives, projects, policies and procedures to ensure compliance, establish best practices, and recommend courses of action to relevant internal and external stakeholders on complex to safety matters.
- Work across the broader ASA safety network to develop safe systems of work and accompanying performance measures that are supported by policy, and establish safety assurance mechanisms.
- Analyse complex safety issues applying expertise to identify and report on recommend courses of action.
- Actively manage key stakeholder relationships, identifying relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Engage in complex problem solving and issues management and may coordinate and perform detailed or sensitive projects to support achievement of ASA outcomes.

About our Team
As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate
We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

- Strong background and experience in specialist work, health and safety functions.
- Extensive experience in analysing and reporting on complex safety issues.
- Demonstrate a sound understanding of compliance with legislative frameworks, government direction, and policy requirements.
- Knowledge of and experience in safety systems.

- Ability to communicate effectively with various stakeholders, including work health and safety subject matter experts in an integrated workforce.
- Ability to analyse, interpret and report on complex work health and safety issues.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Julie Doran, Julie.doran2@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5AC1D0B-186D-AF66-5C3B-E3

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Vacancy VN-0759600

Australian Submarine Agency

Closing Date:Sunday 06 July 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Information Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 5
Position Number	ASA/04625/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=1DAA82E2-C172-E82A-64AD-E3EF1B1A7D99

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

An APS 5 Information Security Analyst will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed information security technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

The APS 5 Information Security Analyst will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or sensitive issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

The additional payment is a Building Capability Payment (BCP) which enables ASA 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 BCP position must consider the following. BCPs provide remuneration in addition to the Defence Enterprise Collective Agreement (DECA).

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

About our Team

The Directorate of Information Exchange is responsible for managing access control and security guidance relating to controlled program information as well as Project Management expertise to the Information Control Branch.

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security.

Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

The Directorate of Information Exchange is seeking highly motivated individuals to fill the roll of Information Security Advisers will be responsible for supporting and enabling strict access control processes as well as developing security protection guidance and processes for the workforce.

Our Ideal candidate will possess the following:

- An understanding of project management principles
- Excellent organisational skills
- Excellent verbal and written communication skills
- Ability to work under pressure and meet short deadlines
- Have an understanding of ICT Policy, design and 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Submarine Agency

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To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1DAA82E2-C172-E82A-64AD-E3

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Vacancy VN-0759502

Defence Housing Australia

Closing Date:Thursday 26 June 2025

CFO Group
Strategy & Engagement Strategy & Planning

Job Title	Research Services Manager
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	$122,963 - $150,065
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	493626
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking a qualified Research Services Manager with suitable experience in quantitative and qualitative analysis to join the Chief Financial Officers Group.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to DHA.gov.au or read our latest Annual Report.

Duties

About your team
The Chief Financial Officer's Group, led by the Chief Financial Officer, oversees fiscal management services throughout the organisation. The Research Services team is tasked with designing, administering, and analysing member satisfaction surveys. These surveys serve as the primary source of information regarding the satisfaction levels of members and their families with DHA's housing products and related services.

About the role
As a research manager, you will lead key research and analysis projects, applying your expertise to deliver insights that support evidence-based decision-making within DHA. You will be responsible for designing, managing, and delivering research initiatives, including survey design, data preparation, input to focus groups, and analysis.

You will guide the team in building capabilities across data governance, business intelligence, and research methodologies, while ensuring adherence to APS values, public service professionalism and ethical expectations, and data management standards.

Your work will directly support DHA's purpose of providing adequate and suitable housing for, and housing-related services to, members of the Defence Force and their families, which contribute to Defence retention, wellbeing, and operational goals.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the online careers site.

Applications close: 11:55pm AEST Thursday, 26 June 2025. Any questions? Please contact Samual Robinson, Director Planning & Engagement T: 0403 547 445 E: Samuel.robinson@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Defence Housing Australia

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

To Apply

Position Contact	Samuel Robinson, 0403547445
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759586

Defence Housing Australia

Closing Date:Sunday 29 June 2025

Provisioning
Provisioning Leasing & Acquisitions

Job Title	Leasing and Acquisitions Manager
Job Type	Full-Time, Ongoing
Location	North Fremantle WA
Salary	$92,155 - $100,140
Future Merit Locations	North Fremantle
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 5
Position Number	493645
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Leasing and Acquisitions Manager to join the Leasing and Acquisitions Team. Apply now and enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our DHA.gov.au or read our latest Annual Report.

Duties

About your team

The Provisioning function within Defence Housing Australia is responsible for the delivery of Acquisitions, Leasing, Disposals, Marketing and Strategic Provisioning initiatives. The Leasing and Acquisitions Team is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, as well as management of all lease agreements including extensions, new contracts and end of lease processes across the national portfolio of properties.

About the role

DHA is seeking a motivated self-starter with ideally a proven track record of achievement in sales and/or business development to

join the DHA Leasing and Acquisitions Team.

In this role, you will deliver the annual leasing and acquisition programs in accordance with the approved capital plan for specified regions. You will be responsible for identifying and provisioning housing that meets the required standards for Defence members and their families and other Government agencies.

You will monitor performance, prepare regular reports and provide expert advice on DHA and Defence policy, DHA Lease Agreements, acquisition contracts as well as all aspects of the real estate market in your region to internal and external stakeholders.

Our ideal candidate will have a background in property or a related field, with experience in leasing, sales, and/or business development all desirable.

The role will be responsible for a range of activities including working as part of a team managing a portfolio of leased properties, identifying and converting new business leads and prospecting for new potential properties to add to the DHA portfolio via direct negotiation with property owners.

If you are a motivated self-starter, a good team player and seeking a challenge apply now!

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

How to apply
Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

For further information on the position, please refer to the **Candidate Information Pack** through the online careers site.

Applications close: 11:55pm AEST Sunday 29 June 2025. Any questions? Please contact Matt Henderson, Senior Leasing and Acquisitions Manager T: 08 8245 7802 E: matthew.henderson@dha.gov.au

Order of Merit
A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity
DHA is committed to building an inclusive and diverse workforce. We welcome applications from

across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Matt Henderson, 0882457802
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759591

Defence Housing Australia

Closing Date:Sunday 29 June 2025

Service Delivery
Service Operations Regional Operations

Job Title	Regional Operations Manager
Job Type	Full-Time, Ongoing
Location	Newstead QLD
Salary	$122,963 - $150,065
Future Merit Locations	Newstead
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	493636
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced property manager to lead a team of highly skilled Property Managers to deliver high quality service outcomes to all stakeholders

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our DHA.gov.au or read our latest Annual Report.

Duties

About your team

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provision, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services.

Service Operations maintain the regional offices which serve as the ADF member's first point-of-contact for all housing services including allocations, rent allowance and home maintenance. In addition to managing the incoming member's tenancy, regional office staff members are a valued source of local knowledge on community services and housing market conditions.

About the role
The Regional Operations Manager is responsible for leading, motivating and providing clear direction, as well as managing the daily program of work of your team, focusing on staff performance and ensuring the resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences.

You will contribute to business goals by ensuring operation and financial performance targets are met, including workforce planning, asset management, contractual requirements, key performance indicators (KPIs) and project management outcomes for the regional office.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

How to apply
Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the online careers site.

Applications close: 11:55pm AEST Sunday, 29 June 2025. Any questions? Please contact Darren Powell, Director of Service Operations QLD T: 07 3355 8847 E: darren.powell@dha.gov.au

Order of Merit
A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

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

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Defence Housing Australia

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

To Apply

Position Contact	Darren Powell, 0733558847
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759675

Department of Finance

Closing Date:Wednesday 02 July 2025

Job Title	Senior Policy Officers and Assistant Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based
Classification	APS Level 6;Executive Level 1
Position Number	2025/098
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION & BRANCH

The Digital ID and Data Policy Division leads the provision of strategic policy advice, program oversight and legislative development to achieve the Government's vision for Digital ID in Australia.

Our role is broad and diverse – encompassing the full range of policy and legislative development, engaging across government and the private sector to drive reform and engagement on Digital ID, and working with partner agencies and regulators to deliver a complex program that is a major priority for Government.

Working in the Division is high energy, fast paced and exciting. Each day presents new challenges and opportunities. We have worked hard to create a highly collaborative and supportive environment, where people are respected and where new ideas are welcomed. It's a team where everybody pitches in and has an opportunity to contribute and work on new things.

The Division includes three digital ID-focused branches – the Digital ID Policy Branch, the Digital ID Legislation and Rules Branch and the Digital ID Communications, Inclusion and Governance

Branch – that work collaboratively and flexibly to deliver on the Government's agenda. Much of our work spans many teams and departments, presenting a fantastic opportunity to build networks across Government and contribute to a high-impact program.

The available positions are in the Digital ID Policy Branch and the Digital ID Legislation and Rules Branch. This Expression of Interest may be used to fill any future similar vacancies for other Branches in the Division.

The Digital ID Policy Branch is the Government's core strategic advisor on Digital ID policy. This includes providing advice on future regulation and strategy for Digital ID, new technologies and market developments, cyber security and privacy, and opportunities to drive greater use of Digital ID and achieve the Government's vision.

The Digital ID Legislation and Rules Branch is responsible for the legislative framework for the Digital ID program. The *Digital ID Act 2024* and its Rules and Standards underpin the Australian Government Digital ID System (AGDIS) and established an Accreditation Scheme. The Branch offers law design support for amendments to the legislative framework and provides coordinated advice on the interpretation of the framework. Additionally, the Branch sets operational policy addressing matters such as privacy, biometrics, security, human rights, liability, and charging within the AGDIS and Accreditation Scheme. The Branch collaborates with government stakeholders and the private sector to develop policy and draft legislative instruments, ensuring the operation of the AGDIS and Accreditation Scheme aligns with other related legislative regimes.

Duties

THE OPPORTUNITY

APS6

Policy Officers in these roles will have range of responsibilities, including:

- conducting policy research and analysis and providing advice to the Senior Executive and Finance Minister on a broad range of policy issues relevant to Digital ID;
- preparing policy briefings, reports and discussion papers, Cabinet submissions, estimates briefings, replies to parliamentary questions and other correspondence;
- working with stakeholders across government and the private sector to scope and deliver policy reforms, while maintaining a strong understanding of the strategic policy context and related initiatives and opportunities;
- implementing reforms, including through drafting simple consultation papers, preparing and supporting decisions to be made at governance meetings, and settling policy positions to inform legislation, rules and/or data standards
- supporting engagement with internal and external stakeholders, including states and territories, regulators, advocacy groups, corporations, and industry associations; and
- modelling positivity and resilience during change

EL1

Assistant Directors in these roles will have range of policy responsibilities, including:

- conducting policy research and analysis and leading the provision of advice to the Senior Executive and Finance Minister on a broad range of policy issues relevant to Digital ID;
- independently project managing one or more complex implementation projects and reporting on it, preparing policy briefings with influential recommendations and next steps;
- working with senior stakeholders across government and the private sector to scope and deliver policy reforms, while maintaining a strong understanding of the strategic policy context and related initiatives and opportunities;
- implementing reforms, including through drafting complex consultation papers, influencing decisions at governance meetings to align with strategic policy, and settling policy positions to inform legislation, rules and/or data standards;
- leading engagement with internal and external stakeholders, including states and territories, regulators, advocacy groups, corporations, and industry associations; and
- actively contributing to team leadership, including developing the team and supporting them to achieve high performance.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Finance

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

To Apply

Position Contact	Josh Allen, 0262152190
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0759518

Department of Home Affairs

Closing Date:Thursday 26 June 2025

North
Operations QLD Area Commander North QLD

Job Title	Inspector, District Office - Thursday Island
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 138294
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138294/

About our team

District Offices (DOs) are an important part of Australian Border Force (ABF) capability and ensure that there is an ABF presence across Australia with an ability to respond to border threats in regional areas.

Thursday Island, colloquially known as TI, is an island of the Torres Strait Islands, an archipelago of at least 274 small islands in the Torres Strait. TI is located approximately 39 kilometres north of Cape York Peninsula in Far North Queensland.

ABF officers working in the Thursday Island District Office (TI DO) enhance and implement national border protection strategies by working cooperatively within the community and with partner agencies, on a range of issues including customs, immigration, biosecurity, fisheries, police, industry, foreign affairs and trade, revenue collection, health and the environment. They engage with local community, law enforcement partners.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

The Inspector, Torres Strait will lead a team of up to 25 staff in a unique and complex operating environment, working cooperatively within the community and with partner agencies.

The successful candidate will have the ability to work autonomously, prioritising and managing tasks to meet conflicting deadlines, within a fast paced, high pressured environment. They will have a high level of political astuteness and an ability to inform strategic thinking.

They will have excellent leadership skills, strong verbal and written communication skills and a demonstrated ability to effectively engage with First Nations people individually and in group settings.

Our ideal candidate will be a highly effective communicator with an ability to build and sustain relationships and manage teams, including monitoring workloads and providing guidance and support. They will possess high-ethical standards and maintain confidentiality and discretion within an operational environment.

Duties

- Have a people centred leadership focused capability, coupled with sound people management practices
- Strive for professional excellence to achieve outcomes, build staff capability, nurture talent and lead change
- Have excellent stakeholder engagement and advocacy capability that highlights your cross-cultural competence relevant to the Torres Strait
- Collaborate to achieve collective goals, think strategically, engage with risk, innovate and hold yourself and others to account.

Additional information

Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards
- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)
- Be uniformed (unless business attire is required)
- Obtain and maintain a valid Australian drivers licence
- Obtain and maintain essential and role-specific qualifications
- Participate in career management.

You may need to:

- Deploy at short notice
- Acquire a Working with Children Check
- Complete Operational Safety training and use personal defence equipment
- Work outside of business hours, including weekends.

Eligibility

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

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

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

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

Notes

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

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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

To Apply

Position Contact	Wayne Moran, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138294/

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Vacancy VN-0759558

Department of Home Affairs

Closing Date:Monday 30 June 2025

ICT Division
Traveller Cargo & Trade Systems Cargo and Trade Systems

Job Title	Developer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	138167
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138167/

About our team

The Cargo and Trade Systems Section is responsible for providing technical support for a range of midrange applications and databases and asses the need for new related project work to address and migrate unsupported and/or legacy systems onto modern platforms. The Section also manages configuration, change coordination and provides automated testing and continuous release management support for ICS and all Cargo and Trade related systems.

Our ideal candidate

The Department is looking for software developers who enjoy supporting software applications that have been built with a variety of languages and technology stacks. The candidates will be able to quickly understand how existing applications have been built by browsing source code, accessing system documentation, and engaging with other developers in the support team.

The position holders will be comfortable with navigating various source code and document repositories and will have experience with migration of legacy code and build processes. To achieve intended outcomes the position holders will be required to work collaboratively within a team environment, engaging effectively with business areas and other relevant internal and external stakeholders. The holders may be required to mentor IT graduates, cadets and apprentices through help and support in learning business system development and using our technology platforms.

Strong skills in Java and the ability to easily learn and use a variety of languages is essential to this role. Additionally, a sound understanding of Software Development Life Cycle processes will be required to provide quality support and maintenance of systems and applications.

Duties

Duties and responsibilities

The successful candidates will provide technical assistance to various systems and applications, maintain professional knowledge and continue to develop knowledge and expertise in application development.

Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development. This will allow you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Mandatory:

- Translate business requirements into functional and technical specifications
- Experience in developing and maintaining large IT solutions
- Good problem solving skills and the ability to diagnose problems and weaknesses in existing solutions
- Develop business applications for deployment using a standard system development lifecycle (analysis, design, building, testing, and implementation) methodology.

Preferred:

Significant experience in one or more of the following streams:

- IBM Z\OS mainframe, using a variety of mainframe programming languages and application development suites including but not limited to Z\OS, JCL, CICS, COBOL, DB2 REXX and CA Gen Technology
- CA SCM (Harvest)
- IBM Websphere
- IBM Webseal (Tivoli Access Manager)
- IET GuardIEn and model management
- Windows Server Administration
- Azure DevOps (Boards, Repos, Pipelines)
- .Net Framework
- C#
- Microsoft Visual Studio
- ASP.NET/Html/CSS/JavaScript
- Java
- Spring
- Struts
- Java Server Pages
- Javascript / Angular / React
- SQL Server/ Oracle
- Azure DevOps
- Source Control / Git

Eligibility

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

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

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

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

Notes

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

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

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About the Department of Home Affairs

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To Apply

Position Contact	Marko Eronen, 02 6264 4220
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138167/

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Vacancy VN-0759577

Department of Home Affairs

Closing Date:Sunday 29 June 2025

Office Of Community Cohesion
Office of Community Cohesion

Job Title	Policy & Engagement - Office of Community Cohesion
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 138103
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138103/

About our team

The Office of Community Cohesion has been established to strengthen the cohesiveness of Australia's diverse, democratic society by driving a coherent, cross-cutting approach to social cohesion and democratic resilience in Australia.

The Office provides a focal point for policy coherence and aligned programs and practice to promote better whole-of-government and whole-of-society collaboration on social cohesion and democratic resilience that is:
- Relevant to the current challenges facing Australian society,
- Innovative, evidence-based and informed by global best practice, and
- Practical, feasible and primed for continuous improvement.

As a Policy Officer within the Office of Community Cohesion, you would assist with developing and driving a renewed strategic policy narrative, targeted policy initiatives and programs, and work with stakeholders across the Department, Commonwealth. State/Territory governments and civil society to deliver and promote an evidence-based agenda that strengthens social cohesion and democratic resilience.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

Our ideal candidate is excited and passionate about strengthening social cohesion and democratic resilience in Australia. We are looking for exceptional candidates who have demonstrated experience in a broad range of areas including policy development, research design and management, strategic communications, data analysis, program and project management, or evaluation

reviews. Across all positions, stakeholder engagement and collaboration is essential.

We are seeking critical and strategic thinkers, and adept problem solvers who can contribute to the identification of issues, undertake research and analysis, support stakeholder engagement, and contribute to the development of solutions and the implementation of policy. Our ideal candidate is a strong communicator who can work under limited direction to provide specialised advice and support, and is committed to upholding an inclusive workplace and fostering a positive, energetic and supportive work culture.

Duties

Duties and responsibilities

- Assist to define and develop a renewed strategic policy narrative of social cohesion and democratic resilience
- Perform research and identify policy issues and potential solutions that leverage Home Affairs, Commonwealth, State/Territory and non-government functions
- Evaluate and review policy effectiveness using a range of techniques and tools, including monitoring and analysis of performance indicators.
- Encourage and enable information sharing, innovation and collaboration across jurisdictions, sectors and countries.
- Contribute to and develop Ministerial briefings and submissions on social cohesion and democratic resilience policy matters.
- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation
- Ensure in-depth knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.

Additional information

Essential:

- Excellent written and oral communication skills, with an ability to convey technical or complex information
- Excellent stakeholder engagement, research and analysis skills
- Strong organisational skills and display careful attention to detail

Desirable:

- Previous policy development or project management skills
- Previous work in government or non-government sector strengthening social cohesion and democratic resilience.

Eligibility

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

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

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

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

Notes

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

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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

To Apply

Position Contact	Stan Veitsman, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138103/

Department of Home Affairs

Closing Date:Tuesday 01 July 2025

Maritime Border Command & OSB
MBC Deputy Commander MBC Plans

Job Title	Border Force Supervisor - Senior Planner
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	138279
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138279/

Maritime Border Command (MBC) is Australia's lead civil maritime security authority, charged with securing Australia's vast maritime border. We are enabled by both the Australian Border Force (ABF) and the Australian Defence Force (ADF) to protect Australia's national interests by responding with assigned forces to undertake civil maritime security operations to deter, detect, respond to and prevent illegal activities in the Australian Maritime Domain.

MBC acts as the convening authority for Australia's partner agencies' efforts to mitigate, or eliminate, the risks posed in our area of operations across the eight civil maritime security threats. We have regular contact with over 30 partners across State, Territory and Commonwealth Governments, work with industry to enable our response, and engage regularly with international partners.

The MBC Plans Directorate ensures efficient and effective deliberate operational planning to generate effects against the eight civil maritime security threats, and measures the effectiveness of MBC operations through performance reviews and analysis. MBC Plans foster long-term partnerships with client agencies, service suppliers, international counterpart organisations and

with the whole-of-government community to ensure that their requests for operational effects in the maritime domain are assessed and prioritised in a coordinated and defensible manner.

Our ideal candidate

We are looking for applicants who have a broad and diverse range of backgrounds and skills.

Our successful candidates will be self-motivating, results-orientated, willing to go the extra mile, flexible and adaptive to deliver outcomes in a fast paced and complex operational environment.

Ideally, candidates will:

- Enjoy working in a fast paced, complex operational environment
- Have strong communication (written and verbal) and presentation skills
- Experience in in operational planning
- Be able to adapt quickly and be agile in your work in order to effectively deliver work outcomes
- Be able to analyse information from multiple sources to inform the decision-making process and exercise sound judgement under pressure.

Duties

Duties include but not limited to:

- Participating in Joint or Multi Agency operational activities relating to Australian territorial waters
- Managing the execution of planned maritime interdiction operations in Australia's maritime domain using surface and air assets including assets from other Government agencies
- Preparing briefing materials and delivering operational briefings
- Liaising with partner agencies to best achieve the desired operational effect and to ensure responses meet requirements, sharing of information and appropriate support pre, during and post operational activities where required
- Planning and monitoring surveillance and response activities across Australia's Maritime Domain.

Additional information

Our successful candidate must:

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Hold or have the ability to obtain and maintain at minimum a Negative Vetting 1 security clearance
- Swear an oath or make an affirmation into the ABF and be uniformed if the position requires
- Actively participate in career management (postings and deployments either intra or interstate).

This is a unique opportunity to work in a multi-agency taskforce with a dynamic culture, exposure to a variety of tasks in a role that will keep you challenged and engaged. You will have access to comprehensive training and be provided professional development opportunities.

Eligibility

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

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

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

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

Notes

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

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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To Apply

Position Contact	Morgan Wilkins, 02 5127 9721
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138279/

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Vacancy VN-0759733

Department of Home Affairs

Closing Date:Wednesday 02 July 2025

People
Health Safety & Wellbeing Workplace Health and Safety

Job Title	Senior WHS Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 138290
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138290/

About our team

The Workplace Health and Safety Section works to build and manage a culture of safety across the organisation. This includes embedding a WHS risk management framework, policies, procedures, tools and practices, monitoring the safety of workers and delivering initiatives to educate and raise awareness and ensure a continuous improvement program by having safety at our core.

The section also undertakes regulatory functions required under the Work Health and Safety Act 2011 (Cth), Work Health and Safety Regulations 2011 (Cth) and provides secretariat support for the Department's Health and Safety Committees.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- Strong written and verbal communication skills.
- Ability to build strong working relationships with staff with key stakeholders.
- Sound judgement and a high degree of initiative.
- Sound analytical, data management and legal compliance capabilities

Duties

Duties and responsibilities

- Lead and coordinate administration of National Health and Safety Representative Network (HSR) for Department and Australian Border Force (ABF)
- Lead provision of WHS subject matter support on complex enquiries in accordance with relevant legislation, departmental policies and procedures
- Supervise and lead WHS advisors within HSR Coordination team
- Provide legislation, policy interpretation and guidance on workforce safety and wellbeing
- Foster working relationships with a variety of stakeholders to achieve work area goals.

Additional information

- Applicants should have an understanding of the Work, Health and Safety Act 2011 (Cth) and the Work Health and Safety Regulations 2011 (Cth)
- Be willing to undertake a Certificate IV in Work Health and Safety to gain formal qualifications

Eligibility

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

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

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

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

Notes

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

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

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

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About the Department of Home Affairs

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To Apply

Position Contact	Amanda Johnson, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138290/

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Vacancy VN-0759619

Department of the Treasury

Closing Date:Tuesday 08 July 2025

Job Title	Director General Housing
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$376,314 - $440,723
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Position will be onsite
Classification	Senior Executive Service Band 3
Position Number	16-2025
Agency Website	www.treasury.gov.au

Job Description

https://www.beaumontandbeaumont.com.au/11505

The Treasury is seeking an experienced senior executive with exceptional leadership and stakeholder engagement skills for the new position of Director-General, Housing.

About the Director-General, Housing – SES Band 3 Role:

Drawing on your proven experience as a senior executive, you will lead the Housing Group and deliver on critical priorities for the Government. You will also play an integral role on Treasury's Executive Board, making a significant contribution to the strategic direction of the department.

You will possess excellent leadership skills—putting your people and the priorities of the Treasury at the centre of your thinking—to deliver exceptional policy advice, program delivery and services to Government.

You have strong stakeholder engagement capabilities and are driven by creating sustained and productive relationships with stakeholders, including those from industry and government organisations, including the states and territories. Through these engagements you can identify issues and develop and drive policies that deliver better outcomes for the Australian community. You will work closely with all members of the Executive Team, the Minister for Housing, Minister for Homelessness, Minister for Cities and other Treasury portfolio Ministers.

As the Director-General, Housing, you will have extensive professional or executive management experience and enjoy working in a multi-disciplinary, fast-paced and diverse operating environment.

Duties

Desirable Qualifications / Experience:

As an SES Band 3 you will have:

- the ability to lead and motivate a large team to provide timely, influential and evidence-based policy advice and deliver on the Government’s priorities
- knowledge and understanding of Australia’s economic environment
- a proven track record in leading large-scale, high-profile projects or reforms
- a proven track record in negotiating and working with senior stakeholders from the government, industry, states and territories, business, not-for-profit and academic spheres
- the ability to effectively brief senior stakeholders and Ministers, including on sensitive and complex matters
- sound governance skills including understanding of risk and innovative approaches to policy and program delivery
- the ability to contribute to organisational goals and drive departmental initiatives in a timely and effective manner.

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

The position is based in Canberra.

How to apply:

Your application should be lodged electronically to Beaumont&Beaumont at https://www.beaumontandbeaumont.com.au/11505 by **11:30pm** (AEST) **Tuesday, 8 July 2025**. If you do not have internet access or are experiencing any difficulties lodging your application, please contact Jonathan Beaumont on (02) 6126 4500.

As part of your application, you will need to provide:

- if possible, the name and contact details of at least one referee.
- your current resume of no more than five pages; and
- your 'pitch', referencing the SES Leadership Capabilities, detailing your relevant skills and experience against the position requirement.

Eligibility

Employees of the Treasury are required to be Australian citizens. The successful applicant must be able to obtain and maintain a security clearance at Negative Vetting 2 or hold a current security clearance at that level or higher.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing Deputy Secretary Band 3 vacancies, should they become available within 18 months from the date advertised.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Treasury

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

To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500.
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11505

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Vacancy VN-0759604

Future Fund Management Agency

Closing Date:Tuesday 24 June 2025

Job Title	Director, Infrastructure
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesday and Wednesday), two days WFH
Classification	Executive Level 1
Position Number	JR100218
Agency Website	www.futurefund.gov.au

Job Description

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

Unlisted Infrastructure & Timberland, part of the Real Assets Pillar, is designed to assist the Fund in meeting its investment mandate, by providing inflation protection and diversification from the broader equities market. We invest across the risk/return spectrum with core infrastructure assets considered more defensive and our opportunistic assets expected to deliver a higher level of return.

We have a long-term partnership approach with our managers and have the flexibility to access new opportunities across a combination of pooled funds, co-investments, direct asset mandates and listed infrastructure strategies.

We’re recruiting a Director to join the team and contribute to the development, implementation and active management of global infrastructure and timberland strategies as well as provide insight into the Fund’s broader investment programs.

As a senior member of the investment team, this role is expected to have regard to the total portfolio risk/return characteristics and guidelines in building and managing the Infrastructure portfolio. This is expected to include the traditional sectors of Property, Infrastructure & Timberland, and Private Equity, as well Listed Property and Infrastructure and other unlisted assets that may straddle or not fit into any of these sectors.

Duties

As a Director in our Unlisted Infrastructure and Timberland team, you’ll be responsible for sourcing and implementing investment opportunities, conducting thorough research to build relationships with industry participants, and preparing detailed analyses for committee reviews. The position also entails overseeing co-investment transactions, managing due diligence processes, and negotiating legal documents related to investments.

Additionally, the role requires active participation in sector research to inform strategy development and contribute to the overall fund portfolio construction. You will assist with asset management initiatives, ensure high-quality research outputs, and foster a collaborative team environment. Leadership responsibilities include mentoring analysts and integrating strategic insights to enhance the investment team's effectiveness.

Eligibility

Candidates should hold a relevant tertiary degree in Finance, Engineering, Law, or a related field, with a postgraduate qualification being advantageous. Significant experience in asset management, investment banking, or corporate M&A, particularly in infrastructure or real assets, along with a strong understanding of investment risks and returns is required. Proven relationship management skills are essential, as is familiarity with the legal and commercial aspects of infrastructure investments.

Key competencies for success in the role include critical thinking, effective communication, team development, innovative portfolio construction, risk management, and collaboration. Overall, a blend of analytical, strategic, and interpersonal skills is crucial for success in this position.

Please note this opportunity is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0759638

Future Fund Management Agency

Closing Date:Tuesday 24 June 2025

Tax

Job Title	Director - Tax Advisory
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week
Classification	Executive Level 1
Position Number	JR100219
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Reporting to the Director, Tax Advisory (team lead), this role will play a pivotal part in providing specialist transactional advice to the business with regard to applicable domestic and international taxes for the Future Fund and other funds managed by the Future Fund Board of Guardians (the Funds). The role also involves:

- Reviewing and benchmarking proposed investment structures for tax efficiency and compliance transparency to ensure that foreign tax leakage is minimised, and sovereign immunity entitlements are protected.

- Monitoring global tax developments that may impact the Funds and providing general tax advice to the business as required.

- Building relationships and working closely with other parts of the business, as well as with external advisors and peer funds as appropriate.

- Developing, training and providing support to direct reports and junior members of the team.

In addition to the above, a significant focus of the role is to ensure the tax reputation of the Funds and the Australian Government is appropriately protected.

Key Responsibilities

Transactional advice / due diligence

• Ensure satisfactory completion of tax due diligence on proposed investment structures across all asset classes. This includes minimising foreign tax leakage where appropriate and inclusion of tax risk mitigation protections in the legal documents.

• Ensure tax structures comply with local and Australian taxation and general laws and meet the principles of transparency and full disclosure within the relevant tax filing jurisdiction, as well as ensure the tax reputation of the Funds and the Australian Government is appropriately protected, consistent with the Future Fund Board of Guardian's Tax Risk Management Policy.

• Co-ordinate and review external advice where required.

• Ensure regular communication with the Tax Compliance team regarding the status of transactions and impact on tax compliance obligations for the Funds.

Global tax monitoring

• Proactively monitor global tax developments that may impact the Funds from both a financial leakage and tax reputational perspective.

• Update the Director, Tax Advisory (team lead) on material developments and provide recommendations for dealing with such developments.

• Discuss developments with relevant investment managers where appropriate.

Tax governance and process improvements

• Ensure tax risk controls and processes are appropriately complied with and managed.

• Ensure sovereign immunity entitlements of the Funds are appropriately managed and protected, particularly in the US and UK.

• Pro-actively identify and implement improvements to the tax governance framework for the Funds, including controls and workflow processes.

• Contribute to tax policy submissions where appropriate.

Manage key stakeholders/relationships

• Build and maintain good working relationships with key stakeholders and other relevant parties, including:

Tax Compliance team

Finance team

Investment team

Legal team

Investment Managers

Tax Authorities

Tax advisers, including the Global Tax Agent

Peer SWF/PFs

Leadership

• Lead, inspire and empower your team, cultivating a high-performing culture that drives results through collaboration and innovation.

• Provide strategic guidance to team members, supporting them in their professional growth and helping them focus on key outcomes, rather than direct task execution.

• Set clear performance expectations, fostering accountability across teams and facilitating the development of leadership within the Tax function.

Eligibility

Qualifications

• An industry relevant tertiary qualification, such as commerce, law or business

Knowledge and Experience

• Significant experience in a taxation service line or corporate tax department

• Experience in managing all tax aspects of global private markets transactions, such as fund investments, co-investments, joint ventures and M&A transactions is essential

• Exposure to inbound US corporate tax is essential and to other international tax jurisdictions, for example UK and other European Union jurisdictions will be well regarded

• Exposure to sovereign immunity and tax treaty issues will be well regarded

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

Please note that this opportunity is only available to Australian Public Service employees

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759639

Future Fund Management Agency

Closing Date:Tuesday 24 June 2025

Tax

Job Title	Manager - Tax Compliance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week
Classification	APS Level 6
Position Number	JR100220
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Reporting to the Director, Tax Compliance, the Manager, Tax Compliance will have responsibility for managing key tax compliance obligations for the Agency and the various funds managed by the Future Fund Board of Guardians. The role will involve:

• Liaison with various internal stakeholders and the Agency’s outsourced service providers including the global tax agent and custodian, as well as external investment managers.

• The identification of risks and opportunities inherent in current processes and the development and implementation of solutions to address these having regard to the Agency’s tax risk framework and industry best practices.

• Assisting the Director, Tax Compliance with the development, training and support of the Tax Compliance team and broader tax training across the Agency.

Key Responsibilities

Tax Reporting

• Work with the Director, Tax Compliance, other members of the Tax Compliance team and the global tax agent to ensure all income tax filings and payments arising from public and private markets investments are identified and satisfied in a timely manner (a significant focus will be on United States Federal and State filing obligations and payments).

• Co-ordinate and review external advice where required to ensure all tax compliance obligations are appropriately satisfied.

• Undertake technical tax research to support tax positions being adopted.

• Work collaboratively with internal teams and external investment managers to obtain information required for tax compliance purposes.

• Assist with various indirect and employment tax related matters as required.

• Reviewing the entitlement to refunds of franking credits.

• Liaison with the Australian Tax Office and overseas revenue authorities in relation to various tax compliance matters, including supporting the preparation of responses for any revenue authority compliance activity.

• Reviewing tax disclosures in annual financial statements and liaising with internal teams and the external auditor as required.

Governance

• Proactively monitor global tax developments and their impact on tax compliance obligations, including undertaking regular reviews with the assistance of the global tax agent of tax regimes in all investment jurisdictions.

• Develop, review and update process documentation and other governance processes to ensure that tax risk is appropriately managed.

• Proactively manage, develop and implement processes to ensure there is real time transfer of knowledge on new investments from the Tax Advisory team to the Tax Compliance team.

• Assist with reviewing and monitoring settings in the ERP system and ensuring related governance processes are appropriate from a tax perspective.

• Assist the Director, Tax Compliance to develop, review and update Agency polices.

Public Market Tax Compliance

• Provide operational and technical tax support for the Public Market investment portfolio including working with the global tax agent to assess the tax obligations arising from securities disposals and working with the custodian to ensue that custodian reports continue to efficiently meet the Agency’s tax reporting needs.

• Provide a second line of defence review of custodian withholding tax processes including support for the oversight of withholding tax reclaim processes and tax market documentation processes.

• In conjunction with the Director, Tax Compliance, consider opportunities to maximise withholding tax concessions/exemptions available.

• Support the Investment and Finance teams by reporting on tax aspects of the public market portfolio as required.

Process Enhancements

• Pro-actively identify opportunities to optimise tax, improve tax systems and processes, and/or reduce tax operational risk and drive the implementation of industry leading solutions for these opportunities, within the Agency's tax risk framework.

• Identify and advise on tax issues and changes impacting the Agency and develop robust compliance processes for these changes.

Projects

• Undertake specific projects and contribute to broader Agency projects where required.

Relationships with key stakeholders

• Investment teams

• Finance team

• Investment Operations team

• External global tax agent

• External custodian

• External investment mangers

• Tax authorities

Eligibility

Qualifications

• An industry relevant tertiary qualification, such as commerce, law or business

• Chartered Accountant or similar qualification will be well regarded

Knowledge and Experience

• Strong experience in a taxation service line or corporate tax department, and currently in a manager or above level (or its equivalent)

- Significant, demonstrated experience in managing tax compliance obligations
- Experience with tax authorities, including reviews and audits, would be beneficial
- Exposure to tax rules in overseas jurisdictions specifically the United States
- Knowledge of tax requirements and processes for investment funds
- Experience with finance systems and custodian data and reports
- Demonstrated ability to work in partnership with others including experience with outsource service arrangements
- Experience with indirect and employment taxes would be beneficial

Attributes

- Has excellent interpersonal and communication skills including the ability to liaise with stakeholders at all levels
- Has the confidence and ability to work autonomously whilst also working collaboratively within a team
- High attention to detail, methodical and accurate
- Ability to pro-actively assess and manage “risk vs reward” decisions and to contribute innovative solutions to managing and mitigating taxation risks where required
- Strategic thinker with a consultative approach
- Excellent time and output management abilities
- Ability to readily adapt to a fast moving and evolving environment
- Has a mature and calm demeanour, which is maintained when under pressure
- Demonstrates proactivity and a willingness to take ownership, exercise judgement and make reasonable decisions to effectively impact the tax function

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

Please note that this opportunity is only available to Australian Public Service employees

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759713

Future Fund Management Agency

Closing Date:Wednesday 16 July 2025

Job Title	Manager, Private Equity
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesday and Wednesday) and two days WFH
Classification	APS Level 6
Position Number	JR100221
Agency Website	www.futurefund.gov.au

Job Description

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

You hold a tertiary qualification in Finance or a related discipline, a CFA or postgraduate certifications are desirable. You bring strong investment experience in Private Equity, including direct transaction involvement and a well-established network. Your understanding of the Private Equity landscape is comprehensive, encompassing service providers, governance structures, and transaction analysis. You also possess a broad appreciation of capital markets and portfolio construction principles, with a proficient knowledge of Microsoft Word, PowerPoint, Excel, and Outlook.

You have a strategic approach to portfolio construction, clear and adaptive communication, and a collaborative mindset. You are known for your ability to build meaningful relationships across teams and externally, and you bring a spirit of innovation—constantly seeking opportunities to improve processes, incorporate new technologies, propose new strategies, and challenge the status quo to elevate outcomes.

Please note that this opportunity is only open to Australian Citizens.

Duties

You will be responsible for supporting the Private Equity team in the development and execution of the Fund’s Private Equity strategy. This includes conducting market research, guiding due diligence processes, analysing tax structures in collaboration with the Tax Team, and negotiating investment terms that protect the Fund’s interests. You will draft Committee and Board papers, ensure timely and accurate performance reporting, and support advisory board participation for

invested funds. A critical part of your role will be to monitor the Private Equity portfolio closely, making recommendations on corporate actions, manager interactions, and co-investment opportunities to optimise performance.

In addition to portfolio management, you will contribute to the strategic development of the Private Equity portfolio by identifying emerging trends, researching new sectors, and securing allocations to high-quality funds and co-investments. You will also be expected to build and maintain strong relationships with fund managers, advisors, and strategic partners, while positively representing the Fund at industry events and external engagements. Furthermore, your insights will help shape the broader portfolio, ensuring that the Private Equity strategy complements the overall risk/return profile of the Fund.

Eligibility

You hold a tertiary qualification in Finance or a related discipline, a CFA or postgraduate certifications are desirable. You bring strong investment experience in Private Equity, including direct transaction involvement and a well-established network. Your understanding of the Private Equity landscape is comprehensive, encompassing service providers, governance structures, and transaction analysis. You also possess a broad appreciation of capital markets and portfolio construction principles, with a proficient knowledge of Microsoft Word, PowerPoint, Excel, and Outlook.

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Please note that this opportunity is only open to Australian Citizens.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0759669

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 29 June 2025

Marine Park Operations Field Management Operations

Job Title	Manager Compliance Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD
Salary	$94,563 - $106,775
Future Merit Locations	Townsville, Cairns
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	336
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective

is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking a project manager to join our small team in the compliance program, which is part of the Australian and Queensland governments' Reef Joint Field Management Program. This position manages compliance projects and initiatives to improve compliance effectiveness and encourage voluntary compliance with legislation to preserve the values of the Great Barrier Reef Marine Park and World Heritage Area. Building relationships with internal and external stakeholders is key to success in the role.

The Manager, Compliance Projects will lead the development, management, and implementation of initiatives within the compliance program, driving innovation through strategic compliance strategies and effective stakeholder collaboration. The role will focus on delivering business improvements, ensuring effective governance, and applying strategic and operational expertise to drive results. The ideal candidate will possess engagement skills, a deep understanding of business analysis, and a proven track record in project and program management.

About You

- You are a lateral thinker who navigates complex situations and can deliver clear, data-driven recommendations to senior management.
- You possess negotiation and stakeholder management skills and you can communicate with influence.
- You can prepare clear, concise, and compelling reports and presentations that convey complex ideas to stakeholders at all levels. You have expertise in data analysis, business insight, and reporting, with the ability to synthesise complex information.
- You have experience in designing and implementing governance and operational frameworks within a marine operating context.
- You are experienced in strategic planning and managing business cases.

Duties

- Develop governance and operational frameworks that support the strategic and operational objectives of the compliance program.
- Prepare comprehensive business cases and ad-hoc reports, using data analysis to inform decision-making and provide business insights, ensuring clarity and accuracy.
- Contribute to the planning, development, and oversight of the compliance program's initiatives and projects, ensuring they align with organisational goals.
- Liaise and consult with internal and external stakeholders in relation to compliance projects and other activities and represent the Field Management Program as required.
- Identify continuous improvement initiatives, focusing on people, processes and technology to enhance compliance delivery.
- Provide advice and support the implementation of key initiatives, activities, and priority projects within the Program, or take responsibility for specific components of these projects as needed.

Eligibility

The successful candidate will have evidence of an undergraduate degree (or equivalent) in a relevant discipline.

To be eligible for employment, candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Kate Hatten, 0429 682 980
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0759670

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 29 June 2025

Strategic Policy and Partnerships Strategic Policy

Job Title	Policy Officer Strategic Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Townsville QLD
Salary	$94,563 - $106,775
Future Merit Locations	Canberra, Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	288
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great

Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an experienced strategic and skilled project and policy professional to join our small team in supporting the Authority's response to key external threats to the Reef and other contemporary strategic initiatives. The position will also support the development and alignment of the Authority's strategic direction and work in partnership with key stakeholders to maintain the resilience of the Reef.

You will be part of a small team that delivers high quality outcomes and achieves section and organisational goals. The Policy Officer assists the Assistant Director and plays a key role in supporting the strategic policy direction, project managing associated work packages and will draft, develop, implement and review policies. This includes providing high level support and advice through the Assistant Directors, Section Director to the Reef Authority's senior leadership and Board and participating in external forums.

This position will also participate in and contribute to the delivery of key policy projects and strategies of the Strategic Policy section more broadly, which includes the joint Australian and Queensland government's overarching management strategy for the Great Barrier Reef - the Reef 2050 Long-term Sustainability Plan (Reef 2050 Plan), Sustainable Fisheries, Protected Species, Traditional Owner Partnerships, International activities and World Heritage.

About You

- You are a strategic thinker able to work across diverse subject matter areas with a high degree of complexity and apply innovative approaches to solving problems.
- You are experienced in project and policy in a strategic, regulatory environment with well-developed analytical skills, ideally in a marine context, and can provide quality risk-based advice to senior management.
- You have a high interest in and / or broad knowledge of the Reef and its key threats and are able to negotiate a consensus in a complex landscape of competing views.
- You are resourceful and can work with limited direction to achieve high quality outcomes, applying judgement, logic and discretion appropriately.
- You have exceptional written skills, an eye for detail and routinely complete tasks on time and to a high standard.
- You are a team player, who successfully maintains relationships with internal staff and external clients.

Duties

- Develop and implement policies and strategies that support the protection of the Marine Park through a risk-based management approach that provides for sustainable use.
- Provide project management capability to support successful outcomes and delivery in a strategic but dynamic environment, with the application of knowledge and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Coordinate and prepare high quality written material and reports including the provision of expert, timely, practical, transparent and risk-based advice to the Assistant Director and Director on matters relevant to the strategic policy landscape for the Reef.
- Support the delivery of Authority priorities, with a focus on helping to shape the strategic direction of the Authority.
- Work collaboratively to achieve results by engaging effectively with Traditional Owners, partners and internal and external stakeholders on Marine Park management issues through effective internal and external communications and appropriate liaison.
- Deliver and contribute to relevant Reef Authority corporate objectives and actively contribute to the section's work and cross-sectional work and emerging issues as part of a broader team.

Eligibility

The successful candidate will have:

- Tertiary qualifications in public sector administration, policy, project management or a relevant field with a minimum of three years relevant experience.
- Demonstrated experience providing policy advice, developing policies and procedures and supporting projects and programs, ideally with an environmental management organisation.

To be eligible for employment, candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Patricia Schluter, 07 4750 0711
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0759612

Indigenous Land and Sea Corporation

Closing Date:Sunday 06 July 2025

Eastern Divisional Office
Brisbane Program Delivery

Job Title	Project Delivery Vacancies – Brisbane
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$80,871 - $111,983
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	WFH 2 Days Per Week
Classification	APS Level 2;APS Level 6
Position Number	000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/project-delivery-vacancies-brisbane-full-time-ongoing/

Are you passionate about supporting the self-determination of First Nations peoples? We're offering an exciting opportunity for a **Project Officer (Identified)** and a **Project Advisor** to join our committed team in our Eastern Division Office.

Who are we?

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the Aboriginal and Torres Strait Islander 2005 Act (Cth) ('the Act') and subject to the Public Governance, Performance and Accountability Act 2013. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water

Duties

What are the roles?

Project Officer (Identified Vacancy) ($80,871 – $87,870)

Under the guidance of the Operations manager, we're looking for a motivated and detail-oriented Project Officer to join our team. In this role, you'll work closely with colleagues to support projects that deliver lasting economic, environmental, social, and cultural benefits to First Nations communities.

You will play a key role in ensuring projects are well-managed, on track, and aligned with strategic goals. Your responsibilities will include:

- Monitoring compliance and helping to ensure project milestones are met on time
- Supporting community-focused activities that enable informed decisions about land ownership and management
- Gathering and analysing information, preparing clear reports, and contributing to risk assessments that guide investment decisions
- Producing high-quality reports and briefings within agreed deadlines
- Providing accurate, accessible advice on company policies and procedures to assist applicants and stakeholders—referring complex matters to senior staff as needed

***Identified Vacancy* –** The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Project Advisor ($101,004 – $111,983)

Reporting to the Operations Manager, the Project Advisor will play a key role in supporting Indigenous organisations to unlock opportunities in land and water management. You'll work closely with stakeholders to progress projects to an investment-ready stage, support land management for future divestment, and help maximise sustainable outcomes across the Indigenous Estate.

This is a dynamic role that combines relationship-building, strategic thinking, and project delivery. You'll help bring ideas to life; developing proposals, evaluating opportunities, and guiding projects through to successful completion in line with organisational priorities and policy.

In this role, you will:

- Facilitate collaborative project development with stakeholders to deliver sustainable economic, environmental, social, or cultural benefits for Indigenous communities
- Proactively develop and assess proposals that support land and water acquisition or management
- Conduct research, due diligence, and feasibility assessments to build strong business cases for investment
- Organise and lead workshops that support informed decision-making and help set long-term goals for land and water management
- Build and maintain strong relationships with Indigenous organisations, stakeholders, and partner agencies
- Prepare high-quality reports, board papers, and briefings that support transparency and effective decision-making

TARGETED VACANCY – This role is open to all applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.

Eligibility
Notes

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations Peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year’s period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks
- If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

For more information, please contact Nyaree Mewett – General Manager Eastern Division on 07 3854 4660

Applications close 6 July 2025.

At the ILSC we’re committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply

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.

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Nyaree Mewett - General Manager Eastern Division, 07 3854 4660
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/project-delivery-vacancies-brisbane

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Vacancy VN-0759645

Indigenous Land and Sea Corporation

Closing Date:Sunday 06 July 2025

Eastern Divisional Office
Brisbane Program Delivery

Job Title	Operations Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$126,968 - $140,959
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	WFH 2 Days Per Week
Classification	Executive Level 1
Position Number	000
Agency Website	

Job Description

https://www.ilsc.gov.au/careers/

- **Ongoing full time opportunity based in Brisbane**
- **Drive positive outcomes for First Nations peoples**
- **Salary $126,968 – $140,959 (plus 15.4% Super)**

Are you ready for a rewarding role that contributes to the self-determination of First Nations peoples? We have an exciting opportunity for an Operations Manager to join our dedicated team in our Eastern Division Office.

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Duties

We’re looking for a motivated and organised Operations Manager to lead a high-performing team in delivering impactful land and water projects that benefit Indigenous communities. This is a leadership role suited to someone who thrives in a dynamic, purpose-driven environment.

Reporting to the General Manager Eastern Division, you will:

- Lead and manage a team to deliver land and water acquisition, property management, and grant projects, ensuring alignment with stakeholder goals and organisational objectives
- Oversee day-to-day operations, providing guidance, quality assurance, and accountability across project delivery
- Build and maintain strategic partnerships with Indigenous organisations, government bodies, NGOs, and the private sector to strengthen outcomes and leverage investment opportunities
- Conduct due diligence on project proposals and investment opportunities, providing sound recommendations to the Divisional Manager and Executive
- Contribute to organisational strategy, policy development, and continuous improvement initiatives

This is a key leadership opportunity to shape meaningful outcomes and contribute to the long-term success of the Indigenous Estate.

Eligibility
Notes

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year’s period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

TARGETED VACANCY – *This role is open to all applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile and selection criteria). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

For more information, please contact Nyaree Mewett – General Manager Eastern Division on 07 3854 4660

Applications close 6 July 2025.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

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

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Nyaree Mewett - General Manager Eastern Division, 07 3854 4660
Agency Recruitment Site	https://www.ilsc.gov.au/careers/

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Vacancy VN-0759542

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Wednesday 02 July 2025

Strategic Communications and Engagement Directorate
Perth

Job Title	Senior Adviser - Communications and Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$114,440 - $128,568
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 6
Position Number	13411
Agency Website	https://www.nopsema.gov.au/

Job Description

https://www.nopsema.gov.au/about/careers

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry.

We are seeking an experienced Senior Adviser - Communications and Media to join the Communications and External Affairs Team in our Perth Office, working across both internal and external communications. No two days will be alike - one day you will be working on social media, the next you'll be preparing briefing notes for a Federal Minister and the next you'll be responding to journalists. If you are not easily fazed and you're a multi-skilled, multi-tasker with boundless enthusiasm, read on…

Role:

Reporting to the Assistant Director - Communications and External Affairs, you will work closely with internal and external stakeholders to build and maintain effective, professional relationships and drive key projects, offering creative solutions, project support and communication guidance.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced communications and media professional, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key Responsibilities:

As a skilled Senior Adviser - Communications and Media, you will engage and collaborate with key external stakeholders, in government, industry and media to enhance understanding, protect reputation and communicate change.

You will create and implement communication strategies and contribute to facilitating engagement, liaison, and negotiation in support of regulatory priorities, legislative reform, and operational needs.

In this role, you will coordinate and respond to media enquiries, undertake media monitoring, identifying emerging issues and produce internal media reports.

You will also coordinate publication of ministerial quarterly reports, ministerial briefings, and parliamentary correspondence such as Questions on Notice.

The successful applicant, in collaboration with the Communications Team, will assist with preparing internal and external communications materials including, brochures, presentations, newsletter articles, regulatory and corporate publications.

We would like to hear from you if:

You have demonstrated ability and experience to provide advice and support to progress communications and stakeholder engagement initiatives.

You can work collaboratively within a team and demonstrate flexibility in managing competing priorities in a vibrant environment.

You have demonstrated experience in writing and producing media and parliamentary documents.

You have excellent interpersonal, communication, negotiation and influencing skills.

You own a tertiary qualification in communication, government, journalism, public administration or related disciplines.

Desirably, you have experience or knowledge of the offshore energy sector and/or resources sector and/or government processes.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

You will be expected to be available for contact outside of ordinary working hours except when it would be reasonable to refuse to do so.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0759607

National Portrait Gallery of Australia

Closing Date:Sunday 06 July 2025

Curatorial & Collection

Job Title	Head of Registration
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,560 - $140,814
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	In-office
Classification	Executive Level 1
Position Number	PN6735
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

The Position

The Head of Registration is essential to the culture of collaboration that underpins the Gallery's success. Reporting to the Director, Curatorial and Collection, the Head of Registration oversees the management of the NPG collection and registration requirements relating to the exhibition program.

Working as part of a small, multidisciplinary team, this role coordinates workflow, undertakes reporting duties, takes carriage of relevant policies and procedures, and manages a dynamic schedule of priorities across the Curatorial & Collection directorate and the Gallery. They ensure that best practice standards are maintained at all times in relation to the care, storage and movement of artworks and work collaboratively with colleagues across the Gallery to facilitate a dynamic program.

The Head of Registration is a leadership role, leading the registration team and requires highly developed leadership, communication, negotiation, and project management skills combined with initiative and sound judgement. The candidate should be an adaptive problem solver who is open to innovative ways of working.

Duties

Specific Tasks

1. As the head of the registration team, take responsibility for the care and carriage of both the collection and any artworks in the temporary custody of the Gallery (exhibitions, travelling exhibitions, acquisitions and loans), adhering best practice museum standards around handling, storage, freight, documentation and budget management.

2. Oversee the Gallery’s collection management system (CMS) and manage the development, implementation and review of collection data standards

3. Oversee the Gallery’s copyright processes including providing high -level advice on copyright legislation and management of Gallery copyright process related to the Collection and Exhibitions

4. Ensure the gallery is compliant with national and international regulations and procedures for the movement of cultural objects. This includes maintenance of the Gallery’s Approved arrangements, Known Consignor Scheme status, insurance coverage and indemnification.

5. Liaise effectively with the curatorial, exhibitions and facilities teams to successfully deliver our exhibition program, working collaboratively and adaptively.

6. Lead and build capacity within the registration team, promoting and demonstrating an organizational culture of collective responsibility.

7. Steer team project planning and monitor performance.

8. Manage and report on projects against deliverables. Provide high quality and relevant professional advice, including formal written reports, to the Executive.

9. Maintain up-to-date knowledge of the Gallery’s strategic objectives and how these inform and adjust the work of the Curatorial and Collection Directorate.

10. Uphold all policies and procedures relating to collection care and exhibition registration and take responsibility for regular policy review.

11. Credibly represent the Gallery internally, in public and to stakeholders. Provide high level advice to the Director, Curatorial & Collection on matters relating to collection management practices, procedures and care of the collection that is attentive to evolving approaches within the industry.

Eligibility

Section Criteria

1. Demonstrated expert knowledge in best practice processes for the safe handling, packing, transportation and storage of art objects and in the co-ordination of transportation arrangements for art works within a museum or gallery environment.

2. Demonstrated high level experience of supporting strategic direction and steering operational processes.

3. Proven ability to work on several projects simultaneously and to plan, organise, manage and prioritise activities and resources to specified deadlines.

4. Proven capacity to provide effective leadership to the registration team and build productive and mutually beneficial relationships with internal and external stakeholders.

5. Demonstrated knowledge and capacity to apply the APS Values; participative management practices; workplace diversity principles; ability to accept challenges and new opportunities.

6. Strong evidence of effective skills in written and oral communication, including report and policy writing, ensuring accuracy and attention to detail as well as an understanding of standards and obligations in relation to loan agreements and other contractual documents

Notes

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Isobel Parker Philip, Director, Curatorial & Collection on 02 6102 7048 or by email isobel.parkerphillip@npg.gov.au.

Applications close midnight Sunday 06 July 2025.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Isobel Parker Philip, 02 6102 7048
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Vacancy VN-0759616

National Portrait Gallery of Australia

Closing Date:Monday 30 June 2025

Corporate Services

Job Title	Governance and Risk Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$96,236 - $112,919
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	In-office
Classification	APS Level 6
Position Number	6792
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/aps6-governance-and-risk-coordinator

The Position

The Governance and Risk Coordinator provides assistance and support to the NPG Board and Executive. The role is responsible for the coordination of Board meetings, providing Secretariat support to the four Board Sub-Committees, and coordinating the preparation of the Corporate Plan and Annual Report. The Governance and Risk Coordinator also provides support to the Manager Governance and Risk in developing and maintaining policies and monitoring organisational performance. The position reports operationally to the Manager Governance and Risk, however the role requires engagement with a variety of business areas and works closely with others in Corporate Services.

Duties

Specific Tasks

• Coordinate and provide support for the meetings of the Board and four Board Committees, including logistical coordination for meetings, the preparation of agendas and complex papers, and detailed and accurate meeting minutes for Committees.

• Coordinate NPGA’s relationships with Board and Committee members, departmental representatives, and other external stakeholders as required, while ensuring efficient and professional communication with both stakeholders and NPGA staff.

• Develop and maintain governance practices for the Board and its committees, ensuring compliance with relevant legislation, policies, and procedures.

• Coordinating the development and publication of the NPG’s planning and performance documents, primarily the Annual Report and Corporate Plan, in order to meet our legislative requirements and report on the delivery of our strategic and corporate goals and objectives.

• Provide high level assistance to the Executive Team and Board as required, including research, policy development, internal coordination and drafting of briefings and correspondence.

• Support the processing Freedom of Information (FOI) requests as they arise.

• Assist the Manager, Governance and Risk, with the management and coordination of the NPG’s internal audit program, risk management framework and internal policy documents as required.

Eligibility

Section Criteria

• Demonstrated ability to communicate effectively both verbally and in writing, including the ability to prepare high quality and accurate papers and reports.

• Ability to provide secretariat services to Boards and Committees, including taking minutes, managing action items, and compiling papers, or related experience.

• Ability to gain an understanding of corporate governance frameworks and accountability issues in an Australian Government environment, as they apply to a cultural institution.

• Excellent interpersonal skills and the ability to work effectively in a fast paced, adaptive team environment and develop and maintain productive working relationships with stakeholders and staff members.

• Experience and ability to support productive working relationships as a team member with a client focused approach.

• An ability to prioritise, plan and organise work independently and be accountable for work output.

Notes

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Jennifer Dunstan, Manager, Governance and Risk on (02) 6102 7052 or by email at jennifer.dunstan@npg.gov.au

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Jennifer Dunstan, Manager, Governance and Risk, (02) 6102 7052
Agency Recruitment Site	https://www.portrait.gov.au/content/aps6-governance-and-risk-coordinato

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Vacancy VN-0759508

Productivity Commission

Closing Date:Sunday 29 June 2025

Job Title	Recruitment Scribe
Job Type	Casual, Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$115,443 - $146,101
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	PC-2408
Agency Website	

Job Description

https://www.pc.gov.au/careers

The Productivity Commission is seeking an experienced Recruitment Scribe with a strong understanding of APS recruitment processes to support our Human Resources team. This role requires your presence at interviews and panel discussions to accurately document shortlisting outcomes, interview scribing, and selection report preparation and finalisation. Your familiarity with APSC guidelines and merit-based selection principles and ability to produce accurate documentation is highly regarded. Join a collaborative team and contribute significantly to the PC's recruitment processes.

Duties

This dynamic and hands-on role includes:

- Attending and documenting interviews, capturing key decisions.
- Coordinating administrative tasks, including scheduling interviews, communicating with candidates, and providing HR advice to panel chairs and members.
- Maintaining accurate records of recruitment activities.
- Drafting selection reports and coordinating referee checks.
- Utilising software and systems such as Aurion e-recruitment systems and Copilot.

About you

We are looking for a highly motivated individual with:

- Previous APS recruitment experience as a recruitment scribe or working in the APS as part of a recruitment team
- Excellent written and verbal communication skills
- Strong organisational skills and attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft 365 and SharePoint Online
- Previous experience using e-recruitment system such as Aurion and Copilot will be advantageous.

Eligibility

To be eligible for employment with the Productivity Commission, applicants must:

- be an Australian citizen or hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of mandatory qualifications (if applicable).

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Danielle Sousa, danielle.sousa@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0759208

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 29 June 2025

Biosecurity Strategy & Reform
Biosecurity Response & Reform National Biosecurity Emergency Response

Job Title	Director - National Biosecurity Emergency Response
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/1605
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The **Biosecurity Response and Reform Branch** within Biosecurity Strategy and Reform Division provides strategic leadership and coordination to enable continuous improvement of the biosecurity system. The branch does this through the development, implementation and management of biosecurity policy, programs and initiatives relating to preparedness and responsiveness to national biosecurity incidents. The branch also plays a lead role in enabling the implementation of the National Biosecurity Strategy, the Intergovernmental Agreement on Biosecurity and conducts consultation and engagement activities to support the department's national biosecurity objectives. The branch also supports governance for a number of high-level committees and serves as a group-wide coordination point for external inquiries and reviews.

The **National Biosecurity Emergency Response Section** coordinates national response efforts to incursions of exotic/environmental plant and animal pests and diseases under the biosecurity emergency response arrangements (the deeds) and deed-like national arrangements. This is done in partnership with government and industry, as well as Animal Health Australia (AHA) and Plant Health Australia (PHA), ensuring effective and timely management of national biosecurity responses.

- We also support the Australian Government's role in decision-making as a member of the National Management Group.
- We manage the Australian Government's biosecurity response funding responsibilities, including Commonwealth contributions to emergency response and underwriting of industry contributions. We also manage processes for industry-requested levies to enable industry investment in biosecurity activities and repayment of underwritten costs.
- We manage grant programs to enable rapid response and emergency preparedness activities by states and industry.

Duties

The Job
The duties of the role include:

- Managing a team of secretariat staff that provide high level support and governance to the National Management Group for biosecurity emergency response, including briefings, committee papers, communications materials and other products to a high standard that includes timely and considered advice.
- Managing the administered funding programs, including payments, grant and other financial arrangements processes, as well as high quality advice on relevant Australian Government financial and legislative requirements.
- Promoting the work of the National Management Group, and the importance of nationally coordinated biosecurity emergency response through communication methods – such as Communiques and Talking Points.
- Provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and potentially controversial matters on national response, policies, and funding arrangements.
- Provide strategic leadership and direction to the section, to support workflow, appropriate decision making, and compliance with legal and administration obligations.
- Develop and manage key strategic relationships with a broad range of stakeholders, across DAFF, state and territory governments, plant and animal industry bodies and Plant Health Australia and Animal Health Australia.
- Encourage and drive more efficient and effective business practices for core functions, including to support timely decision-making through the National Management Group.
- Identify, manage and evaluate risks that could delay emergency response decisions or result in inappropriate financial exposure for the Australian Government.

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

What are we looking for
Knowledge and experience
The ideal applicant will have:

- Experience working across varied, dynamic and complex work areas in a fast-paced environment.
- Experience in supporting committees, and developing and implementing strategies, policies and programs in collaboration with a range of external stakeholders.
- An understanding of budget processes (including administered funding arrangements), payments and grants.
- Experience in managing communication and engagement.
- A demonstrated track record establishing and maintaining strong internal and external stakeholder relationships together with the ability to anticipate issues and act proactively.
- A sound understanding of the biosecurity environment and national biosecurity system.
- Experience in developing and maintaining stakeholder relationships to achieve positive outcomes.
- Experience in managing a team that is diverse and geographically spread.
- Experience working under pressure and the ability to work to critical deadlines, take initiative and exercise sound judgment.

Notes

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	David Gavin, david.gavin@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759623

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 01 July 2025

Exports & Veterinary Services
Residues & Food Residue Chemistry & Laboratory Performance Evaluation (RC-LPE), Plant & Business

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$77,728 - $84,619
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2025/1998
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Exports and Veterinary Services Division** regulates export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. The division develops strategies to gain, improve or maintain market access for a wide range of animal products. The division delivers the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. The division manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. The division actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics and other goods.

The **Residues and Food Branch** is responsible for regulation, policy development, and implementation of dairy, fish and egg exporters, organic exports, the exports of non-prescribed food and animal by-products, and imported food controls (food safety). This includes the development of legislation, operational policy and guidelines, instructional material, technical training (and its delivery), reporting and engagement of industry and government stakeholders. The branch is also responsible for the National Residue Survey which conducts animal and plant residue testing for participating industries – a critical component underpinning Australia’s favourable market access arrangements.

This position is in the **Residue Chemistry & Laboratory Performance Evaluation (RC-LPE) Section** of the National Residue Survey (NRS). The NRS is a vital part of the Australian system for managing the risk of chemical residues and environmental contaminants in Australian animal and plant products. The core work of the NRS is to facilitate the testing of animal and plant products for pesticide and veterinary medicine residues, and environmental contaminants. Product testing is done through either random or specifically designed sampling protocols. NRS laboratory performance evaluation activities including proficiency testing, seek to make regular and objective evaluations of contract laboratory competency and supports the core work of residue testing.

Duties

The Job

This position supports the preparation of Proficiency Test (PT) samples for animal and plant matrices in the RC-LPE laboratory and maintenance of accreditation to ISO/IEC 17043 as a PT scheme provider.

The duties will include but not limited to the following:

- Preparation of analytical standard solutions that are used for PT sample preparation.
- Provide laboratory support for the preparation of PT samples.
- Management of laboratory equipment calibration and records, such as analytical balances, pipettes, glassware, and temperature loggers.
- Maintenance of records in support of the laboratory’s accreditation.
- Management of the intralaboratory check sample program.
- General laboratory housekeeping duties.
- Purchasing of consumables, receival of goods and maintenance of stock.
- Administrative tasks related to laboratory performance evaluation.

This position is located in Canberra and involves work onsite at the NRS laboratory and the DAFF office, with the possibility of working from home where operational requirements allow.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- A strong background in laboratory practices, with demonstrated experience in preparing analytical standard solutions.
- Experience in proficiency test (PT) sample and solution preparation is preferred.
- A solid understanding of laboratory accreditation processes, particularly ISO/IEC 17043 standards for proficiency testing.
- Practical Experience managing laboratory equipment calibration and maintenance, ensuring compliance with industry best practices.
- A solid grasp of laboratory data management and record-keeping to support accreditation requirements.
- Practical experience in maintaining laboratory consumables, stock management, and general laboratory housekeeping.
- Familiarity with handling animal products and associated biosecurity requirements, including adherence to safety protocols.

The successful applicant must:

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.
- Must receive Q fever vaccination before commencing work.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Shovon Bhattacharjee, 02 5156 5393
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759698

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 03 July 2025

Biosecurity Plant and Science Services
Several

Job Title	Director - Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$146,942 - $170,725
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/1935
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Duties

The Job

The position is responsible for supporting the First Assistant Secretary for oversight of activities within the division and provide support and advice to the executive. The Executive Officer will do this by coordinating reporting, monitoring briefing and communications material, and by liaising directly with divisional staff. The Executive Officer will have an impact by streamlining the coordination of strategic initiatives for the division, providing timely advice and monitoring areas of risk and strategic priorities to the First Assistant Secretary, and communicating with the branch

heads, line areas, across the Biosecurity, Operations and Compliance group as well as internal and external stakeholders.

Duties will include but not be limited to:

- Prepare, manage and review high-level communications and correspondence including briefings, reports, submissions and notes to a high standard that includes timely and considered advice.
- Work with the Executive Assistant and leadership team and key stakeholders to ensure emerging issues are identified, and requests are actioned in a proactive and coordinated way, to deadlines and quality standards, liaise with key stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the Division.
- Lead and contribute to projects to support the achievement of strategic and operational objectives.
- Support the team members in the FAS office team, including providing back up for divisional coordination and the executive assistant during periods of leave.

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

Eligibility

What we are looking for

Knowledge and experience

The ideal candidate will have:

- Experience in working across varied, dynamic and complex work areas.
- Understanding of divisional budget processes, procurement and human resources.
- A track record in establishing and maintaining strong internal and external stakeholder relationships - know how to anticipate issues and act proactively.
- Confidence in maintaining a strong attention to detail and quality of written material and communications when working in a fast-paced environment.
- A sound understanding of the biosecurity environment and national biosecurity system
- Experience in developing and maintaining stakeholder relationships to achieve positive outcomes
- Experience in policy development, program implementation, new policy proposal development and Cabinet processes
- Experience in working under pressure and ability to work to critical deadlines, take initiative and exercise sound judgment.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peter Finnin, 0466 809 179
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0759513

Attorney-General's Department

Closing Date:Sunday 29 June 2025

Information
IT Engagement, Innovation & Support

Job Title	IT Service Desk Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$86,464 - $91,809
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	0196/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=E7736385-0649-99EE-8601-E3EE2F17D859

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

Duties

Employment Opportunity

The IT Service Desk Analyst works with the other IT Service Desk Analysts in the team to:

- Provide second level troubleshooting on incidents, where they are unable to be resolved at first level and action service requests related to privileged accesses.
- Act as an escalation point and quality assurance gate prior to tickets being escalated to resolver teams, including:
  - application of advanced troubleshooting capability
  - ensuring that all information required by resolver teams is included in the ticket.
- Provide coaching and feedback to IT Service Desk Officers (APS4) on solutions, troubleshooting steps/methods and completeness of information in tickets.
- Liaise with resolver teams to:
  - provide additional information where required/requested
  - follow up on tickets on a regular basis, where resolution isn't immediate
  - ensure all relevant information regarding resolution of the issue is included in the ticket.
- Educate IT Service Desk Officers on resolutions, if appropriate.

- Develop internal knowledge base articles related to the issue, if required (i.e. where IT Service Desk Officers/Analysts could do additional steps to resolve in the future, based on feedback from resolver teams).
- Where the incident affects multiple users or has a high impact, liaise with IT Service Desk team leaders, managers and Incident/Problem manager.
- Ensure client is kept up-to-date with progress on their issue, including where there is no resolution and/or work is ongoing to resolve and/or any available workarounds.
- Provide backup VIP IT Support alongside the VIP IT Support Officer.
- Participate in the OnCall Roster providing 24/7 support.

How you can help us make a difference

We seek people who bring fresh ideas and perspectives, diverse experience, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will demonstrate the following job criteria:

- High-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion.
- Experience in an IT service support team in a busy and complex environment.
- Expertise, or ability to develop expertise, across a range of different IT applications.
- Ability to listen and communicate effectively, both verbally and in writing, with a wide range of stakeholders, and represent the Division positively.
- Sound judgment in responding effectively to stakeholder needs, including attention to detail.
- Strong teamwork, initiative, motivation and a positive attitude.
- Effective time management to accomplish tasks and monitor task completion against milestones.
- Effective prioritisation of work in line with team, Division, and Departmental objectives.
- Responsibility for completing own work tasks and supporting team members to do the same.
- Awareness of, and willingness to embody, the APS Values and Code of Conduct in their daily work.
- Optional: formal qualifications or training in any information systems related field.

Merit Pools:

A merit list or pool may be created as part of this selection process and be used to fill similar vacancies anywhere in Canberra, ACT.

Flexible work arrangements will be considered and supported where possible. These include:

- Job Share
- Hybrid Work
- Remote Work
- Compressed Hours
- Bandwidth Modification

Eligibility

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

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

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Attorney-General's Department

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To Apply

Position Contact	Norman Lembit, (02) 6141 6678
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E7736385-0649-99EE-8601-E3EE2F1

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Attorney-General's

Vacancy VN-0759515

Attorney-General's Department

Closing Date:Sunday 29 June 2025

Information
IT Engagement, Innovation & Support

Job Title	IT Service Desk Analyst - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$86,464 - $91,809
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	0197/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=07027DB8-4833-8B99-9649-E3EE2F3962EB

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

Duties

Employment Opportunity

The IT Service Desk Analyst works with the other IT Service Desk Analysts in the team to:

- Provide second level troubleshooting on incidents, where they are unable to be resolved at first level and action service requests related to privileged accesses.
- Act as an escalation point and quality assurance gate prior to tickets being escalated to resolver teams, including:
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    - ensuring that all information required by resolver teams is included in the ticket.
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- Liaise with resolver teams to:
    - provide additional information where required/requested
    - follow up on tickets on a regular basis, where resolution isn't immediate
    - ensure all relevant information regarding resolution of the issue is included in the ticket.
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- Ensure client is kept up-to-date with progress on their issue, including where there is no resolution and/or work is ongoing to resolve and/or any available workarounds.
- Provide backup VIP IT Support alongside the VIP IT Support Officer.
- Participate in the OnCall Roster providing 24/7 support.

How you can help us make a difference

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Our ideal candidate will demonstrate the following job criteria:

- High-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion.
- Experience in an IT service support team in a busy and complex environment.
- Expertise, or ability to develop expertise, across a range of different IT applications.
- Ability to listen and communicate effectively, both verbally and in writing, with a wide range of stakeholders, and represent the Division positively.

- Sound judgment in responding effectively to stakeholder needs, including attention to detail.
- Strong teamwork, initiative, motivation and a positive attitude.
- Effective time management to accomplish tasks and monitor task completion against milestones.
- Effective prioritisation of work in line with team, Division, and Departmental objectives.
- Responsibility for completing own work tasks and supporting team members to do the same.
- Awareness of, and willingness to embody, the APS Values and Code of Conduct in their daily work.
- Optional: formal qualifications or training in any information systems related field.

Merit Pools:

A merit list or pool may be created as part of this selection process and be used to fill similar vacancies anywhere in Canberra, ACT.

Flexible work arrangements will be considered and supported where possible. These include:

- Job Share
- Hybrid Work
- Remote Work
- Compressed Hours
- Bandwidth Modification

Eligibility

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

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

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

The Affirmative Measures (Indigenous) process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the on boarding process.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Norman Lembit, (02) 6141 6678
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=07027DB8-4833-8B99-9649-E3EE2F3

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Attorney-General’s

Vacancy VN-0759583

Attorney-General's Department

Closing Date:Tuesday 01 July 2025

Corporate Services
Data, Evaluation and Behavioural Insights

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	$98,329 - $109,684
Future Merit Locations	Canberra, Melbourne, Sydney, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	0200/25_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=C2C18CE9-986A-89C6-9019-E3EE6AC6FF37

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

Duties

Employment Opportunity

The Data, Evaluation and Behavioural Insights Branch works to improve decision-making and policy development through better use of data and behavioural insights. We are a collaborative area that is passionate about tackling important problems with creative solutions. Our people come from diverse backgrounds (including economics, law, graphic design, national security, evaluation, data science and behavioural science), with different ways of working and thinking. Our work sits at the intersection of data, policy, and law and provides the opportunity to work with diverse areas and subject-matter experts across domains. Leading in expertise and knowledge on issues related to data analysis, data visualisation, data policy, behavioural insights and program evaluation, we are flexible, influential and collaborative.

The APS Level 6 Data Analyst will contribute to the uplift in AGD's analytics capabilities in line with its Analytics Strategy. The Data Analyst will contribute to analytical projects and initiatives to inform, influence and enhance policy development and decision making. The role will also involve collaborating with stakeholders and improving the governance and use of data across the Attorney-General's Department.

The successful candidate will:

- Identify, interpret and analyse data using statistical and linking techniques to inform policy development and decision making.
- Contribute to analytical projects in collaboration with diverse stakeholders in a complex and sensitive environment.
- Produce data analytics reports, visualisations and recommendations to inform policy development and decision making based on evidence.

- Contribute to standards and guidance to support best-practice data collection, use and sharing, and deliver programs of work such as data quality initiatives.
- Provide advice to departmental staff on best practices in data analysis.
- Collaborate with colleagues in the development and implementation of data policy, evaluation and behavioural insights initiatives.

How you can help us make a difference

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, use information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Successful candidates will demonstrate that they are able to:

- Apply critical and analytical thinking in the development of strategic, timely, and evidence-based advice.
- Develop and maintain productive working relationships with a range of stakeholders.
- Contribute to analytical work in a fast-paced changing environment, managing competing priorities and effectively meeting tight timeframes to deliver projects.
- Have highly developed verbal and written communication skills, including the ability to present complex information succinctly to a non-technical audience.
- Have demonstrated exemplary standards of integrity and professionalism, and adherence to APS and departmental values.

Additionally, it would be desirable to have:

- Tertiary qualifications and experience in statistics, mathematics, economics, econometrics, data science or a related field.
- Experience in delivering complex statistical analysis and modelling using software such as R, Python, SQL or Stata.
- Experience applying statistical or data science techniques to unit record datasets.
- Sound project management skills including the ability to develop, monitor and meet objectives across multiple projects.
- Experience in working with data from a variety of sources, as well as identifying and remediating data quality issues and developing data quality improvement processes.

Eligibility

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

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

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

Notes

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

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

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To Apply

Position Contact	Strawberry Kreutzer, (02) 9581 7414
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C2C18CE9-986A-89C6-9019-E3EE6A

Attorney-General’s

Vacancy VN-0759659

Attorney-General's Department

Closing Date:Sunday 29 June 2025

International Law and Human Rights
Office of International Law

Job Title	Paralegal - Various Opportunities
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	$77,517 - $84,166
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4
Position Number	0202/25_II/ILHRD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=28540D57-5E47-0918-73A3-E3EF5824E91D

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

Duties

Employment Opportunity

The Office of International Law (OIL) is responsible for supporting the Attorney-General as First Law Officer, through the provision of legal advice on Australia's international legal obligations to the Attorney, Cabinet and Government departments. OIL is also responsible for the conduct of all international dispute settlement (with the exception of World Trade Organization disputes).

OIL is seeking candidates to fill current and anticipated future paralegal vacancies at the APS Level 4 classification. The role will provide a unique opportunity to develop skills in international law and learn from a highly experienced team.

General Paralegals in OIL assist advisory teams in subject matters including; human rights and refugee law, international criminal law, the law of armed conflict and the use of force, cyber and intelligence law, oceans and environment law, nuclear law, diplomatic law and the law of international organisations and air and space law. Litigation paralegals primarily provide support to the Investor-State Dispute Settlement team, who have carriage of a set of disputes under an international investment treaty.

Key Duties:

Paralegals in OIL usually work two/three days a week on a casual basis, and their responsibilities may include:

- Undertaking legal and policy research.
- Proofreading and referencing legal advices.
- Organising and providing support for events and meetings.
- Litigation assistance, including document review, reviewing legal submissions, and drafting correspondence.
- General administrative duties (e.g. printing, copying, assembling folders, filing).

How you can help us make a difference

We seek people who bring new ideas, diverse experience and global perspectives. People who work with us will display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

We invite applications from candidates that possess the following skills and attributes:

- Team players with excellent interpersonal skills and a `can-do' attitude;
- Strong administrative skills including excellent attention to detail;
- Ability to manage multiple tasks with competing deadlines;
- Demonstrated ability, or the capacity to develop skills, in researching, analysing and presenting findings on international law;
- Well-developed communications skills (both oral and written); and
- Demonstrated commitment to professionalism, integrity and confidentiality.

The ideal candidate will be a Canberra based tertiary law student in their second or third year. Completion of/academic achievement in a public international law unit of study will be an advantage, as will be participation in public international law extracurriculars.

Previous experience in legal environments or international organisations is desirable but not essential.

Merit Pools:

A merit list or pool may be created as part of this selection process and be used to fill similar vacancies anywhere in Canberra, ACT.

Flexible work arrangements will be considered and supported where possible. These may include:

- Job Share
- Hybrid Work
- Remote Work
- Compressed Hours
- Bandwidth Modification.

Eligibility

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Laura Sturges-Britton, (02) 6141 3984
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=28540D57-5E47-0918-73A3-E3EF582

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Attorney-General’s

Vacancy VN-0759718

Attorney-General's Department

Closing Date:Thursday 03 July 2025

Various
Various

Job Title	Talent Pipeline - Various Opportunities - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$98,329 - $109,684
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	0208/25_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=4F56A734-A7B7-E4A4-338E-E3EF93B0DB32

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

Duties

Employment Opportunity

The Attorney-General's Department is seeking expressions of interest from motivated and driven Aboriginal and/or Torres Strait Islander people to fill current and future vacancies across various positions at the APS Level 6 classification.

This is an exciting opportunity for suitably qualified and experienced candidates who can deliver influential and positive policy contributions to the Government's legal agenda for the good of the Australian people.

The department performs a vast range of functions and we are looking for high-performing candidates in the following areas:

- **Justice and Communities Group** is responsible for key aspects of Australia's justice system, including the federal courts, tribunals and the family law system.
- **Integrity and International Group** has legislative and policy responsibility for administrative law, information law, anti-corruption and fraud, human rights, modern slavery and human trafficking.

- **National Security and Criminal Justice Group** is responsible for a range of national security and criminal justice laws and policies, including transnational serious and organised crime, cybercrime, cross-border data access, anti-money laundering, counter-terrorism, counter-espionage and foreign interference, electronic surveillance and law enforcement and criminal intelligence powers.
- **Enabling Services Group** supports the department's corporate and organisational operations, including strategy and governance, human resources, corporate services, and information and communications technology.

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Direction 2022.

How you can help us make a difference

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration.

Successful candidates:

- **Create solutions -** Generates innovative solutions to problems, producing a range of options for consideration.
- **Demonstrate agility** - Embraces new challenges, applying skills confidently in a range of situations.
- **Communicate effectively** - Creates opportunities for others to be heard, monitoring verbal and non-verbal cues.
- **Leads with commitment** - Builds corporate knowledge and expertise by guiding, coaching and mentoring others where appropriate.
- **Collaborate with purpose** - Recognises the value of diverse experience, education and backgrounds, seeking input and guidance from others.
- **Be Accountable for quality outcomes -** Contributes to planning and resource allocation to ensure achievement of objectives.

The department supports flexibility, including work hours and location through hybrid and remote work arrangements.

Eligibility

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

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

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

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner.

The Affirmative Measures (Indigenous) process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 8(1) of the Racial Discrimination Act 1975.

To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will be required prior to the finalisation of the selection process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Recruitment, (02) 6141 6111 (option 2)
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=4F56A734-A7B7-E4A4-338E-E3EF93E

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Attorney-General's

Vacancy VN-0759102

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 30 June 2025

Corporate
Office of the CEO Australian Institute of Criminology

Job Title	Library and Information Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$77,250 - $83,878
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 4
Position Number	6038_05/25_OCEO
Agency Website	https://www.acic.gov.au/

Job Description *https://www.acic.gov.au/about-us/careers*

The AIC is located within the Australian Criminal Intelligence Commission (ACIC). Employees of the AIC are also employees of the ACIC. The AIC currently operates under separate legislation and remains a separate entity within the ACIC.
The Library and Information Officer role works as part of the library and information services team to support the mission of the Australian Institute of Criminology (AIC) by providing research and information resources support, publications support and grants and event support.
Library duties include indexing and abstracting and providing support and advice for cataloguing functions in the team. The Library and Information Officer also undertakes acquisitions, document delivery, circulation, reference support and other library and information support tasks. The role also provides support for data integrity and the AIC's publications, grants and events programs.

Duties

Library

- A wide range of library tasks at level including cataloguing, indexing and abstracting, document supply, acquisitions, circulation and client services support.

Data integrity

- Assisting with record keeping and data integrity requirements.

Publications support

- Administrative support for the AIC's publications program.

Grants and events

- Support with administrative tasks related to the grants program.
- Assistance with events including administration, preparation, online moderation (for online events) and set up and teardown (for in-person events).

Our ideal candidate

- Demonstrated knowledge of and/or experience in a range of library tasks, including acquisitions, circulation and client services, abstracting and indexing, catalogue record creation and review and inter-library loans.
- Understanding of the need to maintain accurate and accessible records with demonstrated attention to detail.
- Demonstrated skills in administrative tasks using the Microsoft Office suite and content management systems.
- Demonstrated willingness to assist with a full range of tasks related to live and online events.
- Works effectively under pressure with minimal supervision, meets deadlines, prioritises workloads and organises their time effectively and efficiently.
- Excellent oral and written communication skills and demonstrated ability to liaise with external and internal clients and organisations as well as providing training and feedback to team members.
- Demonstrated ability to work flexibly as a member of a small team, and willingness to undertake duties consistent with the operations of a small organisation.

Eligibility

Essential qualifications

- Tertiary library qualifications (TAFE or university) or equivalent demonstrated experience.

Eligibility

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

Notes

The ACIC is committed to diversity and inclusion . We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.
More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website .

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Samantha, (02) 6268 7413
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759498

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 30 June 2025

Corporate
Business and Partnerships Capability Support

Job Title	Business Capabilities Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6062_06/25_BP
Agency Website	https://www.acic.gov.au/

Job Description

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

The Business Capabilities Advisor (BCA) is required to support and lead members within the Branch and support business relationships with stakeholders both internal and external to ACIC. The role provides support to members within their team with general administrative functions and coordinate, guide and support day to day business services. The role is also required to develop and implement initiatives, projects and systems, to sustain a high level of services to our business partners.

The BCA role requires a willingness to learn and acquire knowledge and skills to support and develop multiple business and system enquiries on a day-to-day basis. The role requires you to lead meetings and committees, and provide secretariat support to ensure stakeholders can share national knowledge and support the ACIC's direction.

The role requires the ability to strongly communicate with stakeholders to assess needs, solve issues and educate others where required. The role has a degree of autonomy and is performed in conjunction with their peers, subject matter experts and business and technical staff.

Duties

- Act as a key contact point for routine stakeholder communication.
- Liaise with internal and external stakeholders in relation to business services, including assistance and management of defects and enhancements across business systems.
- Develop and implement effective standards and processes to ensure the ongoing delivery of critical business service delivery operations.
- Embed continuous improvement to service delivery through reporting, analysis and planning.
- Assist clients to prepare for the adoption and usage of new solutions, processes and/or systems, which will include preparing and/or assisting with the development of key communication and change management.
- Provide Secretariat services for stakeholders and system user groups.
- Assist business managers with the development of briefs, materials and reports.
- Leading a small team to support stakeholders and implement improvements.
- Perform general administration support activities as required.

Our ideal candidate

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

- Demonstrated experience in building and maintaining relationships with internal and external stakeholders, via high level verbal and written communication.
- Ability to lead a team to effectively plan and prioritise workload to manage competing priorities.
- Demonstrated experience in identifying, developing and implementing continuous improvement of business processes, to ensure efficient and effective business operations.
- Coordinating and support secretariat responsibilities to support stakeholders' meetings and committees.
- Ability to influence collaboratively while contributing to create a positive workplace culture within the Agency.
- Demonstrated experience in Microsoft applications and the ability to quickly learn new applications.

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. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

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To Apply

Position Contact	Sharyn, 02 6268 7854
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759491

Australian Federal Police

Closing Date:Friday 27 June 2025

Job Title	Payroll Services - Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	14819
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14819/

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and

detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

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

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

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

Duties

Payroll Services sits within the Business Services branch, which is a multifaceted branch within the Chief Financial Officer Command. The AFP Payroll Services team delivers fortnightly pays over 8,000 employees using SAP. We have a complex and fast-paced operating environment, and there is never a dull day and always something new to learn.

In Payroll Services our work is the administration of conditions of service and entitlements for AFP employees including processing of pay, leave and superannuation and the ongoing improvement of systems and processes to provide a high quality, accurate and timely service to the AFP and its members.

Team Leaders are responsible for leading a small team within Payroll Services to deliver sound pay outcomes to AFP employees. This is achieved through leading the team, managing capability, capacity and resources to ensure efficient and high quality outcomes. This is a pivotal role in developing people, managing change, influencing behaviours to maintain a supportive culture respecting the talent, perspective and value of each individual.

The team leader encourages innovation and continuous improvement in practices, systems and processes. By building and maintaining professional relationships in the team and with external stakeholders, the Team Leader works with the Payroll Services Leadership team to adapt to changing priorities in a high volume environment.

Team Leaders activities include supporting team members build capability and confidence, planning and organising work for the team, undertaking complex payroll processing and checking

and leading or contributing to project activities on priority projects.

Team Leaders contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will be challenging?

Payroll Services is a fast paced, dynamic place to work. Some cases are quite intricate and complex, requiring liaison with other areas within the AFP to correctly interpret and implement governance and legislation. Some employees can disagree with the organisational stance and so having strong communication skills and being able to deal with difficult and emotional people is required.

The high volume, high paced environment requires team leaders to be aware of the pressures of the workload on their team. It is critical that Team Leaders are able to work with their team to support them to build and demonstrate resilience, and provide support and guidance in managing issues and challenges.

This role provides opportunities to extend beyond payroll processing and provide a significant contribution to the delivery of high profile or complex projects. This involves combining project management skills and alignment with the fortnightly payroll delivery cycles.

What will you do?

Payroll Service Team Leader you will be responsible for:

- Provide leadership as part of a team, to contribute to organisational outcomes
- Guide and Manage team members responsible for delivery of Payroll Services
- Engage with stakeholders to manage, prioritise and align payroll activities, systems and processes
- Undertake project and processing activities in accordance with relevant governance, frameworks and timeframes
- Delivering quality service and professional practices and standards including the application of legislation, policy and employment instruments
- Communicate payroll outcomes both in writing and verbally to employees, management and in formal briefs
- Influencing and implementing business improvements related to operational practices, procedures and guidelines
- Undertake payroll processing, including calculating employee entitlements and processing complex cases in accordance with strict deadlines
- Maintaining currency in subject matter expertise through on-going professional development and learning opportunities
- Undertake general administrative duties associated with payroll activities

What does success look like in this role?

- Collaboratively working with Payroll Services leadership team to achieve high quality payroll outcomes
- Developing team members to build their ability prioritise and work effectively as a team
- Interpretation and application of the AFP's Enterprise Agreements, relevant legislation and governance to provide direction and advice on complex queries to AFP Employees and Payroll Team Members
- Regular positive engagement with key stakeholders
- Delivering on agreed outputs and outcomes to projects and activities
- Being open to constructive feedback and valuing differing opinions and ideas
- The ability to convey messages effectively and sensitively across multiple audiences, which may include executive and ill or injured AFP employees
- Leading the development and implementation of improvements within the team, systems and processes
- Demonstrating adaptability and resilience in dynamic, complex environments, and enjoy facing new challenges each day

Eligibility

Essential Requirements

- Australian Citizenship.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Contemporary Payroll and /or Human Resources experience.
- Demonstrated leadership experience
- Experience with Payroll Systems such as SAP or similar.
- Problem solving / analytical skills.
- Strong, effective communication and engagement skills
- Self and time management skills

Desirable Requirements

- Project Management Skills

Notes

- This position is Canberra base and successful candidates must be willing to relocate if based outside of this area.
- This position is at an AFP Band 7 level

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Chris Lucas, 02 5126 5105
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14819/

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Attorney-General's

Vacancy VN-0759524

Australian Federal Police

Closing Date:Thursday 26 June 2025

Job Title	Team Leader - Media
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Perth WA
Salary	$118,673 - $127,101
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	14840
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14840/

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- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement

- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you a highly motivated, qualified and experienced Media Team Leader who thrives in a fast-paced, dynamic environment? If so, this role might be for you.

Do you want to work in a team which manages the reputation of the agency, promotes the outstanding work of our police officers and manages relationships with the domestic and international media?

The AFP is looking for highly motivated people to work within the Media and Communications portfolio as a Media Team Leader. You will work in partnership with the Home Affairs Portfolio and other Commonwealth and jurisdictional stakeholders to develop and deliver tailored high quality media and communications materials.

As a Team Leader in the AFP you play an important 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. You will need to lead a team, manage human and financial resources, possess highly developed prioritisation skills and balance multiple task requirements to influence the team in delivering timely and accurate information via media channels. Interstate and overseas travel may be required to support some media activities.

What will you do?

The role is suited for highly motivated individuals who have worked in fast paced environments, delivering high quality outputs within rigid timeframes. You will help manage and mentor staff to deliver the AFP’s core objectives through strategic and tailored media and communication strategies.

The role of Media Team Leaders offers valuable exposure to the breadth of work across the AFP and its strategic position within the Australian Government and the global law enforcement landscape.

The team operates out of Canberra, Sydney, Melbourne, Brisbane and Perth. You will work independently with business areas to establish communication priorities in support of the AFP’s strategic and operational needs. Your advice will be timely and accurate, and deliver outcomes within tight deadlines and under pressure. Your skills should include being able to create and manage media strategies which help build the AFP’s brand and align with the corporate vision.

To succeed in this role you will:

- Help manage competing and often urgent priorities; remaining flexible and calm under pressure in a dynamic environment to deliver best-practice media outcomes.
- Manage and mentor staff on complex media matters and responses, develop innovative media plans and broader strategies, which will deliver maximum impact for the organisation and its brand.
- Directly engage with journalists to deliver media interviews and events; oversee the preparation of proactive media opportunities and reactive media responses.
- Foster effective working relationships with Minister's offices, AFP senior leaders, other Commonwealth partner agencies and state and territory police forces.
- Understand the current media and political landscape and devote time to seeking ways to adapt organisational messaging to be more effective, engaging, influencing and persuasive.
- Possess highly developed written and oral communication skills, tested during external and internal stakeholder meetings, delivering presentations, facilitating discussions with numerous parties and interviews with journalists and providing mentoring to AFP staff to achieve the same.
- Demonstrate good judgement, integrity and discretion in a demanding environment when dealing with confidential and sensitive operational business matters.
- Create a positive team culture based on respect and tolerance, which encourages diversity of ideas and be responsible for building and encouraging individual capabilities of team members within a collaborative environment.
- Set clear expectations of an ethical and professional behaviour.
- Display initiative, courage and resilience in addressing challenging issues.
- Ability to work to a roster and be flexible to work out-of-hours, including weekend work - this role operates under the Operations working pattern.

Eligibility

Essential Requirements

- Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Tertiary qualifications in journalism, public relations/media or equivalent high-level experience in industry roles.
- Professional written and oral communication skills.
- Australian citizenship at the time of application.

Desirable Requirements

- Formal qualication/s (Bachelor degree minimum) in Journalism, communications, multimedia production or more than 10 years' experience within these industries.
- Experience in law enforcement, political process and the workings of the media.

Notes

- This position is a AFP Band 7 role.

Composite Statement

This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary,

which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

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About the Australian Federal Police

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To Apply

Position Contact	Lisa Chant, 02 5126 7321
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14840/

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Attorney-General’s

Vacancy VN-0759528

Australian Federal Police

Closing Date:Thursday 26 June 2025

Job Title	Media Liaison Officers (Band 5 & Band 6)
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	$99,285 - $118,673
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	14503
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14503/

Did you know?

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

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

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

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

- Access to ongoing training and professional development opportunities

Duties

Are you a highly motivated, qualified and experienced media liaison officer who thrives in a fast-paced, dynamic environment? If so, this role might be for you.

Do you want to work in a team which manages the reputation of the agency, promotes the outstanding work of our police officers and manages relationships with the domestic and international media?

As a Media Liaison Officer you will manage the AFP's interaction with various media outlets, work on a rotating roster, including being on call. You will need to deliver media conferences, develop media releases, talking points and have creative ideas for media strategies. Key to all this is ensuring the good reputation of the AFP is maintained and enhanced, while accuracy of the public record is maintained at all times. Interstate and overseas travel may be required to support some media activities.

As a Media Liaison Officer in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position outlined below.

What will you do?

The role of Media Liaison Officer offers valuable exposure to the breadth of work across the AFP and its strategic position within the Australian Government and the global law enforcement landscape.

The team operates out of Canberra, Sydney, Melbourne, Brisbane and Perth. You will work independently with business areas to establish communication priorities in support of the AFP’s strategic and operational needs. Your advice will be timely and accurate, and you can deliver outcomes within tight deadlines and under pressure. Your skills should include being able to create and manage media strategies which help build the AFP’s brand and align with the corporate vision.

Applicants with additional social media experience/skills are highly desirable.

Band 5 responsibilities

- Develop media materials to meet operational and corporate communication needs.
- Liaise with internal stakeholders to identify operational media opportunities, support the execution of complex media strategies and facilitate media conferences.
- Demonstrate a clear understanding the work of the AFP to identify develop and implement proactive media opportunities for the agency.
- Liaise with members of the AFP commands and senior external stakeholders. including journalists regarding complex media enquiries.

Band 6 responsibilities

- Liaise with executive and senior operational members to identify, plan and execute complex media strategies and materials.
- Write concise, informative and accurate media materials.
- Manage complex media enquiries.
- Demonstrate the ability to work autonomously with minimal supervision and mentor junior members to enhance the team environment.
- Demonstrate a clear understanding the work of the AFP to identify develop and implement proactive media opportunities for the agency.
- Liaise with members of the AFP commands and senior external stakeholders. including journalists regarding complex media enquiries across multiple platforms.

Eligibility

Essential Requirements

Band 5

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Tertiary qualifications in journalism, public relations/media or equivalent high-level experience in industry roles.
- Professional written and oral communication skills.
- Ability to travel interstate or overseas if required.

Desirable Requirements

- 5+ years' experience in one or more of these industries (Journalism, communications, multimedia production) will be highly regarded.

Band 6

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of 5 years' experience in one or more of these industries (Journalism, communications, multimedia production).
- Professional written and oral communication skills.
- Ability to travel interstate or overseas if required.

Desirable Requirements

- Tertiary qualifications in journalism, public relations/media will be highly regarded.

Notes

- These positions are AFP Band 5 & 6.

Composite Statement

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

Commitment to Diversity & Inclusion

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About the Australian Federal Police

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

To Apply

Position Contact	Nathan Long, 02 5126 5350
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14503/

Attorney-General's

Vacancy VN-0759643

Australian Federal Police

Closing Date:Wednesday 02 July 2025

Job Title	ACT Policing - Senior Technical Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$96,049 - $105,974
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ 14742
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14742/

The ACT Policing Radio & Technical Services Team undertake projects, maintenance and support for ACT Policing and the AFP including:

- CCTV/AV
- Vehicle fitouts
- Radio network
- Speed detection equipment
- Breath analysis Equipment

As a Senior Technical Officer, you will be responsible for the end-to-end design, installation, maintenance, and support of CCTV and audio-visual (AV) systems across ACT Policing. This includes leading technical delivery for installation of infrastructure, ensuring system reliability, and managing vendor and stakeholder engagement across multiple operational environments.

Please note that the working pattern for this position is Operations and as such will be subject to the appropriate conditions detailed in the AFP Enterprise Agreement. The successful candidate will need to demonstrate flexibility and to work the hours and patterns of attendance as directed by their supervisor on a 24 hour, seven days a week basis.

Duties

The role responsibilities include but are not limited to:

- Design, implement, and maintain CCTV and AV systems throughout ACT Policing facilities and operational environments.
- Lead and manage installation projects, system upgrades, and lifecycle maintenance activities.
- Oversee and maintain IP networking infrastructure related to CCTV and AV systems, including switches, routers, and secure configurations.
- Collaborate with internal and external stakeholders to coordinate technical works and ensure system integrity.
- Assist with technical support for radio communications and other field-based technology systems.
- Maintain detailed technical documentation, network schematics, and system records.
- Ensure compliance with security, privacy, and operational standards in all system deployments.
- Work well within a team environment to achieve results.
- Undertake a range of operational support tasks including team administrative duties when required.

Eligibility

Essential Requirements

The successful candidate will possess the following essential requirements:

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Australian citizen.
- Electronic and CCTV Security industry experience.
- Electrical and Data/trade experience.
- IT/Networking Qualifications or the ability to demonstrate extensive knowledge and experience.
- Current first aid certificate or the ability to obtain one.
- Current Drivers licence.
- Possess ability to work at heights, confined spaces and in difficult physical circumstances.

Desirable Requirements

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

- Certificate 3 in Electronics and/or relevant experience.
- Heavy Rigid Vehicle and Motorbike Licences.
- Metal work and fabrication experience.

Notes

Please note this role is located in Canberra, ACT. Succesful applicants will need to ensure they are located in Canberra, or be willing to relocate to Canberra for the role.

About the Australian Federal Police

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To Apply

Position Contact	David Barancewicz, 02 5126 5423
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14742/

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Attorney-General’s

Vacancy VN-0759648

Australian Federal Police

Closing Date:Thursday 17 July 2025

Job Title	Senior Paralegal
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$84,458 - $99,285
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	14816
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14816/

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.

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

A key strategy of the AFP to combat serious crime is removing the profit from crime and preventing its reinvestment in further criminal enterprise. The AFP led Criminal Asset Confiscation Taskforce (CACT) is a multi-agency taskforce with primary responsibility for the investigation and civil litigation of Commonwealth proceeds of crime matters on behalf of the Commissioner of the AFP. Criminal Assets Litigation (CAL) is the AFP's national in-house legal practice responsible for the provision of independent legal advice and those civil litigation services. The CAL Information Management team (CAL IM) provides essential support to CAL's capacity to conduct the litigation properly and efficiently and to meet the conditions of the Attorney-General's approval under the Legal Services Directions 2017 (Cth) for the AFP to use CAL as a solicitor on the record. CAL IM does this in three main ways.

First, by supporting General Counsel by ensuring there is effective management of coercive material in the CACT through high levels of compliance with the Standard Operating Procedure on Proceeds of Crime Act Information and Coercive Material (SOP).

Second, by building efficiency and professionalism within CAL by ensuring CAL lawyers have the tools and capability to do their jobs to the highest possible standard, with a focus on identifying digital solutions to streamline CAL work, coordinating and creating a culture of cross-jurisdictional knowledge capture processes, and developing skills through in-house continuing legal education programs and an annual national conference.

Third, by supporting the broader CAL practice by assisting with litigation, including overflow litigation, building and maintaining stakeholder relationships inside and outside the AFP and building the profile of CAL.

What will you do?

CAL IM is a small Sydney based team comprised of CAL lawyers and a Band 4 Senior Paralegal (who perform hybrid CAL and CAL IM work). CAL IM is looking for a Band 4 Senior Paralegal in Sydney to join the team and fill an anticipated vacancy.

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

On a day-to-day basis, the Senior Paralegal of CAL IM will be required to lead the provision of substantive, digital and legal administrative support to CAL IM in the execution of its functions.

Duties include:

- Taking responsibility for your contribution to achieving CAL IM objectives
- Managing your work through to completion within agreed timeframes, requiring minimal supervision for high quality results
- Applying your knowledge of the legal, policy and accountability requirements that impact on the work of CAL IM
- Contributing your creative and innovative digital capability skills and solutions to work more efficiently and effectively, leveraging existing IT systems and other available resources
- Providing a range of legal, administrative and technical support to CAL IM, for example: performing legal research, drafting or proofing case summaries for the CAL practice, drafting copy for CAL IM publications and a variety of tasks related to managing CAL resources and projects, online knowledge databases, governance, financial reporting and management, macro legal precedent documents, CAL training programs and continuing legal education sessions
- Collating, manipulating and presenting data to contribute to IM project work, including creating online surveys, reporting on online user statistics and preparing high quality visual presentation of statistical data
- Displaying good communication skills when liaising with the CAL practice, cross discipline teams within the AFP and external stakeholders to facilitate CAL IM work
- Taking complete responsibility for managing standard support functions, such as the CAL IM email inbox, using good judgment to escalate queries, respond to or delegate tasks where necessary
- Meticulous reporting to comply with financial obligations associated with CAL IM projects
- Providing paralegal litigation support to CAL litigation teams when required.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Demonstrated paralegal experience in a litigation practice
- Strong oral and written communication skills
- Strong digital capability skills, including proficiency in all Microsoft Office suite applications, the ability to collate, manipulate and present data and a demonstrated interest in digital capability and innovation
- Strong interpersonal and team skills

Desirable Requirements

- Paralegal experience preferably in Government and/or in a large legal practice, managing multiple tasks and priorities simultaneously
- Project management skills
- Experience with Learning and Development

Notes

- This is an AFP Band 4
- This position is based in Sydney, NSW and applicants are expected to be in Sydney.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Elizabeth Liddell,, +61251262114
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14816/

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Attorney-General's

Vacancy VN-0759697

Australian Federal Police

Closing Date:Thursday 03 July 2025

Job Title	Team Leader - Technical Capability Unit
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$127,101 - $138,349
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	IT Specialist
Position Number	14797
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14797/

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- 18 days of paid personal leave per year
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- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Australian Centre to Counter Child Exploitation (ACCCE) was established in 2018 by the Australian Government to drive a collaborative national response to counter the online exploitation of children. The AFP leads the ACCCE, which brings together capabilities from across the Commonwealth, law enforcement, non-government organisations, and other partners to build capability and drive a collaborative national response to counter the exploitation of children in Australia.

Applications are sought from suitably qualified applicants wishing to be considered for the position of Team Leader ACCCE Technical Capability Unit (TCU). The TCU integrates new and improved technologies to enhance the ACCCE's National capabilities and worldwide efforts in fighting online child sexual exploitation. This includes management of the ACCCE network and dedicated child protection systems in partnership with Chief Information Officer (CIO) Command.

As a Team Leader you 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 agenda, 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.

What will you do?

Team Leader TCU responsibilities will include:

- Accountable for managing and leading a technical team, including managing allocated resources, setting workflows, developing strategies, training and evaluating business outcomes.
- Lead the support for the ACCCE Operations, AFP Joint Anti Child Exploitation Teams (JACET) teams and State and Territory Police, that require specialist ICT support in Child Protection Investigations.

- Lead communication with CIO Command for ICT incidents, problems and planned work for the ACCCE Network.
- Monitor and control TCU DevOps and ServiceNow backlogs.
- Work closely with Deliver Manager / Product Manager to support the delivery of ACCCE technical roadmap and associated projects.
- Technical Liaison for ACCCE Superintendents, Team Leaders and JACETs.
- Lead the identification and mitigation of risks and issues with ACCCE technical support.
- Assist TCU team members when required to support taskforces and other priorities e.g. critical projects.
- Responsible for ACCCE trend analysis to inform Capability Gaps or Problem Management.
- Responsible for the PDA and Training for all TCU team members.
- Assist Delivery Manager / Product Owner with Business Continuity Planning Technical Response.
- Providing guidance, coaching, and mentoring to TCU team members to improve their skills and performance.

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.
- Relevant qualification or extensive experience and expertise in Information Technology.
- Minimum 3-5 years experience in a technical leadership role
- Demonstrated ability to build and sustain relationships with a range of internal and external stakeholders.
- A strong understanding of digital technologies and appreciation of technical development methodologies (i.e. Agile, DevOps).
- Ability to complete psychological clearance (Requirement for the role).

Desirable Requirements

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

- Qualifications or experience in managing complex ICT projects

Notes

- The role is based within the ACCCE in Brisbane, however consideration may be given to the successful applicant working from another AFP location.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in

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To Apply

Position Contact	Kurt Wesche, 02 5126 3677
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14797/

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Attorney-General’s

Vacancy VN-0759374

Australian Financial Security Authority

Closing Date:Tuesday 01 July 2025

Job Title	Senior Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$116,203 - $136,790
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Hobart, Adelaide
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	Executive Level 1
Position Number	31732
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

Enterprise Service Design leads AFSA's Design Hub and plays a key role in improving services and solving complex problems across the organisation. We use human-centred design and data-driven decision-making to create practical, user-focused solutions. By setting and promoting best practice in service design, delivery, and user experience, we work in partnership across AFSA to build capability and deliver services that are effective, inclusive, and easy to use. Our Service Catalogue outlines the support we offer for both formal projects and everyday initiatives, helping teams turn ideas into meaningful, lasting outcomes.

The **Senior Business Analyst** plays a strategic role in shaping and delivering projects and programs that support AFSA's organisational objectives. Operating with a high level of autonomy, they lead discovery activities, define business needs, and translate complex problems into clear, actionable requirements. They work across multidisciplinary teams to identify improvement opportunities, assess solution options, and ensure alignment with user needs and business goals. With a focus on user experience, service quality, and ethical, evidence-based decision-making, the Senior Business Analyst influences change and contributes to the delivery of meaningful, high-impact outcomes.

Duties

- Leading business analysis activities for high-priority projects and strategic initiatives across AFSA.
- Undertaking discovery activities to understand business needs, define user and system requirements, and inform service or system improvements.
- Collaborating with stakeholders to gather, validate and document requirements, facilitate alignment, and manage expectations throughout the delivery lifecycle.
- Analysing current ('as-is') business processes and developing improved ('to-be') processes and service models to support user-centred outcomes.
- Identifying and articulating business challenges, risks, benefits, and impacts associated with proposed changes or solutions.
- Contributing to agile, multi-disciplinary teams to support the iterative design and implementation of fit-for-purpose solutions.

- Translating complex or technical concepts into clear, accessible language appropriate to a range of audiences.
- Supporting continuous improvement of AFSA’s delivery methods and service design capability through knowledge sharing and active contribution.
- Providing guidance, mentoring and technical leadership to uplift business analysis capability within the team and across the agency

Qualifications, accreditations and experience

- Minimum of five (5) years’ experience as a Business Analyst, with demonstrated ability to deliver high-quality business outcomes.
- Certification from the International Institute of Business Analysis (IIBA) or a similar professional body is highly regarded.
- Experience supporting digital transformation projects and service or system redesign is desirable.
- Understanding of modern technology concepts and digital service environments.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

While the advertised salary range is $116,203 - $136,790, we are open to discussing salary adjustments based on the candidate's demonstrated experience and skills, and subject to delegate approval.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Financial Security Authority

To Apply

Position Contact	AFSA Recruitment, recruitment@afsa.gov.au
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0759634

Australian Financial Security Authority

Closing Date:Wednesday 02 July 2025

Regulatory Operations
Office of the Official Trustee & CAM Estate Administration

Job Title	Senior Case Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$97,543 - $109,330
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Hobart, Adelaide
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 6
Position Number	31692
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

The Regulatory Operations Group is responsible for operations in Regulatory Services and Surveillance & Enforcement. This work operationalises AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

The Estate Administration (EA) team is a public-facing section of the agency that administers formal personal insolvency options (including bankruptcy) on behalf of the Official Trustee.

As a **Senior Case Manager**, you will have responsibility and autonomy in the day-to-day management of a case load of complex case matters where you will exercise delegations to manage the ongoing administration of formal personal insolvency options, particularly bankrupt estates. You will make evidence and risk based, commercially sound decisions and provide well written briefs and reports to management, stakeholders, and support AFSA's vision of a visible, modern and contemporary regulator.

Duties

- Administer and resolve complex matters (including identification of matters for escalation, seek information and advice for resolution), including legal actions, within established timeframes and in accordance with operational practices and procedures

- Produce high level business correspondence and status reports to key stakeholders
- Liaise with AFSA clients and stakeholders, including trustees, government agencies, financial counsellors, legal representatives, and professional bodies
- Provide technical and operational guidance and direction to Team Leaders and Management team
- Identify and contribute to the development and implementation of best practices, process improvement and strategies to effectively manage complex issues
- Identify and refer potential bankruptcy offences to the Enforcement & Practitioner Surveillance Division
- Work collaboratively in a team to enable high performance and service delivery excellence in accordance with corporate governance, legislative requirements, industry standards, and policies.
- Actively support the Assistant Director and the Director in the delivery of strategic objectives and identify relevant emerging issues, trends and impacts on the business.
- Provide technical expertise and guidance across strategic and policy related outcomes.
- Apply extensive knowledge and evidence-based decisions supported by regulatory and policy frameworks ensuring operational compliance.
- Negotiate and build productive relationships with internal and external stakeholders to support the agency's reputation.
- Apply effective corporate governance and management assurance practices ensuring compliance with applicable Commonwealth and AFSA financial and legislative delegations, policies and practices.

Qualifications and experience

Tertiary qualifications in Law, Accounting, or relevant discipline from an Australian tertiary institution (or comparable overseas institution), or demonstrated experience gained within the Insolvency or Finance Industries are highly desirable.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, recruitment@afsa.gov.au
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0759506

Federal Court of Australia

Closing Date:Friday 27 June 2025

Federal Court of Australia
Court and Tribunal Services

Job Title	Court Officer
Job Type	Casual, Non-Ongoing
Location	Sydney NSW
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	0467-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=CD8B9AB1-4BAB-E1F2-99D3-E3EE2E9B31C9

Position Overview
The role is part of the Court Support and Improvement Team. This team provides high quality Court support services to Judges, Registrars and their staff, and to the general public and legal practitioners.

Duties

Major Activities
You will be required to carry out a diverse range of tasks and perform a variety of courtroom activities including: setting up courtrooms, opening and closing Court, handing up documents, swearing in witnesses, operating courtroom technology (including video conferencing equipment) and supporting digital litigation practices (such as online hearings and live streaming) From time to time, you may also be required to assist other Court Operations staff with administrative tasks.

Whilst this a casual position, it is expected that Court Officers are available a minimum of three days a week.

Eligibility

Competencies & Attributes
1. Courtesy and Client Service

- Courtesy and Professionalism – Deals with clients and Court staff with courtesy and respect. Communicates messages professionally. Is alert and attentive to the needs of the Court.

- Service Delivery – Demonstrates an understanding of client service standards and works to achieve those standards. Looks for and proposes improvements.
- Problem solving – Demonstrates an ability to identify problems, propose solutions and work within and across teams to get the right result.
- Personal Presentation – maintain a neat and well-groomed appearance suitable for the Court.

2. Innovation and Continuous Improvement

- Technology – Demonstrates an understanding of existing Court applications and the role of technology in the future of the Court, seeks to use relevant technical applications efficiently and effectively, and is confident in the use of technology.
- Focus on improvements – Considers and communicates opportunities for improving ‘the way in which things are done’.
- Response to change – Responds in a positive and flexible manner to change.
- Personal Development – Demonstrates self-awareness and a commitment to personal development.

3. Excellence in Professional Practice and Procedure

- Professional Knowledge –Understands the role of the Court and its place in the Australian Legal System.
- Procedural Excellence – Follows work procedures accurately providing sound procedural advice where applicable.
- Achieves Results – Establishes task plans and simple project plans in consultation with supervisor/team leader.

4. Working Relationships & Leadership

- Leadership and Mentoring – Identifies opportunities to work with supervisors and colleagues to draw on their perspective and expertise.
- Teamwork – Demonstrates an ability to work as a team member and offer support to other members of the team as necessary. Demonstrates an ability to work with limited direction, establish priorities, organise workload and meet deadlines.
- Communication – Communicates clearly and positively, including actively listening to colleagues and clients. Shares information and ensures others are kept informed of issues.

Formal Qualifications
Legal qualifications or previous experience working in a legal environment would be highly regarded but is not essential as full training is provided.

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the court of their employment.
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Notes

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

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

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

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

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

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

Application Close: Friday 27 June 2025, at 11:30 pm (AEST)

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Federal Court of Australia

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

To Apply

Position Contact	Jordan Green, 08 7201 6053
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=CD8B9AB1-4BAB-E1F2-99D3-E3EE2E9E

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Attorney-General's

Vacancy VN-0759682

Federal Court of Australia

Closing Date:Thursday 03 July 2025

Federal Circuit and Family Court of Australia (FCFCOA)
Court and Tribunal Services Judicial Support

Job Title	Deputy Associate (Legal) FCFCOA - Divison 2
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	$75,022 - $81,755
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0510-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=92DE84A2-16DD-69BD-2A70-E3EF932C113F

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.

- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
- Assist with the general operation of chambers; and
- Other duties, as required.

Eligibility

Qualifications

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

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

How to apply

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

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

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

Application Close: Thursday 03 June 2025, at 11:30 pm (AEST)

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Federal Court of Australia

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

To Apply

Position Contact	Donna Fridel, 0438 985 050
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=92DE84A2-16DD-69BD-2A70-E3EF932C

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Attorney-General's

Vacancy VN-0759476

Office of Parliamentary Counsel

Closing Date:Thursday 26 June 2025

Publications Publications

Job Title	Assistant Director Publishing (Register Development)
Job Type	Full-Time, Ongoing
Location	Forrest ACT
Salary	$122,946 - $149,287
Future Merit Locations	Canberra, Forrest
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	6015
Agency Website	https://www.opc.gov.au

Job Description

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

The Office of Parliamentary Counsel is seeking an experienced leader and strong team player to join a team that supports the Federal Register of Legislation application.

We require a highly motivated applicant with skills in Agile Project Management, contract management, Azure DevOps, to join the team to support and enhance the application going forward.

Duties

- Contribute to initiatives to improve the Register’s data and develop ways to allow greater access to timely and accurate data for users.
- Coordinate projects to improve the quality of the Register as required. Assist with managing project scope and timeline including strategic forward plans.
- Coordinate the development of system requirements, testing, deployment schedules and outcomes for the Register application.
- Monitor the team's progress across projects/features, identifying risks, issues, and remediations and contribute to planning using Agile processes and Azure DevOps.
- Assist with contract development/management and contractor management including in relation to team resourcing for the Register.
- Make recommendations and assist in the development and implementation of any new systems and enhancements to current systems.
- Prepare reports and represent the Publications Group or OPC in meetings, briefings and forums as required.
- Developing and maintaining productive relationships with a range of internal and external stakeholders.
- Work collaboratively with the Senior Management Team (SMT) and other Executive level staff to contribute to the management of the Publications Group.

Eligibility

To be eligible for the role, you must:

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

Notes

Qualifications
Qualifications in an agile project management methodology would be highly regarded.

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

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

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Defence

Vacancy VN-0759657

Australian War Memorial

Closing Date:Wednesday 09 July 2025

Public Programs
Public Programs Communications and Marketing

Job Title	Media Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$94,887 - $105,910
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies.
Classification	APS Level 6
Position Number	25-069
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Within this media role our successful applicant will shape the voice and reputation of one of Australia’s most significant national cultural institutions, the Australian War Memorial.

You will join a collaborative communications team which shares stories about the Memorial's purpose as a shrine, an archive and a museum.

This is a creative role where you will newsgather and implement proactive and reactive media activities to promote the Memorial through its National Collection, the archive, its national events and programs.

This diverse role will help shape and tell powerful stories, support national commemorations, and foster engagement with the public and key stakeholders through the mass media.

Duties

- Collaborate on the production of both proactive and responsive media strategies to promote the Memorial's exhibitions, initiatives, events, and programs.
- Prepare and edit a wide range of written content, including media releases, feature stories, briefing materials, and stakeholder communications.
- Coordinate media interviews, support staff in media interactions, and oversee the management of visiting media and VIPs on site.
- Monitor and analyse media coverage to assess how the Memorial's key messages are received across news outlets and platforms.
- Work closely with the social to ensure consistency between social media activity and broader media messaging.
- Foster strong working relationships across the organisation and develop a sound understanding of the Memorial's collection and strategic priorities.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Rachel Curtis, (02) 6263 6674
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0759700

Australian War Memorial

Closing Date:Thursday 03 July 2025

Public Programs
Public Programs Communications and Marketing

Job Title	Senior Digital Content Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$94,887 - $105,910
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies.
Classification	APS Level 6
Position Number	25-071
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

As a member of the Communications and Marketing team, and under the guidance of the Content Strategist, the Senior Digital Content Producer is responsible for managing the Memorial's social media platforms, including the development of content and the ongoing optimisation of social media performance, including undertaking digital marketing and projects.

The successful candidate will be an excellent communicator with proven experience creating, editing and publishing a diverse range content for social media platforms. They will be proactive in seeking out and developing content opportunities, working with a mix of internal and external stakeholders. They will be able work flexibly in a dynamic and fast-paced team environment, while ensuring that content is accurate and meets Memorial brand guidelines.

Tertiary Qualifications and/or equivalent experience in communications, marketing, journalism, media (or a related field) are essential. Experience working with digital content in a museum or government environment will be highly regarded.

This position requires manual handling.

Duties

- Create, schedule, publish and monitor social media content consistent with the Memorial's Brand Guidelines, Digital Engagement Strategy and Content Strategy.
- Work effectively with multiple stakeholders to produce appropriate and engaging digital content strategies using analytics and evidence-based recommendations.
- Evaluate and optimise social media performance demonstrating proficiency in social media monitoring tools, including regular reporting and interpretation of analytics.
- Develop and create high-quality video and graphics, including designing, scripting, filming and editing for social media.
- Write and edit copy for social media posts that is historically accurate, engaging and consistent with Memorial branding.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Elliot Woods, (02) 6243 4383
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0759201

Department of Defence

Closing Date:Monday 30 June 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officer
Job Type	Full-Time, Ongoing
Location	Berrimah NT, Cairns QLD, Edinburgh SA, Townsville QLD
Salary	$69,898 - $77,016
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	SEG/04808/25
Agency Website	

Job Description

TO DO

Duties

The Role
Service Delivery Officers (SDOs) respond to customer enquiries regarding a broad range of internal products and services through a combination of face-to-face, email and phone channels. SDOs engage with serving Australian Defence Force members, ex serving and Reserve members, the Australian Public Service, and the general public in their daily interactions.

To be successful in the role, you will need to be able to build effective working relationships with both internal and external stakeholders to provide a quality customer experience.

A day in the life of a SDO, as part of our nationally dispersed teams:

- Work in a scheduled contact centre environment answering 1800DEFENCE phone enquiries, respond to emails in our national email inbox and complete various administrative tasks.
- Interpret our extensive knowledge articles to effectively assist enquiries and provide advice.
- Identify our customers' needs and provide relevant information to them within agreed performance metrics.
- Complete basic research and analysis activities as required.
- Complete administrative duties such as data entry, processing, virtual filing and redaction of records, which all require accurate and effective processing in line with various legislative requirements.

SDOs are supported with a modern adult learning principled approach to ongoing training, coaching and performance development through our Performance Framework. This framework is designed to ensure every SDO’s skills and knowledge are expanded to enhance and maintain the delivery of quality and consistent customer service excellence.

With over 16,000 civilians employed Australia wide, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. We also offer flexible work arrangements that work within our operational requirements.

Although these roles are predominantly full time positions, we will also consider part-time work hours for the right candidates where it suits operational requirements.

Defence is seeking to create a merit pool of suitable candidates to fill current and future vacancies across all listed locations.

About our Team
Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government. The Customer Service Network (CSN) comprises contact centres, email and face-to-face customer services, archives, travel, publishing, e-resources and library functions. We enable Defence personnel to achieve their mission through delivery of excellent customer services through our phone, email and face-to- face access channels. One of the best things about our team is the variety of our work; every day is different, with new challenges to solve and interesting work crossing our desks. The South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia.

Our Ideal Candidate
The successful candidate will be a team-orientated and customer service focused individual.

To be successful in the role, you will have:

- A passion for customer service.
- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 12%.
- Provide flexible working policies including work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities to help your professional growth.
- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave during Christmas stand down.
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.

- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jodie Davey, 0417 635 429
Agency Recruitment Site	TO DO

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Defence

Vacancy VN-0759231

Department of Defence

Closing Date:Sunday 29 June 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Safety, Environment and Technology
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/04819/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E6D3DCA6-B4A1-3CBD-96E0-E3EC17F259AA

Duties

The Role
The Office of the Defence Seaworthiness Regulator (ODSwR) supports the Defence Seaworthiness Regulator in administering the Defence Seaworthiness Management System – the key maritime safety regulatory framework that applies to Defence vessels. We are seeking an experienced EL1 safety practitioner with a passion for leading analysis activities and projects to drive positive outcomes.

The Deputy Director Safety, Environment and Technology will lead a team of safety, environment and technology specialists in the planning and delivery of strategic deliverables, business as usual tasks and ad hoc activities which:

- Identify, analyse and provide guidance on emerging hazards and risks, incidents and legislative or regulatory changes that may impact the regulated community;
- Investigate and advise on safety and environmental issues related to emerging capabilities such as robotic and autonomous systems and nuclear power submarines, analysing gaps or impediments in DSwMS and other applicable regulatory and legislative frameworks and proposing areas of improvement and solutions;
- Maintain in-depth knowledge of international and domestic safety, environmental and technology frameworks and associated stakeholders and activities, and communicate how they affect the defence maritime community to diverse stakeholders;
- Develop and lead projects in support of safety, environment and technology related outcomes; and
- Provide subject matter expertise in support of the activities of the Directorate, ODSwR and the defence enterprise more broadly.

This role will work closely with internal stakeholders in ODSwR, Australian Naval Classification Authority (ANCA), NavySafe, Maritime Safety Bureau, Maritime Warfare Centre, and Maritime Integrated Capabilities (MIC), and external stakeholders such as the Australian Maritime Safety

Authority (AMSA) and the Department of Climate Change, Energy, the Environment and Water in maintaining an understanding of the operating environment of our regulated community and prioritising activities in response.

This role, like all roles in ODSwR, will also be supporting the whole-of-ODSwR project building and implementing a refined seaworthiness regulatory framework.

If you are looking for a challenging but rewarding role, where you can apply your leadership and technical skills, and have a positive impact on the safety and environmental outcomes of the defence maritime enterprise, this could be the role for you.

About our Team
The Office of the Defence Seaworthiness Regulator (ODSwR) provides the Defence Seaworthiness Authority (Chief of Navy) with independent assurance that maritime mission systems (warships, naval auxiliaries, and Defence vessels) across the Defence Enterprise, comply with the Regulations as outlined in the Defence Seaworthiness Management System. Led by the Director-General Seaworthiness, ODSwR comprises of five Directorates and embraces the principles of a data driven regulator to identify, analyse, report on and resolve the impact of emerging hazards and risk to Seaworthiness in Defence.

The core functions of ODSwR are to:

- Promulgate and Administer Regulations;
- Gather and Analyse Safety and Environment Data;
- Monitor and Assess Compliance;
- Provide Continual Assurance;
- Engage, Educate and Communicate with the Regulated Community and Peer Regulators
- Deliver Internal Business and Enabling Support.

ODSwR is a unique workplace with a mix of APS and ADF personnel that is focussed on nurturing a positive workplace culture and continuous improvement.

Our Ideal Candidate
Our ideal candidate will have a strong safety background and a good understanding of the safety and environmental hazards, risks and related regulatory and policy requirements for conventional and emerging maritime platforms and activities. We are looking for candidates with both technical expertise and the ability to translate it into analysis and guidance for stakeholders and regulatory development activities.

Our ideal candidate will be able to demonstrate:

- Team leadership with a focus on building a positive and productive culture;
- Strong safety experience, supported by relevant qualifications;
- Good understanding of safety related hazards and risks, and related regulatory and policy requirements, for conventional and emerging maritime platforms and activities;
- Good understanding, or the ability to quickly gain a good understanding of, environmental related hazards and risks, and related regulation and policy requirements, for conventional and emerging maritime platforms and activities;
- Demonstrated ability to conduct and convey analysis, advice and guidance to different audiences using different mediums;
- Strong communication and stakeholder engagement skills;
- Experience developing and leading delivery of projects and initiatives; and
- The ability to thrive in a fast-paced environment with competing priorities, limited resources, and rapid 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Rachel Horne, 02 6132 7574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6D3DCA6-B4A1-3CBD-96E0-E

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Defence

Vacancy VN-0759287

Department of Defence

Closing Date:Monday 30 June 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Cooma NSW, Hmas Cerberus VIC, Hobart TAS, Kapooka NSW, Melbourne VIC, Puckapunyal VIC, Queenscliff VIC, Wagga Wagga NSW
Salary	$69,898 - $77,016
Future Merit Locations	Cooma, Hmas Cerberus, Hobart, Kapooka, Melbourne, Puckapunyal, Queenscliff, Wagga Wagga
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	SEG/04829/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3C7525BC-826D-643A-9D7D-E3EC52297FCA

Duties

The Role
Service Delivery Officers (SDOs) respond to customer enquiries regarding a broad range of internal products and services through a combination of face-to-face, email and phone channels. SDOs engage with serving Australian Defence Force members, ex serving and Reserve members, the Australian Public Service, and the general public in their daily interactions.

To be successful in the role, you will need to be able to build effective working relationships with both internal and external stakeholders to provide a quality customer experience.

A day in the life of a SDO, as part of our nationally dispersed teams:

- Work in a scheduled contact centre environment answering 1800DEFENCE phone enquiries, respond to emails in our national email inbox and complete various administrative tasks.
- Interpret our extensive knowledge articles to effectively assist enquiries and provide advice.
- Identify our customers' needs and provide relevant information to them within agreed performance metrics.
- Complete basic research and analysis activities as required.
- Complete administrative duties such as data entry, processing, virtual filing and redaction of records, which all require accurate and effective processing in line with various legislative requirements.

SDOs are supported with a modern adult learning principled approach to ongoing training, coaching and performance development through our Performance Framework. This framework is designed to ensure every SDO’s skills and knowledge are expanded to enhance and maintain the

delivery of quality and consistent customer service excellence.

With over 16,000 civilians employed Australia wide, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. We also offer flexible work arrangements that work within our operational requirements.

Although these roles are predominantly full time positions, we will also consider part-time work hours for the right candidates where it suits operational requirements.

Defence is seeking to create a merit pool of suitable candidates to fill current and future vacancies across all listed locations.

About our Team
Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government.

The Customer Service Network (CSN) comprises contact centres, email and face-to-face customer services, archives, travel, publishing, e-resources and library functions. We enable Defence personnel to achieve their mission through delivery of excellent customer services through our phone, email and face-to- face access channels.

One of the best things about our team is the variety of our work; every day is different, with new challenges to solve and interesting work crossing our desks. The South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia.

Our Ideal Candidate
The successful candidate will be a team-orientated and customer service focused individual. To be successful in the role, you will have:

- A passion for customer service.
- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities to help your professional growth.

- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave during Christmas stand down.
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.
- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Charles Bradshaw, 02 6453 4531
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C7525BC-826D-643A-9D7D-E3

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Defence

Vacancy VN-0759349

Department of Defence

Closing Date:Sunday 13 July 2025

Defence Digital Group
Digital Capability Management

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/04138/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1A8F84B7-242B-1095-1EE1-E3ECC72D022F

Duties

The Role
Defence Digital Group (DDG) Capability Analysts contribute directly to Government ICT priorities. As an APS 6 Capability Analyst, you will support a medium sized team and work directly to your team lead. Working in the Digital Capability Division you will apply your analytical and critical thinking to tasks performed, whilst demonstrating a proactive attitude to the Directorate of Enterprise Future Project's deliverables.

You will work with reasonable autonomy, and contribute and build team capability through the delivery of expected outcomes. Additionally, you will assist in setting work priorities and managing workflows.

You will be accountable for interpreting policies relating to Capability including the One Defence Capability System (ODCS), Integrated Investment Program (IIP) and those internal to DDG (including Industry Best Practice), to elicit ICT requirements and inform project scope.

A Capability Analyst is required to:

- Engage with relevant delivery areas to build trusting relationships and gather resourcing requirements;
- Interpret and apply relevant policy and processes applicable to Committee and Government Approvals;
- Understand the importance of influencing senior leadership through appropriate mechanisms such as written briefs, Bi-Annual submissions and engagement with the Strategic Centre;
- Exercise initiative and sound judgement in the execution of workflows, whilst contributing to continuous improvements;
- Identify, anticipate and respond to the team's needs and expectations to achieve work unit and Defence outcomes;
- Be accountable for your own ongoing self-improvement and professional development.

As a Capability Analyst, you will also support the development of strategic narratives, to support the development of critical project planning artefacts, such as dependency maps, capability documents, cost estimates, and business cases.

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

About our Team
The Directorate of Enterprise Future Projects (EFP) is the Defence Digital Group's Capability lead for the Defence Protected Network Program. We are responsible for working across DDG and broader Defence to determine our program's digital requirements, whilst developing key artefacts for Senior Leadership and Government decision making.

EFP determines scope and logical deliverables for future state EICT Projects to enable a safe, secure and resilient protected network through the adoption of best in class platforms onto modernised architecture. EFP upholds a positive, supportive, and inclusive workplace culture, with access to flexible work arrangements.

Our Ideal Candidate
Our ideal candidate effectively contributes in a team environment, whilst displaying personal drive to accomplish tasks with minimal supervision. Excellent communication skills are key to the candidate's success as they demonstrate their ability to interpret and apply information relevant to the IIP, the Defence Digital Strategy and Roadmap (DDSR) and the ICT ecosystem.

Within the workplace, they will demonstrate exceptional interpersonal skills and independently seek ways to find solutions and improve processes within the context of a large Department. Strong financial experience in budgetary preparation and costings is highly desirable however, the candidate's willingness to learn new concepts will be equally advantageous.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Lachlan Murphy, 02 6132 7169
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A8F84B7-242B-1095-1EE1-E3E

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Defence

Vacancy VN-0759352

Department of Defence

Closing Date:Sunday 29 June 2025

Defence Digital Group
Enterprise Systems

Job Title	Change Management Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/04886/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2C06F1CA-61C7-9A1C-FBD2-E3ECC7CF42F1

Duties

The Role
Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age. DDG is building a team of Organisational Change Managers to ensure this new capability is understood, embraced and embedded.

Our successful candidates will work with various Programs and Projects across different technology and end-user domains to plan and deliver OCM activities including but not limited to, stakeholder analysis, engagement and communication, product training development and delivery, change impact analysis, benefits realisation assessment and ongoing change reinforcement.

The Department will be creating merit pools to fill vacancies across the Organisation over the next 18 months.

About our Team
You will be supported by a chapter of other OCM professionals, including an SME OCM Chapter Lead. Your chapter will provide you with professional development and peer support to ensure your continual growth in the OCM career and of your general APS skills.

Our Ideal Candidate
Our ideal candidates will:

- Be comfortable working in fast paced project environments with competing priorities.
- Have a good understanding of both ICT and people.
- Experience in planning and managing stakeholder engagement, developing communication artefacts and support of projects.
- A desire to learn relevant industry best practice frameworks like ProSci.
- Ability to develop positive working relationships and work in multi-disciplinary teams.
- A commitment to continuous improvement.
- Excellent ability to engage and sustain stakeholder relationships and be a strong communicator.
- Sense of adventure and a drive to deliver.

Eligibility

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

Notes

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To Apply

Position Contact	Darren Krause, 0497 848 469
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C06F1CA-61C7-9A1C-FBD2-E3

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Defence

Vacancy VN-0759355

Department of Defence

Closing Date:Sunday 29 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$79,176 - $86,438
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Details of the position: Job Ref: CASG/03899/25 Job Title: Business Intelligence Officer Classification: APS 4 Job Family: Information and Knowledge
Classification	APS Level 4
Position Number	CASG/03899/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7E290D16-065C-CD09-4EA7-E3ECC9749BE8

Duties

The Role
Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking a highly motivated Business Intelligence Officer with sound business experience to provide support to an integrated workforce. The role, within the Land Communications & Specialist Systems (LCSS) SPO HQ, will be part of a small, collaborative team and will provide support to product areas under the direction of the EL 1 Business Manager. The role is fast paced and requires a responsive approach to

tasks, which include but are not limited to workforce, recruitment, information records management, personnel security, Work Health and Safety and business support related activities. As an APS4 Business Intelligence Officer, you will be accountable for organising your workflow, making decisions within defined parameters relating to your area of responsibility and will seek guidance when required. You may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to your work.

You will provide administrative support that is informed and directed by your knowledge of the Business Analysis function. You may undertake some analysis activities. This is an exciting opportunity for your role to support the Branch's vision of delivering reliable, robust C4 Capability and achieve high quality outcomes on behalf and in support of Capability Managers.

About our Team
Land Communications & Specialist Systems (LCSS) System Program Office (SPO) under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. The team is multi-disciplinary comprised of APS staff, ADF members and contractors. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements.

Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate
The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. LCSS SPO is seeking applicants with a knowledge of business processes and an ability to work with an integrated team to deliver business outcomes.

Key attributes and experience we are looking for:

- A proven history of coordinating the delivery of a range of business activities.
- Well organised, reliable and have the ability to manage competing priorities.
- Work independently, use initiative and collaborate effectively in a fast-paced environment.
- Excellent time management skills, good attention to detail, exceptional communication skills and effective at building and maintaining positive internal and external stakeholder relationships at all levels.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Laura Carroll, 02 5108 6015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E290D16-065C-CD09-4EA7-E3

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Defence

Vacancy VN-0759356

Department of Defence

Closing Date:Monday 30 June 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Enoggera QLD, Harman ACT, Hmas Creswell ACT, Potts Point NSW, Queanbeyan NSW, Singleton NSW, Waverton NSW
Salary	$69,898 - $77,016
Future Merit Locations	Canberra, Enoggera, Harman, Hmas Creswell, Potts Point, Queanbeyan, Singleton, Waverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	SEG/04835/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0FE96CD1-3B77-E505-437D-E3EC5270B8B6

Duties

The Role
Service Delivery Officers (SDOs) respond to customer enquiries regarding a broad range of internal products and services through a combination of face-to-face, email and phone channels. SDOs engage with serving Australian Defence Force members, ex serving and Reserve members, the Australian Public Service, and the general public in their daily interactions.

To be successful in the role, you will need to be able to build effective working relationships with both internal and external stakeholders to provide a quality customer experience.

A day in the life of a SDO, as part of our nationally dispersed teams:

- Work in a scheduled contact centre environment answering 1800DEFENCE phone enquiries, respond to emails in our national email inbox and complete various administrative tasks.
- Interpret our extensive knowledge articles to effectively assist enquiries and provide advice.
- Identify our customers' needs and provide relevant information to them within agreed performance metrics.
- Complete basic research and analysis activities as required.
- Complete administrative duties such as data entry, processing, virtual filing and redaction of records, which all require accurate and effective processing in line with various legislative requirements.

SDOs are supported with a modern adult learning principled approach to ongoing training, coaching and performance development through our Performance Framework. This framework is designed to ensure every SDO’s skills and knowledge are expanded to enhance and maintain the delivery of quality and consistent customer service excellence.

With over 16,000 civilians employed Australia wide, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. We also offer flexible work arrangements that work within our operational requirements.

Although these roles are predominantly full time positions, we will also consider part-time work hours for the right candidates where it suits operational requirements.

Defence is seeking to create a merit pool of suitable candidates to fill current and future vacancies across all listed locations.

About our Team
Defence’s primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government.

The Customer Service Network (CSN) comprises contact centres, email and face-to-face customer services, archives, travel, publishing, e-resources and library functions. We enable Defence personnel to achieve their mission through delivery of excellent customer services through our phone, email and face-to- face access channels.

One of the best things about our team is the variety of our work; every day is different, with new challenges to solve and interesting work crossing our desks. The South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia.

Our Ideal Candidate
The successful candidate will be a team-orientated and customer service focused individual. To be successful in the role, you will have:

- A passion for customer service.

- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities to help your professional growth.
- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave during Christmas stand down.
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.
- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Rob Holland, 07 3075 0024
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0FE96CD1-3B77-E505-437D-E3

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Defence

Vacancy VN-0759359

Department of Defence

Closing Date:Sunday 29 June 2025

Defence People Group
Workforce and People Strategy

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/04637/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B6DA5DA4-346D-3178-5AAD-E3ECC873B145

Duties

The Role
The APS 5 Data Analyst role includes writing queries to extract and manipulate data, development of routine reporting outputs, and maintaining and improving existing queries and reports.

This role would ideally suit individuals that are team focused and enjoy problem solving and data analysis. You will need to be

familiar with, or able to become proficient in, data retrieval and interrogation tools including Cognos Analysis Studio, visualization and analytics tools such as Tableau and Power BI, as well as intermediate features of Microsoft Excel. As a Data Analyst, you will also engage with a range of stakeholders across the organisation. If this sounds like you, and you are willing to build upon your data reporting and analysis skills, you may be suited to a role in Workforce Strategy Branch.

About our Team
The Directorate of Workforce Analytics within the Workforce Strategy Branch is an integrated team of APS and ADF. The team is responsible for retrieving, visualising, and analysing complex datasets to support a combination of routine report development and evolution, combined with project-type work to retrieve organisational insights from data.

Our Ideal Candidate
Our Ideal Candidate will have:

- Strong analytical skills, with the ability to identify, investigate and interpret trends, and provide solutions that drive change;
- Experience using, or willingness to learn, reporting tools such as Microsoft Excel, Cognos;
- Experience with, or willingness to learn, visualization tools (such as Tableau, Power BI, and/or Power query) including building and managing dashboards and reports;
- Experience in, or willingness to learn, constructing, extracting, interrogating and analysing data sets and database queries using a range of software (such as Cognos and other SQL based software);
- The ability to work independently to manage and analyse data while effectively collaborating with team members to achieve shared goals;
- Well-developed communication skills to effectively convey complex data insights to both technical and non-technical stakeholders in various written and verbal formats;
- The ability to plan, manage and prioritise the tasks to ensure timely delivery of outputs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Sriravi Ooruthiran, 02 5109 7469
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B6DA5DA4-346D-3178-5AAD-E3

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Defence

Vacancy VN-0759365

Department of Defence

Closing Date:Sunday 29 June 2025

Defence People Group
Australian Defence College

Job Title	Personnel and Capability Office Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/04758/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B97A1D34-3F77-16B0-4862-E3ECC90E22B1

Duties

The Role
The APS 5 Personnel and Capability Office Manager will perform complex Australian Defence Force (ADF) personnel management administrative tasks and activities, work to agreed priorities and outcomes that enable the delivery of procedural, operational,

administrative and business support activities for Australian Defence Force Academy.

Roles and Tasks include:

- Identify and interpret relevant ADF personnel and discipline administrative legislation, procedures and policies as they apply to Staff and Trainee Officers (TO).
- Management of personnel/trainee file record management systems and associated documentation.
- Supervise the development of ADFA SharePoint functionality, essentially the Personnel Management Administration Tracking feature.
- Perform Objective Work Group Coordinator role and train S1 Cell staff accordingly to ensure adequate redundancy. This role sits in a predominately military training environment. The Personnel Management team consists of Military and APS staff. By undertaking this role the applicant will develop a well-rounded understanding and skill set in the area of Joint Military Personnel Management.

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 Management 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:

- High attention to detail
- Ability to analyse issues and provide solutions
- High level communication skills with both internal and external stakeholders
- High standard of written and verbal communication
- High level organisational skills
- 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
- Understanding of Defence HR Systems

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	SQNLDR Sarah Jeffrey, 02 5130 3316
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B97A1D34-3F77-16B0-4862-E3E

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Defence

Vacancy VN-0759370

Department of Defence

Closing Date:Monday 30 June 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Bullsbrook WA, Fremantle WA, Rockingham WA
Salary	$69,898 - $77,016
Future Merit Locations	Bullsbrook, Fremantle, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	SEG/04828/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51853073-F2B8-E42B-4BE9-E3EC506DA4E3

Duties

The Role
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To be successful in the role, you will need to be able to build effective working relationships with both internal and external stakeholders to provide a quality customer experience.

A day in the life of a SDO, as part of our nationally dispersed teams:

- Work in a scheduled contact centre environment answering 1800DEFENCE phone enquiries, respond to emails in our national email inbox and complete various administrative tasks.
- Interpret our extensive knowledge articles to effectively assist enquiries and provide advice.
- Identify our customers' needs and provide relevant information to them within agreed performance metrics.
- Complete basic research and analysis activities as required.
- Complete administrative duties such as data entry, processing, virtual filing and redaction of records, which all require accurate and effective processing in line with various legislative requirements.

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One of the best things about our team is the variety of our work; every day is different, with new challenges to solve and interesting work crossing our desks. The South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia.

Our Ideal Candidate
The successful candidate will be a team-orientated and customer service focused individual.

To be successful in the role, you will have:

- A passion for customer service.
- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities to help your professional growth.
- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave during Christmas stand down.

- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.
- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jason Bell, 03 8326 0980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51853073-F2B8-E42B-4BE9-E3E

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Defence

Vacancy VN-0759375

Department of Defence

Closing Date:Sunday 13 July 2025

Defence People Group
Joint Health Command

Job Title	Health Practice Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	East Sale VIC
Salary	$86,887 - $93,066
Future Merit Locations	East Sale
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/04929/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=50D29F39-5310-64E7-F3D7-E3ECCA3420E1

Duties

The Role
An opportunity exists for an experienced health administrator to become the non-ongoing APS5 Practice Manager of a health facility delivering services to Australian Defence Force (ADF) members at RAAF Base East Sale, Victoria. This is a dynamic role, working within a multidisciplinary healthcare team. The successful candidate will oversee the day-to-day management of the facility and be directly responsible for managing a wide range of administrative and coordination activities to ensure the provision of high quality health care.

These duties can include managing workforce rosters, budget allocations, and workplace health and safety requirements, as well as conducting governance and quality assurance activities.

Another key aspect of this role is leading a small team and engaging with other relevant stakeholders to achieve positive outcomes for ADF members. Effective communication skills are essential.

This recruitment process is being used to fill a non-ongoing position for 6 months. A merit pool of suitable applicants may be established following the conclusion of this recruitment process and used to fill similar ongoing and non-ongoing roles across the Department over the next 18 months.

About our Team
Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS5 Practice Manager position is part of Joint Health Unit - Victoria/Tasmania and is based at RAAF Base East Sale, East Sale, Victoria. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

This position reports to the East Sale Health Centre Manager.

Our Ideal Candidate

An enthusiastic self-starter, our ideal candidate will have experience in managing a health care facility and be confident in working independently. They must demonstrate sound judgment and clinical knowledge to make decisions that are in the best interests of the patient and that comply with legislation, regulatory frameworks and Defence policies.

As a team leader, they must have excellent verbal and written communication skills. They must be able to develop productive relationships with various stakeholders both internal and external to Defence. The ability to foster a service focused and positive work culture is essential in ensuring that all team members are working towards shared objectives.

The ideal candidate must be flexible and adaptable. They will be comfortable with managing change and responding to short notice tasks. They will have the ability to anticipate, identify, and respond to changing priorities. They will also be committed to ongoing professional development for both themselves and their team, and be prepared to mentor and train junior team members to achieve optimal outcomes.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kathy Hanckel, 02 4077 9945
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=50D29F39-5310-64E7-F3D7-E3E

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Defence

Vacancy VN-0759376

Department of Defence

Closing Date:Monday 30 June 2025

Defence Science and Technology Group
Platforms

Job Title	Group Leader - Defence Science and Technology
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Eveleigh NSW, Fishermans Bend VIC
Salary	$168,109 - $189,184
Future Merit Locations	Edinburgh, Eveleigh, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/04885/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D8D2D4B7-92BC-7694-D5BC-E3ECC904F23B

Duties

The Role
We are seeking two highly motivated science and technology leaders with a passion for delivering innovative and valued outcomes to Defence in the Aerodynamics and the Maritime Mining & Countermeasures Systems groups. The Group Leader will guide and inspire their staff to push the frontiers of science and technology, work with the Science Technology Capability (STC) experts at a conceptual evel to create new scientific insights, and work with DSTG's delivery stakeholders to transition these insights into Defence capability.

The Aerodynamics STC maintains Australia's leading subject matter expertise in the application of computational and experimental aerodynamics and flight mechanics principles to Defence platforms.

The Maritime Mining & Countermeasures Systems STC provides sovereign expertise on sea mines, how they operate and the specific vessel signatures that they target, as well as sea mine countermeasures systems. A particular expertise within the STC is the magnetic, corrosion related magnetic and electric signatures of Royal Australian Navy (RAN) Vessels.

Group Leaders will:

- Be accountable for leading a team, planning and managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Work with DSTG stakeholders to determine the most appropriate work plans for the application of resources and scientific development to meet Defence requirements, oversee the execution of these plans and provide advice to senior management and stakeholders.

- Commit to the enhancement of capabilities, information, knowledge and the transition of staff skills to meet project needs.
- Draw upon expertise in a specialised field of science and have a broad understanding of the domain knowledge to lead and undertake research activities.
- Develop and maintain a team culture within their STC that promotes the clear communication of goals and objectives, mutual support among the team members and accountability for outcomes.

About our Team
Defence Science and Technology Group (DSTG) has a focus on developing a highly skilled collaborative workforce, recognising diversity in partnerships and building shared culture.

Platforms Division is inclusive workforce delivering scientific advice, conducting research and developing innovative technologies to meet existing and future defence challenges.

Collaborating with the S&T ecosystem, Platforms Division develops, integrates and experiments with innovative technologies to produce effective S&T solutions for crewed and uncrewed ADF platforms across air, land, maritime and space to achieve capability advantage.

The division focuses on the following areas:

- Autonomy
- Materials and Structures
- Power and Dynamics
- Signatures and Survivability

Platforms Division is geographically diverse, with sites located at Edinburgh SA, Fishermans Bend VIC and Eveleigh NSW.

Our Ideal Candidate
Our ideal candidate will be able to demonstrate the following:

- An international reputation for excellence in a field relevant to the STC and have extensive experience, awareness and knowledge across a broad range of science that can be applied to Defence.
- Excellent oral and written communication skills, including to convey complex information and concepts to a broad spectrum of audiences including military and civilian Defence personnel, government departments and agencies, industry, academia and other stakeholders.
- A record of cultivating a productive workplace culture that leads to high-impact S&T outcomes in an environment of complexity and changing priorities. Candidate should be committed to creating an environment where their diverse team can grow and thrive whilst achieving the organisation’s mission.
- Experience in, or aptitude for, understanding client priorities and achieving outcomes that meet customer needs.
- Negotiate and influence parties with differing or conflicting interests to develop and implement solutions.

We acknowledge the importance of developing and retaining an inclusive culture that produces opportunities for all. We encourage people from varied backgrounds with the right skills sets and experience to apply for this position. We understand that a diverse demographic bring unique and creative perspectives and solutions benefiting every aspect of what we do at DSTG. **Eligibility**

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

Mandatory Qualifications:
S&T7/EL2 Science & Technology Leader - Sensor Systems:
The S&T7/EL2 Science & Technology Leader Sensor Systems position will require:

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

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering
4008 Electrical Engineering
4009 Electronics, Sensors & Digital Hardware
4013 Geomatic Engineering
4099 Other Engineering
Division 46 – Information & Computing Sciences
4602 Artificial Intelligence
4605 Data Management & Data Science
4606 Distributed Computing & Systems Software
4609 Information Systems
Division 51 – Physical Sciences
5108 Quantum Physics

S&T7/EL2 Science & Technology Leader - Platforms Systems:
The S&T7/EL2 Science & Technology Leader Platforms Systems position will require:

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

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering
4001 Aerospace Engineering
4015 Maritime Engineering
4016 Materials Engineering
4017 Mechanical Engineering
4099 Other Engineering
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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Aerodynamics -Dr Lin Zhang / Maritime Mining and Countermeasures Systems - Dr Anthony Szabo, 08 7375 1028 / 08 7375 1036
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D8D2D4B7-92BC-7694-D5BC-E3

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Defence

Vacancy VN-0759393

Department of Defence

Closing Date:Monday 30 June 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park, Amberley
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04927/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C6AB8522-9DA7-C872-8841-E3EDB455415B

Duties

The Role
The Collaborative and Autonomous Systems Project Office (CASPO) is seeking an experienced Commercial Manager with prior financial management experience to lead the commercial function within the project office.

In this role, you will be accountable under broad direction to perform and achieve complex to very complex strategic procurement and contracting work within an integrated workforce. As the Commercial Manager, you will lead a small team to deliver successful outcomes while mitigating risk.

You will provide expert advice and guidance on procurement, contracting and probity while maintaining effective communication with stakeholders at all levels and will provide financial management advice in relation to CASPO contract management as required.

Key duties include (but are not limited to)

- Being accountable for providing advice and support in relation to procurement planning, tendering, contract formation and associated commercial documentation.
- Working collaboratively with stakeholders including CASPO project teams to develop and lead strategies to address complex to very complex contracting issues.
- Demonstrating and applying legal and/or commercial risk principles and provide decision support resources to CASPO leadership as required.
- Leading contract management activities including those related to performance management frameworks including varying contract pricing models.
- Provide leadership in relation to implementing and managing FMS/co-operative program arrangements as required by the CASPO futures project team and/or in relation to future CASPO international engagement.
- Being accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.

About our Team
The Commercial Manager role sits within the Collaborative and Autonomous Systems Project Office Executive team. This is a dynamic team responsible for providing leadership to the Project Office to achieve delivery of CASPO's key objectives.

Your primary focus will be on the commercial function, but you will also work closely with colleagues who specialise in project management, engineering, test & operations and corporate operations. We take a holistic approach to our work, supporting each other to deliver outcomes and actively sharing knowledge to build team capability. As member of this team, you will be exposed to commercial activities related to cutting edge developmental technology.

You will gain experience associated with new Collaborative Combat Aircraft capabilities and you will be at the forefront of integrating these technologies into the Royal Australian Air Force (RAAF).

Our Ideal Candidate
Our ideal candidate is able to work under pressure to tight deadlines, has prior experience working in the Defence project environment and possesses a strong commercial and financial background in government procurement and contracting. Key attributes include excellent communication and stakeholder management skills, attention to detail, people management skills, strategic thinking and problem solving, and importantly, the ability to manage complex procurement, contracting and probity issues.
An ability to draft, review, and administering contracts, mitigate risk and ensure compliance with legal and regulatory frameworks is essential. A sound understanding of public sector procurement and financial processes is highly desirable. Prior experience as a commercial manager and a relevant tertiary qualification or practical experience, such as in law, business, or procurement, and experience in Defence would be highly advantageous. **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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Nicole Schonknecht, 07 5362 0339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C6AB8522-9DA7-C872-8841-E3I

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Defence

Vacancy VN-0759394

Department of Defence

Closing Date:Sunday 29 June 2025

Security Estate Group
Service Delivery Division

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Campbell ACT, Enoggera QLD, Townsville QLD
Salary	$95,187 - $108,734
Future Merit Locations	Bandiana, Campbell, Enoggera, Townsville
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/03495/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=895CA61E-69AB-D185-3C0B-E3EDB4E173EB

Duties

The Role
Within the Contract Management function, an APS 6 Contract Management Officer is accountable under broad direction to perform and achieve complex contract management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy

requirements.

An APS 6 Contract Management Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed contract management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Contract Management Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Contract Management Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

About our Team
The Directorate of Living Services (DLS), within the Estate Service Delivery (ESD) Branch, is accountable for product management including strategic engagement, product and service delivery planning including contract management, governance and performance and assurance functions.

Product Directors within ESD support the delivery of customer service outcomes to the target levels by maximising responsiveness and effectiveness of services, and being the Service Delivery Division's single national specialist for the allocated products.

DLS Products include Hospitality & Catering, Cleaning Services, Resource Recovery & Waste Management, Sport and Recreation, Housekeeping, Laundry and Dry-cleaning, Pest & Vermin Management, Transport Management, and Defence Mail Services across the Defence estate. In addition, DLS is the national lead for the provision of Other Plant & Equipment 'Living Accommodation' assets (furniture and equipment) to support Messes, Live-in accommodation and Area Gymnasium

Our Ideal Candidate
Our ideal candidate will possess strong leadership and team-building skills, with an understanding of procurement and contract management.

Our ideal candidate will have the following competencies or transferable skills including:

- Contract management experience.
- Can effectively communicate with a range of stakeholders.
- Agile and able to achieve results in an environment with competing priorities.
- Strong written, interpersonal and verbal communication and negotiation skills.
- Exceptional stakeholder management skills, excellent attention to detail and have the ability to collaborate across Government and industry to achieve high quality outcomes.
- Demonstrated ability to think critically, identify issues and deliver continuous improvement activities.
- Outcome-focused mindset with an ability to get practical results.
- Willing to challenge the traditional ways of doing business.
- Adaptable, resilient and flexible.
- Ability to work effectively both independently and as part of multi-disciplinary teams.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Rebecca Quinn, 02 6203 6009
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=895CA61E-69AB-D185-3C0B-E3

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Defence

Vacancy VN-0759406

Department of Defence

Closing Date:Sunday 22 June 2025

Capability Acquisition and Sustainment Group
Strategy, Planning and Independent Assurance

Job Title	Project Management Information Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04939/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=92EC9A83-6C49-F3B4-2867-E3EDB69960E6

Duties

The Role
The Strategy & Project Management Branch provides the Policy Framework and associated support to Project and Product Management (P&PM) teams in both the acquisition-focused and sustainment-focused System Program Office (SPO) environments.

The occupant will:

- Exercise a considerable degree of independence and perform a subject matter expert role,
- Exercise sound decision making and judgement to manage, and provide expert advice relating to CASG PM Function information management systems and tools,
- Have in-depth knowledge of P&PM in a CASG/Defence environment and are responsible for the management, coordination, development, implementation, compliance and review of CASG PM Function's information and data,
- Ensure effective and contemporary information, guidance and support is available to the broader workforce in order to meet Defence outcomes,
- Be responsible for actively engaging with key stakeholders to ensure that P&PM information outcomes and impacts are well considered across CASG/Defence policy and data landscape.

About our Team
CASG Strategy and Project Management Branch is responsible for best practice in Program, Project and Product Management and for leading and defining new ways of doing business that is responsive to Defence's future capability requirements. The directorates within this branch are leading improvements and delivery of Project and Product Management policies and guidance, including Risk Management, and the provision of SME support to tackle the challenge of overcoming the ever-increasing complexity in undertaking Defence Acquisition and Sustainment.

Our Ideal Candidate

Our ideal candidate will be a collaborative strategic thinker, has excellent leadership skills, is proactive, has a highly developed communication skillset and excellent attention to detail. They will also need to possess the ability to work under limited direction to lead Branch initiatives.

The successful candidate will bring the following attributes and skills to the role:

- Prior experience with CASG's Information Management systems and tools, particularly with Predict! Risk Controller;
- Ability to proactively, and effectively, engage, collaborate and sustain productive relationships with team members and external stakeholders;
- Strong problem-solving and issue resolution skills;
- Ability to develop and maintain Project Management data, policy documents and processes in accordance with agreed procedures and standards;
- Understanding of, and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements;
- Exercise sound decision making and judgement to provide expert policy advice;
- Ability to lead and work effectively within a collaborative, small-team 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Director Project and Product Risk Management, casg.pprm@resources.defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=92EC9A83-6C49-F3B4-2867-E3E

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Defence

Vacancy VN-0759409

Department of Defence

Closing Date:Monday 30 June 2025

Associate Secretary Group
Defence Integrity

Job Title	Fraud Investigator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/04971/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=579401EF-2328-C4C1-4CDC-E3EDB6DD39DF

Duties

The Role
APS 6 Fraud Investigators are accountable, under supervision, to perform and achieve fraud investigation work within an integrated workforce. They maintain knowledge of, and compliance with, legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Fraud Investigator will manage their own caseload with reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed fraud investigation technical, professional and policy advice in relation to complex work, and contribute to strategic planning and policy development.

We are seeking to recruit professional and motivated personnel to join the Directorate of Investigations to undertake investigations into a range of matters including criminal, probity and administrative issues that impact on the Department of Defence.

The duties of an APS 6 Investigator include:

- Plan and support the business objectives of routine investigations relating to fraud and corruption related offences.
- Develop and deliver high quality reporting products into allegations of wrongdoing.
- Interpret and apply relevant legislative, policy and regulatory frameworks to investigation activities.
- Gather, analyse and interpret evidence.
- Interview witnesses under appropriate caution, obtain statements, lawfully take possession of exhibits and production of briefs of evidence.
- Build and maintain productive working relationships within Defence and engage cooperatively with law enforcement agencies.

About our Team
The Directorate of Investigations in the Investigations and Public Interest Disclosure Branch delivers Defence's fraud and corruption investigation capability. The Directorate works closely with other Defence Investigative Authorities and enforcement agencies to support the organisation's response to integrity risks.

Fraud investigations are a critical element of Defence's system of control for preventing, detecting and dealing with fraud and corruption, enabling Defence's compliance with the Commonwealth Fraud and Corruption Control Framework 2024 and Fraud and Corruption Rule 2024. Through effective and timely responses to alleged fraud and corruption including investigations resulting in successful prosecution of related offences, the Directorate has key role in preventing and dealing with fraud in Defence.

The work of the Directorate contributes to mitigating risk of fraud against Defence and the Commonwealth more broadly, which is critical to ensuring funds are available for their intended purpose and maintaining public confidence in the Government.

Our Ideal Candidate
We are looking for motivated and experienced professionals who have a proven ability to work under limited supervision to achieve strong performance outcomes in an integrity context.

To be successful in this role, you will demonstrate the following qualities and abilities, or the ability to obtain:

- A high level of personal drive, critical thinking and decision-making skills, and willingness to learn.
- An understanding of fraud and corruption in a Commonwealth context.
- A high level of integrity both inside and outside the work environment.
- An understanding of investigations practices and principles.
- Ability to work effectively within a framework of legislation, policy and procedures to maintain the trust and confidence of Defence senior leadership and the Australian Government.
- Represent senior leadership to provide quality, trusted and timely advice through delivering an investigative response function in support of enabling Defence capability.
- A motivated team player committed to building overall team capability.

Suitable candidates may be able to commence on Baseline pending being granted a Negative Vetting 1 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Gerard Wheeler, 02 6155 9351
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=579401EF-2328-C4C1-4CDC-E3

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Defence

Vacancy VN-0759417

Department of Defence

Closing Date:Thursday 17 July 2025

NAVY
Fleet Command

Job Title	Acoustic Analyst
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$95,187 - $108,734
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/04841/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6C7B6E82-1FD2-DC9A-6DA6-E3EDB7ED56B3

Duties

The Role
The Acoustic Analyst is responsible for analysis of acoustic data predominantly sourced in the maritime environment. The signals relate specifically to sonar and underwater communications and are used to characterise Navy systems and platforms. Analysis is conducted using advanced software tools and characterised in custom databases.

The incumbent will lead a small team of Navy and Air Force acoustic analysts, concentrating on bespoke areas of interest defined through the operational requirements.

The position is based at the Australian Joint Acoustic Analysis Centre (AJAAC) at HMAS Albatross NOWRA NSW 2540. The position will report to the Commanding Officer AJAAC as part of Information Warfare Force, under Fleet Command.

The duties of an APS 6 Intelligence Assessment Analyst occupation in Defence include the following:

- Prepare complex briefs and intelligence assessments related to Defence and national security issues.
- Responsible for interpreting and complying with legislative, policy and regulatory frameworks including information management requirements.
- Identify and undertake research and analysis on Defence and security-related developments of strategic interest to Australia.
- Understand and utilise analytical tools and techniques to develop Defence and national security-related intelligence assessments.
- Build and sustain strong interactive relationships and negotiate with customers and key stakeholders to deliver tailored intelligence assessments.
- Represent and advocate for Defence at conferences, seminars, briefings and meetings to support the Defence mission.
- Resolve problems using expertise, taking the initiative to identify and recommend alternative courses of action.

- Design and implement solutions to issues impacting on the achievement of desired outcomes.
- Accountable for accurate and timely completion of work, sharing own expertise with others and guiding and mentoring less experienced employees.
- Work collaboratively, operates as an effective team member and actively participates in organisational activities.

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

About our Team
Australian Joint Acoustic Analysis Centre (AJAAC) is the Australian Acoustic Intelligence National Authority and conducts training and analysis of acoustic data predominantly collected by ADF assets.

Its members are a mix of Royal Australian Navy and Royal Australian Air Force commissioned and enlisted personnel as well as a professionally focused Australian Public Service team, providing continuity and further enhanced capability.

The analysis team provide analysed intelligence, disseminated to support the broader ADF community and its allies.

Our Ideal Candidate
Our ideal candidate will be a strong small team leader, creative thinker, keen problem solver and able to foster effective working relationships with other teams by demonstrating commitment to collaboration and teamwork. You will have excellent written and verbal communication skills and be able to work with a high level of independence.

You are motivated to achieve results and stay focused in an environment that can be disruptive to short notice requirements. You are able to work well both independently and as part of teams. You must be willing to work in a mixed ADF/APS staff environment.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Phaedra Bishop, 02 4449 2087
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6C7B6E82-1FD2-DC9A-6DA6-E3

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Defence

Vacancy VN-0759439

Department of Defence

Closing Date:Sunday 06 July 2025

NAVY
Navy Capability

Job Title	SO Branch Coordination
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/04955/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=19910CD8-75C8-93E6-E76A-E3EDF018DE08

Duties

The Role
The Navy Logistics Branch are seeking a talented and experienced professional to lead our high performing Executive Team.

The Executive Officer is accountable under broad direction to achieve administrative support work within an integrated workforce, provide support to the Senior Executive, and exercise a high degree of discretion, judgement and professionalism. You will create and foster high functioning networks and relationships within the Navy Capability Division and wider Defence, to ensure prompt and appropriate action is taken.

The Executive Officer will be required to identify relevant stakeholders' expectations and concerns and develop a clear understanding of the issues and solutions to achieve outcomes. You will coordinate, task, monitor and report on all incoming correspondence and taskings from multiple stakeholders on behalf of the Director General Logistics - Navy (DGLOG-N). You will provide detailed administration, professional and policy advice in relation to complex issues in accordance with legislative and Defence policies and instructions.

About our Team
Working to the Director General Logistics - Navy, you are part of the executive support team embedded in a dynamic environment, supporting the Navy Logistics and Infrastructure Branches.

You are accountable for a small team who have a key focus on managing and coordinating information, providing specialist advice & support related to the Navy and Defence Enterprise.

Our Ideal Candidate
To be successful in this role you need to:

- Work collaboratively in a fast-paced and dynamic team environment actively participate and contribute to team and organisational objectives.
- Have an eagerness to get tasks done, coordinate and workflow business priorities.
- Use your initiative to solve problems and enjoy being part of a team.
- Have a developed ability to lead and perform complex administrative and/or coordination work.
- Ability to build and maintain professional stakeholder relationships.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	LEUT Alexandra Gray, 0498 569 069
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=19910CD8-75C8-93E6-E76A-E3I

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Defence

Vacancy VN-0759449

Department of Defence

Closing Date:Monday 30 June 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/04607/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8DC05401-B9EF-E1B1-62C8-E3EDF09AFA39

Duties

The Role
The satellite communications (SATCOM) Contracting Team supports projects and products within the systems program office

(SPO) across all phases of the procurement lifecycle. Are you self-motivated; enthusiastic; and a forward thinker. Our ideal candidate will be accountable under limited direction to performing complex procedural, operational, and administrative work within the satellite communications (SATCOM) Contracting Team. You will be accountable to interpret and provide advice and assistance on procurement and contract management issues in accordance with legislation, procurement policies and procedures.

You will have high levels of flexibility to respond to changing priorities and challenges of the work environment. Sound decision-making and judgment skills; excellent communication; and stakeholder engagement skills are key attributes required for the position. You will also actively participate in teamwork, group activities and contribute towards ongoing self-improvement and professional development.

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

About our Team
Space Systems Branch acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate
Our ideal candidate will have extensive experience in procurement and contract management providing policy advice and support in relation to complex work.

They may have experience as leading teams and being accountable to set work priorities and manage workflows. The candidate will have considerable experience in stakeholder engagement including identifying, anticipating and responding to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Key attributes, knowledge and experience we are looking for:

- A self-motivated, collaborative, and innovative thinker whom can work in a fast-paced environment.
- Experience in a similar role, in particular contract management, performance, service delivery or delivery of logistics outcomes.
- Good interpersonal skills; ability to liaise with internal and external stakeholders on moderately complex operational and administrative matters.
- Strong time management skills, including the ability to prioritise a changing workload and negotiate an outcome.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Philip Box, 02 5109 9378
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8DC05401-B9EF-E1B1-62C8-E3

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Defence

Vacancy VN-0759450

Department of Defence

Closing Date:Sunday 29 June 2025

Strategy Policy & Industry
Contestability

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SPI/05016/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9D84A16A-AC70-5DC8-39AB-E3EDF1261173

Duties

The Role
Contestability Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. We are seeking individuals who may have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

You will work as part of a supportive team that will analyse Defence capability and investment proposals, and provide key advice to senior leaders and ministers. You will engage closely with Project Sponsors, Delivery and Enabling Groups to understand the proposed capability outcomes as well as providing advice on Defence and Government requirements for project approval. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the Division in preparation for key committees.

About our Team
Contestability Division is within Defence's strategic centre and supports senior Defence committees by providing independent, evidence-based advice on Defence capability and business investment proposals. In particular, Contestability provides assurance that investment proposals align with Defence strategy and Government direction, and will be delivered according to funding and schedule guidance. We are an inclusive, collaborative and creative team, leveraging our innovation and diversity to provide unbiased, honest and timely advice for Defence and government decision makers. Contestability Division offers flexible working arrangements, including part time and job share opportunities. We are committed to upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities such as fighter jets and warships up close.

Our Ideal Candidate
We are seeking highly motivated, resilient and collaborative individuals to join our Division, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence. You will be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to work. You will be self-aware with a positive attitude, demonstrate consideration and respect for diversity of ideas and perspectives of others and be willing to learn.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stephanie Brimson, 02 5109 0718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D84A16A-AC70-5DC8-39AB-E3

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Defence

Vacancy VN-0759460

Department of Defence

Closing Date:Sunday 29 June 2025

Defence Digital Group
Enterprise Systems

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Laverton VIC, Melbourne VIC, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/02497/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6A31E422-83DC-A7B8-6929-E3EDF39A972E

Duties

The Role
To be successful in this role, you will need to demonstrate ability to be adaptable to work on small to large ICT projects, have a

mindset to deliver, make best use of budgets and work in diverse multi-stakeholder environment.

Our ideal candidates will demonstrate:

- Experience in managing technical ICT projects in a large and complex environment assuring the delivery of quality solutions for Defence.
- Ability to deliver all aspects of project management, including developing and monitoring project plans, maintaining project performance, coordinating resources, reporting, issue and risk management and managing budgets.
- Organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and meet deliverables.
- Well-developed interpersonal skills with previous experience engaging, collaborating and influencing key stakeholders to achieve optimal business outcomes.
- Demonstrate highly developed written and verbal communication skills, including the ability to represent the project in high-level committees and provide high quality and well-considered reports on project status and progress.
- A willingness to share knowledge, work cohesively and continuously learn. Foster a culture of continuous improvement, innovation, and excellence in project management practices.

About our Team
Defence Digital Group (DDG) is seeking experienced and strategically focused EL 1 Project Managers to work on one of our military and enterprise ICT projects.

DDG is shaping the Defence ICT of the future, moving from no longer delivering orphan point in time solutions, to focusing on building an ecosystem of interoperable platforms. By adopting modern architecture and platforms that are scalable, reliable, performant and secure, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age

Our Ideal Candidate
Our ideal candidate will possess some or all of the following attributes:

- 5+ years experience managing ICT projects using SDLC or agile methodology.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Experience in managing and working with various technical and non-technical stakeholders like vendors, business / tech analysts, product managers, architects or engineers.
- Experience in creating and managing required project documentation and artefacts, including functional / non-functional requirements, project/program plans, timelines, dependencies, testing or release papers.
- Ability to document project and program progress and report at various management levels including executives.
- Ability to manage project financials, resourcing and reporting.
- Strong understanding of technology infrastructure and ecosystem; cyber, identity and or AI experience desirable.
- Strong understanding of IT change and release processes.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Will Somers, 08 7374 7195
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A31E422-83DC-A7B8-6929-E3E

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Defence

Vacancy VN-0759462

Department of Defence

Closing Date:Thursday 03 July 2025

Strategy Policy & Industry
Contestability

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SPI/05019/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=50132EAE-3B4D-3415-DD82-E3EDF36CFAFF

Duties

The Role
Contestability Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. We are seeking individuals who may have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

You will work as part of a supportive team that will analyse Defence capability and investment proposals, and provide key advice to senior leaders and ministers. You will engage closely with Project Sponsors, Delivery and Enabling Groups to understand the proposed capability outcomes as well as providing advice on Defence and Government requirements for project approval. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the Division in preparation for key committees.

About our Team
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We are committed to upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities such as fighter jets and warships up close.

Our Ideal Candidate
We are seeking highly motivated, resilient and collaborative individuals to join our Division, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.

You will be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to work. You will be

self-aware with a positive attitude, demonstrate consideration and respect for diversity of ideas and perspectives of others and be willing to learn.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stephanie Brimson, 02 5109 0718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=50132EAE-3B4D-3415-DD82-E3

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Defence

Vacancy VN-0759469

Department of Defence

Closing Date:Monday 30 June 2025

Defence Digital Group
Enterprise Systems

Job Title	ICT Engineer (Test, Evaluation & Release)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/04813/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EE338825-1F33-8690-3799-E3EDF41BA058

Duties

The Role
We are seeking a skilled Test, Evaluation and Release Engineer to develop and execute comprehensive test plans, strategies and test cases which align to program/project objectives.

We have three core priorities:

1. Building best-in-class people to support DDG's efforts;
2. Developing and utilising best-in-class global platforms;
3. Developing and supporting best-in-class sovereign capabilities.

Our goal is to provide our warfighters the appropriate technologies needed to fight and win in the digital age.

This is a new role in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

About our Team
You will be part of a team of motivated ICT professionals working with complex projects across key Digital domains in Defence Digital Group (DDG). The team provides technical expertise and operates in a matrixed management environment with an individual or individuals embedded into a project or projects based on required skills and for an agreed duration.

We commit to providing additional professionalisation for the right candidate so you can continue to grow and develop your career. We will also provide mentorship and coaching to ensure you reach your potential.

Our Ideal Candidate
Our ideal candidate will have one or more of the following:

- Strong analytical and problem solving skills with good attention to detail;
- Good understanding of software testing principles, best practice and methodologies;
- Experience engaging with stakeholders to understand their expectations and concerns;
- Experience in exercising judgement when interpreting policies and applying practices and procedures in testing environments; and
- Experience in mentoring other members of the team.

We want you to be someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Enterprise needs.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stan Cutler, 02 5128 0632
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE338825-1F33-8690-3799-E3E

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Defence

Vacancy VN-0759489

Department of Defence

Closing Date:Thursday 03 July 2025

Defence People Group
Joint Support Services

Job Title	Knowledge Manager
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/05052/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ACB6A747-537C-2783-4B95-E3EE2CB773D7

Duties

The Role
We're looking for an experienced Knowledge Manager to join the Sexual Misconduct and Response Office (SeMPRO) - a small but high-impact team working to reduce and prevent sexual misconduct in Defence. You will lead strategic planning and improvement activities in relation to the outcomes of the Royal Commission into Defence and Veteran Suicide, support key projects and products, and report directly to senior leaders on the health and performance of our initiatives.

You will also play a leadership role across our program, supporting coordination, planning, and decision-making across multiple work areas.

In this role, you will:

- Provide advice and support across projects and monthly product reviews.
- Develop and track key performance and risk indicators (KPIs and KRIs).
- Report to senior leaders with insights, risks, and improvement ideas.
- Contribute to long-term planning for SeMPRO’s strategic direction.
- Coordinate Program Board reviews and follow up on actions.
- Provide general program and business support, as required.

As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- Computer Use.
- Sitting at desk.
- Works in a customer service environment.

About our Team
The Sexual Misconduct Prevention and Response Office (SeMPRO) is a dedicated team within Defence that works to prevent and respond to sexual misconduct. Established in 2013, SeMPRO is central to Defence's efforts to create a safer and more respectful workplace culture. We encourage reporting, help-seeking and prevention of sexual misconduct.

Our main goal is to support people affected by sexual misconduct and to help prevent it from happening in Defence workplaces. We take a person-centred, trauma-informed approach to all our work.

Our focus areas include:

- Supporting individuals impacted by sexual misconduct.
- Delivering education and training to help prevent and respond to sexual misconduct.
- Providing expert advice to inform Defence policy and creating accessible resources for affected individuals, their supporters, and managers.

We're a multidisciplinary team with experience in research, mental health, communications, and data analysis. We offer a supportive, purpose-driven workplace where your work makes a real difference to the lives of Defence personnel.

Our Ideal Candidate
You are someone who:

- Has strong project management experience and can manage complex projects.
- Communicates clearly and confidently with a wide range of stakeholders.
- Is organised, detail-focused, and skilled at juggling priorities.
- Has leadership experience and can guide and support others.
- Understands how to turn information into strategy and action.
- Thrives in a collaborative, multi-disciplinary 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Samantha Juckel, 02 5109 6385
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ACB6A747-537C-2783-4B95-E3E

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Defence

Vacancy VN-0759496

Department of Defence

Closing Date:Monday 14 July 2025

Defence People Group
Joint Health Command

Job Title	Mental Health Promotions Coordinator
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05036/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E7EDD295-BB2F-2427-6DB6-E3EE2F2012B6

Duties

The Role
The role of a Mental Health Promotions Coordinator (MHPC) within the Directorate of Military Mental Health and Psychology will allow you to be innovative, creative, flexible, and challenge you to think outside the box in the way you deliver Mental Health Promotion strategies, activities and training to a unique audience. You will get to work collaboratively with a geographically dispersed team to promote and communicate training, resources, education and events to the Australian Defence Force (ADF) community - written, face-to-face and online.

The MHPC coordinates the required resources, trainers, room bookings, course scheduling, marketing and newsletters, as well as maintaining training records and trackers. In addition to coordinating courses the role also requires time away from the desk - as they attend some events, stakeholder meetings, and regularly deliver workshops on suicide prevention, mental health & wellbeing, and alcohol, tobacco and other drugs.

The role is varied and requires someone who can organise a multiple of priorities in addition to the above: providing support to other trainers, overseeing training governance requirements, minor technical support to online training, occasional work on weekends and outside of core business hours (with accrual of flex time), and regular overnight travel.

About our Team
The Military Mental Health Training and Promotions team sits within the Directorate of Military Mental Health and Psychology. The position advertised is based in South Qld region, with regular travel within the region (Brisbane, Amberley, Canungra, Darling Downs), and to other regions when required.

The Directorate of Military Mental Health and Psychology is involved in a range of activities supporting the mental health and psychological effectiveness of ADF personnel, including training and education, mental health support programs, policy and governance, organisational climate surveys, and monitoring and evaluation.

Within this Directorate, you will be part of an agile and geographically dispersed multi-disciplinary team that provides mental health promotion, prevention, and early intervention services to support ADF members.

Our Ideal Candidate
Our ideal candidate will possess the following:

- Demonstrated ability to work effectively as part of a small team, with capacity to work independently as required.
- Demonstrated ability to work closely and collaboratively with immediate manager.
- Demonstrated ability to confidently engage with broad and diverse stakeholders.
- Demonstrated ability to engage and tailor communication styles to a wide range of audiences both face-to-face and online.
- Experienced in providing administrative support to meet service delivery: coordination of resources, trainers, room bookings, course scheduling, marketing & newsletters, as well as maintaining training records and trackers.
- Experienced in regularly delivering a number of workshops across different topics including: suicide prevention, mental health & wellbeing, and alcohol, tobacco and other drugs.
- Experienced in planning (including needs analysis), development, implementation and evaluation of health promotion initiatives.
- Desirable tertiary qualification in the relevant discipline, and/ or extensive experience in Mental Health Promotion/Health Promotion, Psychology, Positive Psychology, Wellbeing Science, Health Education, Community Development and Engagement.

Eligibility

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

Notes

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To Apply

Position Contact	Jo Wardle, 07 3512 0005
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7EDD295-BB2F-2427-6DB6-E3

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0759499

Department of Defence

Closing Date:Thursday 03 July 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$95,187 - $108,734
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/04884/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C63B1B1A-9BE5-3858-97C1-E3EE2D83542B

Duties

The Role
The Aviation C4ISREW Training and Support Systems (ACTSS) team, within UHSPO, is responsible for the management, delivery and support of a range of common products and systems across multiple Army aircraft types.

The Products and Services are managed in 3 main areas:

- Aviation Mission Systems, Armament;
- Life and Ground Support (ALGS); and
- Training Systems.

We are looking for dynamic and motivated person to join our team with a focus on sustaining the Aviation Mission System (AMS).

The APS 6 Integrated Logistics Support Officer, will be accountable for a variety of activities including but not limited to:

- Provide primary logistics acquisition and sustainment support to the AMS product team and end user;
- Conduct procurements and ensure DMFP is considered and reviewed throughout the reporting phases;
- Conduct periodic reviews of extant AMS support contracts to ensure appropriate logistics coverage in relation to sparing, repairs and warranties;
- Assist in developing and maintaining an AMS Integrated Logistics Support Plan;
- Liaise with Defence Logistics Managers to ensure demands for common items are fulfilled IAW policy / process time frames;
- Conduct regular reviews of the AMS supply chain to identify/implement further efficiencies;
- Identify and monitor Key Performance Indicators to track the supply chain health of the AMS;
- Manage AMS Freight requirements, including safe-hand for sensitive items;
- Support the ACTSS Disposal Manager in the disposal of AMS equipment;
- Generate responses to complex correspondence, briefs and reports for higher delegate consideration;
- Demonstrate knowledge of current Defence materiel logistics policies and apply this in the support of sustainment and acquisition activities;
- Build and sustain relationships with key stakeholders at the operational and business unit level;
- Work collaboratively with stakeholders and subject matter experts to resolve materiel logistics issues;
- Resolve problems using expertise, taking the initiative to identify alternative courses of actions;
- Support other functional areas within ACTSS when required.

About our Team
The Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas. Join the Utility Helicopter Systems Program Office (UHSPO) and be a part of a team that is dedicated to enhancing the Australian Army's helicopter capability through the acquisition of 40 UH-60M Black Hawk helicopters.

As a member of UHSPO, you will have the opportunity to work on a high-profile project and contribute to the development of a sustainment organisation that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate
Our ideal candidate:

- Experience in sustaining complex systems;
- Be able to interpret and comply with legislative, policy and regulatory frameworks;
- Experience in identifying and implementing timely outcome-based solutions to complex problems;
- Enjoys working independently and also as a team player in a dynamic team environment;
- Has strong stakeholder management and people skills;
- Have a good level of computer literacy including with inventory management systems.

Eligibility

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

Notes

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To Apply

Position Contact	Vicki Walker, 07 5362 3821
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C63B1B1A-9BE5-3858-97C1-E3

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Defence

Vacancy VN-0759509

Department of Defence

Closing Date:Monday 30 June 2025

Defence People Group
Joint Support Services

Job Title	Learning and Development Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/05060/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=46463EF3-13AE-8B49-818A-E3EE67CD3117

Duties

The Role
We're looking for an experienced learning and development manager to join the Sexual Misconduct and Response Office (SeMPRO) — a small but high-impact team working to reduce and prevent sexual misconduct in Defence. You will lead the development and implementation of innovative and effective learning solutions for Defence in relation to Sexual Misconduct prevention and response. This will include developing proposed strategies and the design, development and continuous improvement of comprehensive learning solutions for the organisation.

You will also play a leadership role across the broader program, contributing to planning, decision-making and coordination of work.

Your responsibilities will include:

- Providing expert advice on learning solutions and how to evaluate them.
- Leading the design, development, and ongoing improvement of learning programs.
- Building and maintaining strong working relationships across Defence and with external stakeholders.
- Managing complex projects and supporting work linked to the Royal Commission into Defence and Veteran Suicide.
- Reviewing the quality of SeMPRO-developed learning materials.
- Designing and delivering learning programs in different formats — online, face-to-face, or blended.
- Contributing to team planning and helping set priorities.
- Coaching and developing other learning professionals in the team, while promoting a culture of safety, innovation and accountability.

About our Team
The Sexual Misconduct Prevention and Response Office (SeMPRO) is a dedicated team within

Defence that works to prevent and respond to sexual misconduct. Established in 2013, SeMPRO is central to Defence's efforts to create a safer and more respectful workplace culture. We encourage reporting, help-seeking and prevention of sexual misconduct. Our main goal is to support people affected by sexual misconduct and to help prevent it from happening in Defence workplaces. We take a person-centred, trauma-informed approach to all our work.

Our focus areas include:

- Supporting individuals impacted by sexual misconduct.
- Delivering education and training to help prevent and respond to sexual misconduct.
- Providing expert advice to inform Defence policy and creating accessible resources for affected individuals, their supporters, and managers.

We are a multidisciplinary team with experience in research, mental health, communications, and data analysis. We offer a supportive, purpose-driven workplace where your work makes a real difference to the lives of Defence personnel.

Our Ideal Candidate
You are someone who:

- Has experience in the design, development, implementation, and evaluation of learning and development programs.
- Has a demonstrated understanding of adult learning theory and practice, including experience developing blended learning solutions.
- Has experience in facilitating learning solutions (training programs and/or modules) in both face-to-face and virtually (via webinar) environments.
- Thrives in a collaborative, multi-disciplinary team.
- Communicates clearly and builds strong relationships with stakeholders.
- Has leadership experience and can support and guide others.
- Has well developed analytical, research and decision-making skills to support completion of activities and to deliver defined outcomes.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Tegan Davis, 02 6243 0480
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=46463EF3-13AE-8B49-818A-E3E

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Defence

Vacancy VN-0759510

Department of Defence

Closing Date:Thursday 03 July 2025

Defence People Group
People Services and Wellbeing

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/04515/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=32EA2874-4627-1AF1-5E7E-E3EE2F162961

Duties

The Role
The psychosocial risk management team delivers both strategic and operational health and wellbeing projects across Defence that are key to supporting our people and capability. The team is currently recruiting for an APS 5 Project Officer role.

In our team you will:

- Manage the health and wellbeing team email inbox
- Contribute to the development of Defences approach to the identification, assessment and control of psychosocial hazards to support healthy and safe workplaces and practices across Defence
- Collaborate with stakeholders across Defence to ensure alignment and complementary provision of health and wellbeing supports
- Prepare and contribute to the development of executive papers and talking points
- Provide ad hoc support across the broader team as required

About our Team

The Psychosocial Risk Management team are an enthusiastic, high-performing and people-centric team within the Directorate of Workplace Health and Psychosocial Safety in Work Health Safety Branch. We realise the value that proactive investment in holistic personnel health has on Defence outcomes. The work we do has enterprise-wide impact, directly enabling our workplaces and ways of work to be conducive of good and improved health, safety and wellbeing outcomes in our personnel.

The team has a particular focus in developing and delivering Defence's approach to psychosocial risk management as a Work Health and Safety issue. To deliver the response we frequently work with other areas within Defence to develop materials and deliver products.

Our Ideal Candidate

Our successful candidate will ideally have:

- Proven experience to build and sustain relationships both internally and externally
- Demonstrated ability to support strategic objectives
- Excellent interpersonal, written and verbal communication skills
- The ability to work in complex and changing environments
- A strong sense of attention to detail and well-developed analytical skills
- Proven ability to collect, integrate and consider feedback to inform continuous improvement.

Eligibility

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

Notes

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To Apply

Position Contact	Amanda McCartney, 02 5109 8204
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32EA2874-4627-1AF1-5E7E-E3E

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Defence

Vacancy VN-0759514

Department of Defence

Closing Date:Thursday 03 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Deputy Director Industry Policy
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/05044/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D716CB24-D86D-0E96-581B-E3EE2F4A18D9

Duties

The Role
EL 1 Deputy Director Industry Policy performs a leadership role in an integrated environment and executes multifaceted Defence industry policy work including drafting of Policy documents. Your work will help build a sovereign defence industrial base. The successful candidate will exercise sound decision-making and judgement to provide policy advice.

They will be responsible for developing, implementing, complying with and reviewing policies, and will engage in research and problem-solving issues management. A major responsibility is working collaboratively with internal, external stakeholders and subject matter experts to facilitate the achievement of Defence outcomes.

About our Team
The Industry Engagement Division (IE Div) supports Defence delivery on the Government's policy direction to equip and sustain the ADF. IE Div develops and delivers initiatives that are designed to develop a deeper and broader sovereign industrial base while making Defence a stronger client.

Industry Policy Directorate embedded in the Policy, Events and International Programs Branch of IE Div leads the development and implementation of the Defence Industry Development Strategy, working across the Department to support Capability and Delivery Managers to implement the Government's policy direction.

The Industry Policy Directorate works with all Groups and Services to deliver on the Government's direction to develop the Sovereign Defence Industrial Base required to support Defence capability. The Directorate also delivers and manages a number of strategic engagements with industry peak bodies, state and territory governments.

Working with us will provide a unique opportunity to engage with Government and Industry on important Government initiatives, and an opportunity to develop or utilise your experience in the Australian Public Service.

Our Ideal Candidate
The right person for the role is an individual who consistently delivers high quality results and outcomes and is able to demonstrate adaptability responding to ever-changing priorities and needs of stakeholders in an evolving and fast-paced environment.

You will use your initiative to make informed decisions and solve complex problems under limited direction. Applicants should demonstrate well-developed communication skills, organisational and relationship management skills.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Debbie Willimott, 02 5108 6043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D716CB24-D86D-0E96-581B-E3

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Defence

Vacancy VN-0759551

Department of Defence

Closing Date:Wednesday 02 July 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Research Officer - Sensitive Issues Management Cell
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$86,887 - $93,066
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JOC/04592/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EFA1D7FF-13CD-7394-1D58-E3EF1F487942

Duties

The Role

As the Research Officer you will support the search, analysis and provision of operational information in support of stakeholder requests. This role reports to the Information Response Coordinator and will work alongside a small team.

As the Research Officer, you will:

- Extract, collate and analyse sensitive operational material to provide a timely response to stakeholder requests using appropriate search methodologies.
- Liaise with relevant stakeholders, both internal and external, promoting a collaborative working environment and building effective relationships.
- Assist the Information Response Coordinator in coordinating a response to various stakeholders.
- Apply redactions and reclassify documents, within the Australian Government and Defence security frameworks.
- Assist in research of Freedom of Information (FOI) requests and development of Ministerial Responses.
- Assist in incident management coordination.
- Have the ability to triage workload and be flexible in managing changing priorities in a fast paced environment, along with the eagerness to learn and advance in a growing organisation.
- Provide additional support within HQJOC as directed.
-
- The performance of the Research Officer will be measured against the quality of timely and comprehensive search outcomes, engagement with stakeholders and management of priorities and expectations.

About The Team

The Sensitive Issues Management Cell (SIM Cell) is responsible for the following:

- Providing operational information to various stakeholders, including Afghanistan Inquiry Response Task Force (AIRTF), Inspector General of Australian Defence Force (IGADF) and Royal Commission into Defence Veteran Suicide (RCDVS), as well as internal stakeholders within HQJOC in response to operational requirements.
- Management of joint operational and exercise incidents.
- Ministerial advice and Freedom of Information (FOI).
- Ad Hoc tasking from various stakeholders within Defence.

Our Ideal Candidate

- Proven success in contributing to a team-oriented environment, and managing competing priorities to deliver effective outcomes.
- Individuals who are comfortable working both independently and in a team based environment.
- Demonstrates initiative, strong organisational skills and the ability to positively respond to changing priorities.
- Excellent interpersonal skills, with the drive to provide efficient administration of processes and procedures.
- Professionalism and maturity to build effective relationships with team members and stakeholders.
- Demonstrates highly effective interpersonal written and oral communication skills, emotional intelligence, resilience and adaptability.
- Strong understanding of contemporary business processes, including information management, correspondence management and data management/analysis.

- Ability to identify and solve problems, including the initiative to identify alternative courses of action.
- Ability to obtain and maintain appropriate security clearance.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Natasha Srbinoski, 02 5130 6359
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EFA1D7FF-13CD-7394-1D58-E3

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Defence

Vacancy VN-0759552

Department of Defence

Closing Date:Thursday 03 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Industry Policy and Program Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05049/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B5D06815-23BA-D1B5-B1F1-E3EE673D6ED7

Duties

The Role
Industry Policy Directorate within the Industry Engagement Division is looking for APS 6 Industry Policy and Program Officers to contribute to the Department of Defence's key industry policy.

The successful candidates will:

- Perform complex industry policy and program activities to deliver Defence industry policy initiatives to help build and sustain Australia's sovereign industrial base.
- Coordinate and manage the development and implementation of policies and associated programs to promote Defence industry participation in domestic and international programs consistent with Defence objectives.
- Develop submissions, briefs and reports and provide advice on Defence industry issues.
- Work collaboratively with internal and external stakeholders in relation to Defence industry policies and programs.
- Build and sustain effective relationships with team members and actively participates in team work and group activities.
- Interpret and analyse policies and programs to ensure compliance with relevant legislation, regulations and procedures.
- Resolve complex issues associated with managing Defence industry policies and programs.

About our Team

Industry Engagement Division (IE Div) supports Defence delivery on the Government's policy direction, namely the National Defence Strategy and the Defence Industry Development Strategy, to equip and sustain the ADF. IE Div develops and delivers initiatives that are designed to develop a stronger sovereign industrial base while making Defence a stronger client.

Industry Policy Directorate embedded in the Policy, Events and International Programs Branch of IE Div leads the development and implementation of the Defence Industry Development Strategy, working across the Department to support Capability and Delivery Managers to implement the Government's policy direction.

The Industry Policy Directorate works with all Groups and Services to deliver on the Government's direction to develop the Sovereign Defence Industrial Base required to support Defence capability. The Directorate also delivers and manages a number of strategic engagements with industry peak bodies, state and territory governments.

Our Ideal Candidate
Working within IE Div is more than just a job; it offers opportunities over the course of a career to work across diverse project and policy matters of national significance and liaise with stakeholders across Australian, Foreign governments and industry.

Our ideal candidate possesses:

- Strong analytical skills and attention to detail.
- Strong written and verbal communication skills.
- A solutions orientated approach to problem solving.
- Strong organisational and time management skills.
- Flexibility to changing priorities and ability to work to tight deadlines under pressure.
- An ability to work autonomously and as part of a 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Debbie Willimott, 02 5108 6043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5D06815-23BA-D1B5-B1F1-E3

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Defence

Vacancy VN-0759555

Department of Defence

Closing Date:Thursday 03 July 2025

Security and Estate Group
Infrastructure Division

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/04937/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51C3399F-DA14-0826-9C2E-E3EE67A84696

Duties

The Role

As an EL 1 Project Director in the Capital Facilities and Infrastructure Branch, you will be responsible for leading a team of APS, Military and out-sourced resources in the planning, development, approval and delivery of major capital infrastructure projects for the Department of Defence. You will be responsible for ensuring that your projects are successfully delivered by achieving quality, schedule and budget outcomes. Your role will be performed under limited direction from the Director, and you will have a level of delegated authority to make decisions on behalf of the Branch and the Commonwealth.

The EL 1 Project Director will require having in-depth knowledge of the infrastructure asset development function and will require complex problem solving and resolution of issues that impact on strategic, political or operational outcomes for Defence and Government. The Project Director will be responsible for driving and managing the project approvals process, which includes Departmental, Government and Parliamentary approvals.

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

About our Team

Within the Capital Facilities and Infrastructure Branch, the EL 1 Project Director will be part of a well-oiled team that Plans, Develops and Delivers a growing portfolio with a total value of approximately $50 billion. The Branch delivers sustainment projects (like redevelopments of existing Bases) and new capability projects as a fundamental Input to Capability. The development and delivery of projects is undertaken by seven Delivery Directorates with support from the enabling Directorates and other parts of the Infrastructure Division.

Our Ideal Candidate

The EL 1 Project Director leads an integrated Project Team within Capital Facilities & Infrastructure Branch. The Project Director is a contract management professional responsible for leading a small team in the development and delivery of substantial capital projects, ensuring that they are completed in accordance with schedule, budget and quality requirements.

The EL 1 Project Director role will suit people with a passion for construction project management and requires strong people management and leadership skills. You will have well developed project, contract and financial management skills necessary for the planning, development, approval and delivery of capital infrastructure projects to achieve agreed project objectives. You will be required to identify, anticipate and respond to stakeholders’ needs and expectations to solve complex project issues and achieve successful project outcomes.

You will have the opportunity to further develop your client side project and contract management skills, whilst delivering high value and complex capital infrastructure projects. You will require well-developed oral and written communication and organisational skills to successfully manage and coordinate your team, as well as a range of stakeholders, both internal and external to Defence.

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	Tania Moloney, 02 6246 8858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51C3399F-DA14-0826-9C2E-E3E

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Defence

Vacancy VN-0759556

Department of Defence

Closing Date:Wednesday 02 July 2025

ARMY
Special Operations Command

Job Title	Assistant Director Special Operations Program Management Office
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ARMY/05076/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9340A9A5-3F2C-E96C-7D9B-E3EE67C6F9E1

Duties

The Role
The Special Operations Program is responsible for capability delivery to Special Operations Command. The Program Management Office works alongside the Special Operations Program to coordinate and manage all aspects of Program governance, internal and external engagements and industry liaison. The Assistant Director of the Program Management Office works in conjunction with a Lieutenant Colonel Assistant Director to manage the Program Management Office and together they are responsible to the Program Director.

Specific tasks include, but are not limited to:

- Assuring the governance of the Special Operations Program
- Compiling artefacts in support of the Special Operations Program in the One Defence Capability System
- Liaison with dependent Program Management Offices across Land and the Joint Domains

About our Team
The Special Operations Program workforce is a high performing blend of Military, Australian Public Service and Industry Contractors who work collaboratively in a busy and rewarding work environment. The Special Operations Program workforce is responsive to the needs of the Director is committed to delivering capability to Special Operations Command.

Our Ideal Candidate
Our ideal candidate is a professional, motivated, and reliable member of the team with excellent verbal and written communication skills. Our ideal candidate must be comfortable working in a dynamic environment, and must be able to operate independently in the absence of colleagues. Experience operating within the One Defence Capability System highly desirable. **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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Gregory Jones, 02 5130 6621
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9340A9A5-3F2C-E96C-7D9B-E3

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Defence

Vacancy VN-0759557

Department of Defence

Closing Date:Wednesday 02 July 2025

ARMY
Head Quarters Special Operations Command

Job Title	Program Support Officer Special Operations Program
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	aRMY/05084/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1E556596-FDAB-2283-92A5-E3EE67F3350C

Duties

The Role
The Special Operations Program is responsible for capability delivery to Special Operations Command. The Program Management Office works alongside the Special Operations Program to coordinate and manage all aspects of Program governance, internal and external engagements and industry liaison. The Program Support Officer works within the Program Management Office to support Special Operations Program management and coordination. This includes the preparation of written artefacts, internal and external briefing packs, and the coordination of internal and external liaison. The Program Support Officer works to both the EL 1 Assistant Director and the Lieutenant Colonel Assistant Director.

Specific tasks include, but are not limited to:

- Compilation of information for presentation to internal and external stakeholders
- Support to Program Management Office and Special Operations Program governance and assurance per the One Defence Capability System processes and procedures
- Coordinating function for standing meetings, working groups and boards
- Liaison with dependent Program Management Offices across Land and the Joint domain

About our Team
The Special Operations Program workforce is a high performing blend of Military, APS and Contractors who work collaboratively in a busy and rewarding work environment. The Special Operations Program workforce is responsive to the needs of the Director is committed to delivering capability to Special Operations Command.

Our Ideal Candidate
Our ideal candidate is a professional, motivated and reliable member of the team who is

comfortable working in a dynamic environment. Our ideal candidate is an effective verbal and written communicator with Program Support Officer experience in the One Defence Capability System being desirable. **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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Gregory Jones, 02 5130 6621
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1E556596-FDAB-2283-92A5-E3E

Defence

Vacancy VN-0759562

Department of Defence

Closing Date:Thursday 03 July 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Director Command Safety
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ARMY/05087/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A392CC56-5EB7-A8BA-5C8C-E3EE687B2301

Duties

The Role
The Command Safety Branch is one of six Branches in Headquarters Australian Army Cadets (AAC) whose primary function is the implementation of Workplace Health and Safety (WHS), inclusive of Youth Safety and Protection, within the AAC. Its highest priority is ensuring the organisation operates within the Defence Youth Safety Framework, which is a direct consequence of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The activities of the Branch include, but are not limited to:

- Provision of safety related strategic advice to senior management and stakeholders, both internal and external to the AAC and Defence;
- Responsible for the management and execution of WHS and Defence Youth Safety Framework outcomes, including the development of AAC, Army and Defence Work Health and Youth Safety and Protection Policy;
- Provide technical safety oversight for all National and Regional cadet activities;
- Coordinate with National/State/Territory Government bodies and institutions; Defence Safety agencies; Reserve Cadet Support Division; RAAF and RAN Cadet organisations; in order to ensure relevant, up to date and common safety practices are maintained across the AAC and wider Defence;
- Contribute to Army and Defence strategic planning and policy development, implement initiatives and provide reporting to National/State/Territory and Defence organisations;
- Undertake, coordinate or review investigations into safety incidents that occur within the AAC. This can include working with Comcare, State and Territory, Defence safety organisations, legal teams and emergency services;
- The position requires a composed, well-organised individual, who can manage conflicting priorities and deadlines, and a diverse team in a high tempo rapidly changing work environment.

Workplace Environment:

- Computer Use;
- Sitting at desk;
- Frequent travel - Vehicle;
- Frequent travel - Aeroplane;
- Frequent Overtime.

Travel will include work in an outdoor/field environment to assess compliance with WHS and the Defence Youth Safety Framework.

About our Team
The Australian Army Cadets is an Army youth development organisation, consisting of military, APS, adult volunteers and cadet youth. The organisation has 21,000 personnel, including 19,000 cadet youth, and is geographically dispersed across the Nation under a National and nine Regional Headquarters. The core element of the AAC is our adult volunteers, who are our front line staff directly responsible for the safe delivery of the Army cadet program in accordance with direction from Headquarters AAC, and within the Defence Youth Safety Framework.

Safety Branch is a small staff, consisting of the EL 2 Command Safety Director, an EL 1 Safety Manager and an Army Reserve Safety and Compliance Officer. The Branch has technical authority over the nine Regional Headquarters, through their Formation Safety Advisers, to ensure that the Army Cadet Program is delivered in accordance with mandated and directed Workplace Health and Safety and Youth Safe and Protection legislation and Policy.

Safety Branch is agile to meet the changing business demands of the organisation. The Branch supports a number of priorities simultaneously across multiple Branches and Regional Headquarters and is flexible in meeting changing priorities quickly. The work tempo is high, with a strong focus on youth safety and protection outcomes in a Chief of Army directed ‘No fail’ youth safety environment.

The Branch engages with Senior Executives, National/State/Territory Government bodies and institutions; Defence Safety agencies; Reserve Cadet Support Division; RAAF and RAN Cadet organisations; in order to ensure relevant, up to date and common safety practices are maintained across the AAC and wider Defence. The EL 2 Command Safety Director is the senior APS Officer within the AAC, and as such, is responsible for mentoring and the provision of advice in regards to all matters concerning APS management.

Our Ideal Candidate
Our ideal candidate must have practical working knowledge and experience of Commonwealth, Defence, Army WHS Regulations and Policies, Youth Safety and Protection requirements and working with youth, in a youth development program. This is to ensure that the AAC program meets all safety and working with youth legal responsibilities.

Additionally, the candidate must have a demonstrated ability to deliver youth safety and protection outcomes in a geographically and culturally diverse, predominantly volunteer based youth development organisation.

Our ideal candidate must be a strong communicator (written and verbal) and critical thinker who can analyse and solve complex problems to:

- Provide the Senior Executive (HQ AAC, Army and Defence) with options;
- Influence change; and

- Develop and maintain working relationships, all within a highly geographically and demographically dispersed youth development organisation.

The Position writes business submissions, reports, briefs and ministerials. The candidate must be able to manage complex conflicting workloads, adapt to change and analyse critical safety related information. They must be able to meet deadlines and achieve results.

They will be a strong team leader, committed to the ongoing development and professionalisation of all AAC staff and cadet youth, and have a sound understanding of the Australian Army Cadet youth development program. Our position offers the right applicant exposure to executive strategic planning and implementation, engagement with Senior Leaders and the opportunity to build on their career.

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	Mr Mick Hickey, 02 5109 5962
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A392CC56-5EB7-A8BA-5C8C-E3

Defence

Vacancy VN-0759563

Department of Defence

Closing Date:Monday 23 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/05034/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=67D38B88-8EF1-4831-9B2D-E3EE697D6B8C

Duties

The Role
Land Command, Control, Communications and Computer Systems (LC4S) Branch Headquarters (HQ) are seeking an EL 1 Contract Manager for the Major Service Provider (MSP) who will manage long-term Integrated Work Partner (IWP) Contracts with two MSPs who deliver significant resources across the Branch. The EL 1 MSP Contract Manager will exercise independence and leadership and will be responsible for the development, implementation, compliance and review of contract management policies.

As the MSP Contract Manager, your key responsibilities will include the following:

- Building and actively managing strong relationships with key stakeholders, enabling productive liaison.
- Leading and undertaking complex procurement planning, tendering and contract formation, and contract management activities.
- Manage and lead a small team, providing clear and consistent communication, managing performance, mentoring, and delegating responsibility.
- Translate and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements related to procurement and contract management.

About our Team
Land Command, Control, Communications & Computer Systems (LC4S) Branch within JSD is an

exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Computer Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our Branch Headquarters (HQ) team.

Our Ideal Candidate
The Joint System Division (JSD) within Capability Acquisition and Sustainment Group (CASG) is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals but also looking for collaborators, contributors, communicators and team players to be part of our integrated workforce. We are seeking a highly motivated professional who can demonstrate experience in contract management, specifically with knowledge of Major Service Providers (MSP).

We are looking for the following key attributes and experience.

Personal (interpersonal/leadership):

- Relationship management
- Stakeholder engagement
- Negotiating in difficult situations
- Excellent written and verbal communication skills.

Technical (job function):

- Experience with developing outcomes based contracts is desirable
- Business acumen including financial concepts
- Certificate IV in Procurement and Contracting and/or related experience.

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	Michelle Berman, 02 5108 8618
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67D38B88-8EF1-4831-9B2D-E3E

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Defence

Vacancy VN-0759576

Department of Defence

Closing Date:Thursday 03 July 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/05095/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E1567AB0-5992-2EBA-9956-E3EE69A08927

Duties

The Role
As an APS 6 Contract Management Officer you are accountable under broad direction to perform and achieve complex contract management work within an integrated workforce. You will require an in-depth knowledge of and compliance with legislative

frameworks, government decision-making and Defence's mission and policy requirements.

As and APS 6 you will exercise a considerable degree of independence and supervise a small team where you will be accountable to set work priorities and manage workflows. You will exercise sound decision-making and judgement to provide detailed policy advice. You will have in-depth knowledge of the contract management function and will assist the EL 1 in development, implementation, compliance and review of policies and procedures relevant to your work.

You will engage in complex problem solving and issues management and may coordinate and / or assist in detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence. You will assist the EL 1 as required to develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.

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

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

About our Team
The Destroyer, Guided Missile Systems Program Office (DDG SPO) is part of the Major Surface Ships Branch (MSS) within Maritime Sustainment Division (MSD) and the Naval Shipbuilding and Sustainment Group (NSSG). DDG SPO leads the Destroyer Enterprise in sustaining the Hobart Class DDGs: HMAS Hobart (III), HMAS Brisbane (III) and HMAS Sydney (V).

You will be a valued member of the Contract Management Team (CMT) that contributes to through life asset management to support the Royal Australian Navy capability. Our vision is to have balanced, effective and affordable capability and availability for the Hobart Class Destroyer fleet, by ensuring the capability is available and reliable for seagoing operations.

Our Ideal Candidate
Under broad direction, the successful candidate will be accountable to the EL 1 DDG SPO Contract Manager. The APS 6 Contract Management Officer will provide effective contracting and commercial expertise, and support and stakeholder engagement to Defence.

The role is suited to highly organised, proactive and personable individuals who enjoy working with high-level responsibility in an at times high-tempo environment. The ideal candidate will have experience working in a commercial environment with contractual mechanisms while being open to learning about new processes, which are unique to this organisation.

The ideal candidate will be resilient, capable and resourceful while producing superior work outputs in an effective and efficient manner. The ideal candidate will be comfortable working across technological means where face-to-face interaction is not possible. While a working knowledge within Government, universities or other education or technology-focused organisations is desirable, full training will be given in a supportive environment.

Your competency in the following areas is distinctly advantageous:

- Defence/Government Procurement policies and procedures;
- Contract/Agreement drafting;
- Provision of Commercial advice;
- Confident interpersonal skills on phone, online conferencing and email;
- A flexible, diplomatic and personable approach to working with stakeholders across a diverse range of stakeholders across all areas of Defence; and
- Ability to understand, analyse, identify solutions to complex contracts and commercial queries, and identify matters that require escalation to senior team members.

Highly desirable experience and skills for the successful execution of this role include:

- Experience in supervising staff and you will be managing a small team.
- Excellent communication and stakeholder management skills;
- Contract drafting with complexities, sensitivities and negotiation with multiple parties;
- Commercial experience (preferably in a Defence environment);
- Experience in a commercial office);
- Experience and compliance with Commercial and procurement policy;
- Proficiency using Outlook and the Microsoft Office suite of programs; and

- The demonstrated ability to successfully engage and communicate with team members and stakeholders through technological means, or in-person.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Mr Wyn Davies, 02 8871 0297
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E1567AB0-5992-2EBA-9956-E3E

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Defence

Vacancy VN-0759588

Department of Defence

Closing Date:Monday 30 June 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Workforce and Business Administration
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/03985/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C4ABDA87-3685-BDC2-4321-E3EC16D5F57F

Duties

The Role
The APS 5 Workforce and Administration Officer supports the critical functions of business and workforce coordination through the provision of a high level of support and customer service to the Aviation Support Systems Program Office (AvSSPO).

The role includes providing workforce co-ordination and reporting, information management; business process mapping and reviews, administrative support associated with AvSSPO financial transactions; task management; facilities management support and meeting co-ordination.

The APS 5 Workforce and Administration Officer is accountable under limited direction to perform and achieve moderately complex procedural, operational, workforce and business support work within an integrated environment.

AvSSPO has a high performing culture and the successful candidates can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

About our Team
As part of the Joint Aviation Systems Division (JASD) within Capability Acquisition and Sustainment Group (CASG), NATC delivers Pilot Training and Aviation Commons assets in support of Defence Capability and Operations. NATC offers a work environment that has a unity of purpose, which recognises and utilizes individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast-paced environment as part of an integrated Military, Civilian and Industry Partner team that encompasses a variety of knowledge, skills and experience. NATC 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 ideal candidate will have excellent communication and interpersonal skills with attention to detail, an ability to follow instructions and processes in accordance with policy, legislation and frameworks. Critical thinking skills, with the ability to be assertive in decision making and a positive and inclusive approach to working as a part of a team will enable success in the role. You will undertake investigate best fit solutions and perform procedural and business administration support work to achieve results and contribute towards ongoing improvement of work practices.

The ideal candidate will need to demonstrate:

- An ability to work independently, professionally handle sensitive data and information with experience in the use of HR systems.
- Facilitate and plan resourcing/recruitment (APS staff, ADF reserves) activities to meet specific strategic goals.
- Manage the HR audit and reporting program including the monthly performance report to analyse and distributing results.
- Work collaboratively with stakeholders and subject matter experts to enable workforce solutions.
- Effective written and communication skills, including relationship building, resilience and adaptability and tailoring your approach when targeting audiences and meeting deadlines.
- Resolve problems using critical thinking and sound judgment, taking the initiative to identify alternative courses of action.

Eligibility

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

Notes

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To Apply

Position Contact	Craig Swan, 03 9200 0647
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4ABDA87-3685-BDC2-4321-E3

Defence

Vacancy VN-0759605

Department of Defence

Closing Date:Sunday 13 July 2025

Associate Secretary Group
Defence Integrity

Job Title	Fraud Control Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/05110/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=61677054-4117-DC1E-8639-E3EF1BCA1EE6

Duties

The Role

A Fraud Control Officer works as part of a small team to build and maintain strong working relationships with all stakeholders to:

- Contribute to the development and implementation of fraud and corruption prevention plans.
- Analyse and interpret fraud and corruption information to create insightful reports.
- Assess and evaluate fraud and corruption control strategies to stay current with emerging trends and risks.
- Progress the management fraud and corruption prevention, detection, and response controls.

We are looking for engaging individuals who can apply their experience broadly, are able to influence others through their quality work and communication skills and have a positive attitude towards their work providing quality service to our stakeholders

About our Team

The Fraud Control team collaborates with all Groups and Services across Defence. This role is a great opportunity for you to use your risk, analytical and project skills in a dynamic and complex environment. Located within the Defence Integrity Division, the Fraud Control team works closely with the investigation, audit and integrity teams to monitor and understand fraud and corruption risks. We are responsible for supporting Defence in preventing fraud and corruption by coordinating the Defence Fraud and Corruption Control Plan, enterprise risk assessments and providing targeted assurance activities.

Our Ideal Candidate

Our ideal candidate will possess the following skills and attributes:

- Excel in small team environments. You use your adaptive communication and collaboration skills to collaborate with technical, operational and corporate stakeholders to sustain relationships and achieve outcomes.
- Strong problem solving, self-management, and organisational skills, and experienced in managing multiple priorities effectively.
- The proven ability to analyse and evaluate information and data, and translating information into insightful reports.

We are interested in engaging individuals who can apply their experience broadly, are able to influence others through quality work and communication skills and have a positive attitude towards their work providing quality service to our 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Pinta KAUR, 02 6155 9373
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=61677054-4117-DC1E-8639-E3E

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Defence

Vacancy VN-0759714

Department of Defence

Closing Date:Sunday 06 July 2025

Defence People Group
Reserve & Cadet Support

Job Title	Regional Engagement Manager ACT
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05159/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=618C3945-5D12-6CC8-5289-E3EF944ADEDB

Duties

The Role

The ACT team work within a nationally dispersed team, under the direction of the Assistant Director Regional Engagement to meet future Defence capability needs.

The Regional Engagement Manager is accountable under limited direction to perform duties such as:

- Work collaboratively in a team based environment, operating as an effective team member, building and sustaining relationships with team members and stakeholders, and actively participating in team work and group activities.
- Schedule and conduct stakeholder engagement activities to meet Defence objectives under the direction of the Assistant Director Regional Engagement.
- Develop and execute Relationship Management Plans to support targeted liaison and engagement with important stakeholders to enhance access to in-demand capabilities.
- Meet the requirements of National Office for the submission of reports and returns including governance, administration, finance and measurement of outcomes of engagement activities and events.
- Complete complex procedural, operational, administrative and business support work, including managing travel requirements and financial acquittals.

- Management of APS staff within ACT Regional Engagement team.
- Additional tasking as directed by the Assistant Director Regional Engagement.

About our Team

ADF Reserves and Employer Support (ADFRES) facilitate effective engagement to build relationships by increasing awareness and understanding of the contribution. Reserve members make when they are away from their civilian employment, the skills they are bringing back to their civilian workforce, and the support options available to assist employers during the temporary loss of an employee due to their Defence service.

Our Ideal Candidate

The successful candidates will have demonstrated skills across broad APS functions. They will have the ability to translate strategy into operational outcomes through the application of exceptional leadership, problem solving and engagement skills.

The successful candidate will work closely with the Assistant Director and Director of ADFRES to support the Head and Deputy Head in delivering organisational and business outcomes in line with ADFRES's mission. This is a challenging, but rewarding role.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Judith Carson, 08 7971 9328
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=618C3945-5D12-6CC8-5239-E3E

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Education

Vacancy VN-0759631

Australian Research Council

Closing Date:Tuesday 01 July 2025

Research Evaluation and Policy Data Analytics and Modelling

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$93,627 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	APS Level 6
Position Number	ARC25-011
Agency Website	www.arc.gov.au

Job Description *https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2NDE0NDg2MzY4OTh-MS*

About the Position

The Data Analytics & Modelling Section of the Research Evaluation and Policy Branch are seeking applications for an APS 6 Data Analyst.

The role will be responsible for supporting delivery of projects related to research funding policy modelling, research evaluation and metric design, including undertaking modelling and data analysis, and the preparation of related forecasts and/or reports. The role will collaborate with Policy Analysts/Officers, Data Engineers, Data Analysts, Data Scientists and other senior staff, as well as work with a variety of internal and external stakeholders to develop evaluation products that meet the ARC's policy development and research evaluation and data requirements. Additionally, the role will translate their analyses into written reports and if applicable, visualisation content, to present their findings to diverse audiences.

This role will also involve contributing to the design and implementation of data governance, data request procedures, and infrastructure enhancements to deliver research evaluation work packages for the Section, and to improve the ARC's data capabilities.

Duties

Duties and Tasks

In this position, the successful candidate is expected to:

- Design and implement principles and techniques for collecting, organising, interpreting, visualising and presenting quantifiable data in the research evaluation space, as well as the production of statistical reports, analyses and data visualisations to supplement their work.
- Provide technical advice and expertise on research evaluation issues, methods and tools to varied audiences.
- Contribute to the upskilling and supervision of junior staff in data analysis/research evaluation/policy analysis/metric design through mentorship and/or direct supervision of staff.
- Maintain and develop technical and non-technical knowledge through learning and development activities.
- Provide timely, quality research evaluation support and services across the ARC, including analysing, interpreting and undertaking quality assurance of data and datasets.
- Contribute to good documentation practices that enable replicable processes for analysis, evaluation, monitoring and quality improvement within the Branch.

Required Skills and Knowledge

The skills and knowledge required for this role are:

- Well-developed critical thinking skills to utilise multiple data sources and related information to distil key issues.
- Sound data analytical skills, modelling and/or forecasting experience, proficient in excel, and experience in a programming language preferably Python.
- Good communication, liaison and negotiation skills, with demonstrated experience in building productive working relationships to understand client needs and ensure outputs meet their expectations when sharing, collating and reporting data.
- Good organisational conceptual, analytical and problem-solving skills, including strong attention to detail and the ability to develop and document consistent processes for research evaluation.
- Expertise across a range of evaluation methods and tools, and a detailed understanding of data analysis, translation and data visualisation concepts.
- Good written communication skills, with the ability to translate findings from analysis to written reports for both technical and non-technical audiences.
- Proven experience in supervising and upskilling junior staff in the research evaluation / policy analysis space.

Our Ideal Candidate

The successful candidate will have deep expertise in research evaluation / policy analysis, the ability to exercise initiative and adept assessment of risk in leading of projects, and be able to prioritise and respond quickly to changing priorities.

They will be able to work co-operatively with operational and delivery teams, business areas and the executive team to deliver outcomes for the Australian Research Council and its external clients and stakeholders.

What you’ll gain from the experience

As an APS 6 Data Analyst at the ARC, you will work on high-impact projects that shape research funding and evaluation in Australia. You will gain exposure to senior decision-makers, build your skills in modelling, analytics, and visualisation, and contribute to data-driven policy that supports national research excellence. Enjoy flexible work, professional development, and meaningful work that makes a real difference.

About our team

The Data Analytics and Modelling Section, within the Research Evaluation and Policy Branch, leads the development of the ARC’s enterprise data capability. We support the agency in

harnessing the power of its data, fostering a data-driven and innovative culture. Our work underpins evidence-based research policy advice to the Australian Government and delivers key functions including research evaluation, impact analysis, enterprise reporting, data governance, and data capability uplift.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with a disability, mature age candidates and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles.

Eligibility

- Must be an Australia citizen
- Must undergo an ID Verification Check
- Must undergo a Criminal History Check
- Possess and maintain a Commonwealth Baseline Security Clearance

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Ke Zhang, (02) 6206 7227
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0759633

Australian Research Council

Closing Date:Tuesday 01 July 2025

Research Evaluation and Policy Data Analytics and Modelling

Job Title	Assistant Director, Data Analytics and Modelling
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,401 - $128,580
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	ARC25-012
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2NDE0MzEyMTg2OTI-MS9

About the Position

The Data Analytics & Modelling Section of the Research Evaluation and Policy Branch are seeking applications for an EL 1 Assistant Director. The role will be responsible for leading projects related to research funding policy modelling, research evaluation and metric design, including undertaking modelling and data analysis, and the preparation of related forecasts and/or reports. The role will collaborate with Policy Analysts/Officers, Data Engineers, Data Analysts, Data Scientists and other senior staff, as well as work with a variety of internal and external stakeholders to develop evaluation products that meet the ARC’s policy development and research evaluation and data requirements. Additionally, the role will translate their analyses into written reports and if applicable, visualisation content, to present their findings to diverse audiences.

This role will also involve contributing to the design and implementation of data governance, data request procedures, and infrastructure enhancements to deliver research evaluation work packages for the Section, and to improve the ARC's data capabilities.

Duties

Duties and Tasks

In this position, the successful candidate is expected to:

- Lead and manage policy modelling and research evaluation projects, providing strategic direction to teams and contributing to organisational objectives, business plans, and operational outcomes. This includes overseeing staff, fostering high performance, and ensuring timely, high-quality delivery of complex analytical work.
- Lead the design and implementation of principles and techniques for collecting, organising, interpreting, visualising and presenting quantifiable data in the research evaluation space, as well as the production of statistical reports, analyses and data visualisations to supplement their work.
- Provide technical advice and expertise on research evaluation issues, methods and tools to varied audiences.
- Contribute to the upskilling and supervision of junior staff in data analysis/research evaluation/policy analysis/metric design through mentorship and/or direct supervision of staff.
- Maintain and develop technical and non-technical knowledge through learning and development activities.
- Provide timely, quality research evaluation support and services across the ARC, including analysing, interpreting and undertaking quality assurance of data and datasets.
- Contribute to good documentation practices that enable replicable processes for analysis, evaluation, monitoring and quality improvement within the Branch.

Required Skills and Knowledge

The skills and knowledge required for this role are:

- Strong leadership and people management skills, with the ability to lead teams, motivate staff, and manage performance while applying advanced critical thinking to synthesise insights from multiple data sources and distil key issues.
- Excellent data analytical skills, modelling and/or forecasting experience, proficient in excel, and experience in a programming language preferably Python.
- Strong project management skills with a proven ability to deliver large and complex analytical initiatives within required quality standard and timeframes. HR – people management skills

- Strong communication, liaison and negotiation skills, with demonstrated experience in building productive working relationships to understand client needs and ensure outputs meet their expectations when sharing, collating and reporting data.
- Strong organisational conceptual, analytical and problem-solving skills, including strong attention to detail and the ability to develop and document consistent processes for research evaluation.
- Expertise across a range of evaluation methods and tools, and a detailed understanding of data analysis, translation and data visualisation concepts.
- Strong written communication skills, with the ability to translate findings from analysis to written reports for both technical and non-technical audiences.
- Proven experience in supervising and upskilling junior staff in the research evaluation / policy analysis space.

Our Ideal Candidate

The successful candidate will have deep expertise in research evaluation / policy analysis, the ability to exercise initiative and adept assessment of risk in leading of projects and be able to prioritise and respond quickly to changing priorities.

They will be able to work co-operatively with operational and delivery teams, business areas and the executive team to deliver outcomes for the Australian Research Council and its external clients and stakeholders.

What you’ll gain from the experience

As an EL 1 Assistant Director, you will lead high-impact projects shaping national research policy and evaluation. You will manage multidisciplinary teams, collaborate with senior stakeholders, and apply your skills at the intersection of data, policy, and strategy. The role offers leadership development, flexible work, and the chance to contribute to a forward-thinking, data-driven agency.

About our team

The Data Analytics and Modelling Section, within the Research Evaluation and Policy Branch, leads the development of the ARC’s enterprise data capability. We support the agency in harnessing the power of its data, fostering a data-driven and innovative culture. Our work underpins evidence-based research policy advice to the Australian Government and delivers key functions including research evaluation, impact analysis, enterprise reporting, data governance, and data capability uplift.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with a disability, mature age candidates and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles.

Eligibility

- Must be an Australia citizen
- Must undergo an ID Verification Check
- Must undergo a Criminal History Check
- Possess and maintain a Commonwealth Baseline Security Clearance

Notes

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To Apply

Position Contact	Ke Zhang, (02) 6206 7227
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0759731

Australian Research Council

Closing Date:Thursday 03 July 2025

Research Programs and Services Program Design and Engagement

Job Title	Program Officers, Program Design and Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,436 - $89,231
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	APS Level 5
Position Number	ARC25-013
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2Mzk0NTEyNzQ4OTI-MS9l

About the Positions

The Research Programs and Services Branch administers the prestigious research grant application and grant management functions. The Program Branch undertake grant management across the full grant life cycle (promotion/education, application, selection, payments, monitoring and post award management processes) for the ARC's National Competitive Grants Program (NCGP) as well as delivering programs on behalf of other Commonwealth agencies.

The Program Design and Engagement sections' focus is on supporting the College of Experts, planning and managing Selection Advisory Committees (SACs), and the development & management of grant guidelines and agreements. This can include engaging with stakeholders, preparing documentation, meeting coordination and secretariat, and other administration tasks that contribute to delivering high-quality outcomes.

The Program Design and Engagement section work closely with the Chief Research Office and Executive Directors who are leading academics in their respective fields. There is a high level of collaboration to ensure delivery of world-class research outcomes. This can include building relationships with funded researchers through engagement and outreach activities, contract variation processing, conducting reviews, and reporting.

Under the supervision of a Senior Program Officer, you will be expected to undertake tasks to successfully deliver scheme outcomes against tight timelines.

Duties

Duties and Tasks

In this position, the Program Officer is expected to:

- Monitor, implement, and maintain processes that contribute to management of grant scheme/s
- Obtain and maintain an understanding of relevant legislative, policy and procedural frameworks
- Engage with internal and external stakeholders, including responding to grant holders, Selection Advisory Committee members and expert reviewers
- Undertake data checking and development of grant related documents
- Use the ARC’s Research Management System (RMS) and other internal computer systems and software
- Coordinate and support meetings, presentations as required
- Provide secretariat support, including the preparation and distribution of meeting agenda and minutes, drafting and/or collation of papers
- Work flexibly across teams to provide support in the Programs Branch as required

Required Skills and Knowledge

Skills and knowledge required for this role:

- High level interpersonal and liaison skills and being a great team member
- Project and time management skills, including ability to manage tight and conflicting deadlines
- Strong communication skills with the ability to liaise with a variety of internal and external stakeholders
- Strong organisational skills and experience in problem solving

- Ability to quickly gain an understanding of the Commonwealth Grants Administration Framework, policy issues and research training, including the role of the ARC
- Identifying and interpreting relevant legislation, work practices, procedures and policies and applying these to the work area
- High level attention to detail
- Good oral and writing skills
- Good Microsoft Office Skills and the ability to problem-solve technical issues or escalate to technical areas if required
- Experience in Grant Management will be looked upon favourably

Our Ideal Candidate

As a Program Officer, you will be interested in the grants selection and management processes and be comfortable working cooperatively in a small team. You will also be able to manage your time effectively to meet deadlines. We are looking for someone who is:

- Flexible – able to prioritise tasks, as well as take on tasks at short notice
- Focused on solutions – able to provide clear answers to questions or options for discussion
- A quick learner – able to pick up information quickly and apply it to your work
- A clear communicator – be approachable and polite in personal interactions, with a clear writing style

What you’ll gain from the experience

As an APS5 Program Officer in the Program Design and Engagement team, you’ll gain hands-on experience in stakeholder engagement, project coordination and procedure development. Working closely with experienced colleagues, you’ll build confidence in managing complex processes across the whole Grants Administration lifecycle, interpreting legislation, liaising with the research community, and delivering outcomes under tight timelines. This role offers a unique opportunity to contribute to Australia’s research landscape while growing your professional capabilities within a supportive and collaborative team that values collaboration, clarity, and purpose in everything we do.

About our Team

The Program Design and Engagement team plays a pivotal role in shaping and delivering the ARC’s grant programs. Our work spans strategic engagement, sector consultations, and outreach activities as well as Grant Guidelines and Grant Agreements. We manage the College of Experts nominations and contracting processes, support Selection Advisory Committees, and contribute to the development of scheme calendars and operational documentation. Our team thrives on collaboration, innovation, and continuous improvement, working closely with program delivery

teams across the Branch and external stakeholders to ensure ARC programs are effectively delivered. We are friendly and motivated to help you thrive in this role, offering a supportive environment where your contributions are valued, and your growth is encouraged.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

Eligibility

- Must be an Australia citizen
- Undergo ID Verification Check
- Undergo Criminal History Check
- Possess and maintain a Baseline Commonwealth Security Clearance

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Sally Connell, (02) 6287 6641
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0759203

Department of Education

Closing Date:Sunday 29 June 2025

Job Title	Assistant Director - Parliamentary Workflow and Systems
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Sydney NSW, Newcastle NSW, Melbourne VIC, Hobart TAS, Perth WA, Darwin NT, Townsville QLD
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	25/0332
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As an Assistant Director at the Department of Education you will have the opportunity to lead a small and regionally diverse team that help builds and maintains the department's relationships with our Ministers' offices. You will gain a unique insight into the relationship between the department and our Ministers' officer and valuable oversight of how the public service provides advice to Government. The role will build leadership and capability in team members and foster an inclusive and positive team culture.

Duties

In this role, your responsibilities will include the following:

- Leading the Parliamentary Workflow and Systems team to deliver high quality products to our Ministers' offices. Ensuring that products are consistent with ministerial and departmental expectations.
- Managing staffing and other resources effectively to ensure that the team meets its key objectives.
- Managing the administration of the PDMS, including internal training and support. Engage with the whole-of-government PDMS community.
- Supporting a continuous improvement approach to parliamentary processes and develop staff capacity to help them achieve their career goals.
- Providing expert advice to key stakeholders about functions and processes within your responsibility and assist stakeholders to solve complex issues.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Education

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

To Apply

Position Contact	Kim Thomas-Francis, (02) 6121 6613
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0759451

Department of Education

Closing Date:Sunday 29 June 2025

Job Title	Parliamentary Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$82,039 - $87,737
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	25/0339
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As a Parliamentary Officer at the Department of Education, you will support the Parliamentary Workflow and Systems team to maintain effective working relationships between the department and the offices of our Ministers. The successful candidate will support the efficient coordination of ministerial correspondence, parliamentary documentation, submissions, and question time briefs within the Parliamentary Document Management System (PDMS).

Duties

In this role, your responsibilities will include the following:

- Register Ministerial Correspondence in PDMS
- Provide administrative support for PDMS to deliver accurate advice and user assistance for moderately complex enquires
- Assist with quality assurance and review of ministerial correspondence, briefs and submissions, ensuring compliance with ministerial preferences

- Assist in team administrative functions, including mailbox monitoring
- Contribute to strategic planning and the achievement of team and department objectives
- Support other team members as required

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kim Thomas-Francis, (02) 6121 6613
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0759501

National Gallery of Australia

Closing Date:Sunday 29 June 2025

Chief Operating Officer
Information Services

Job Title	IT Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be available
Classification	APS Level 4
Position Number	3039
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/

The National Gallery's IT Service Desk provides a fast-paced, exciting and varied environment in which to work.

The role of IT Support Officer performs a critical role in supporting users of the National Gallery's IT network and infrastructure. This includes service desk requests, user support, system maintenance, hardware and software installation and network administration.

This position reports to the IT Service Manager and is part of a Service Desk (SD) team that enables and maintains the Gallery's information communication and technology infrastructure and service offering. The SD Team provides the full suite of ICT services to enable all Gallery staff to access the NGA IT environment. This includes the applications managed both on-premises and in cloud environments, and to enable reliable and safe devices for all staff to increase productivity and mobility.

As a small team, each member manages multiple capabilities and responsibilities, providing you with the experience across all facets of IT Service Management. The SD Team supports the Gallery both on site and remotely. In addition to the standard IT service offering, the team further supports the Gallery in digital and art projects and initiatives that have an IT component from concept to implementation.

The role requires someone who has sound technical and organisational skills, and an understanding of service management and infrastructure.

The position requires someone with the ability to adapt to new challenges, who has good communication skills, works well within a team, has a strong work ethic and is self-motivated to learn and stay current with industry skills.

Career progression opportunities are available through Service Management, Networking and Infrastructure, Cyber Security and cloud services management.

Duties

In accordance with the NGA Level 4 standards, you will:

- Provide support and technical advice for users accessing the National Gallery's IT network and supporting them to access common business applications such as the Microsoft 365 Suite.
- Work under direction in line with established priorities, practices, and methodologies to identify, assess and resolve ICT incidents and problems to a high level of quality for clients.
- Action service requests using a Service Desk ticketing portal and escalating where required.
- Development and maintenance of knowledge-based articles in the ticketing portal.
- Set up new starters to the National Gallery with their IT credentials and hardware needs and undertake ICT relocations for clients.
- Participate in rotational weekend on-call roster as required.
- Support the delivery of projects and events or other IT-related activities as directed.
- Communicate clearly and effectively with stakeholders both internally and externally.
- Participate in team planning activities to achieve Department and Gallery goals.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.
Police Check – to be eligible for this role you must complete a police check.
Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

Notes

HOW TO APPLY
To apply for this role please go to the National Gallery's Careers portal

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Finance

Vacancy VN-0759433

Digital Transformation Agency (DTA)

Closing Date:Monday 30 June 2025

Digital Investment Advice and Sourcing
Portfolio Assurance Leadership Programs & Integration

Job Title	Assistant Director, Leadership Programs & Integration
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations in NSW NSW, various locations in VIC VIC, Various locations - TAS TAS, Various locations in SA SA, Various locations in WA WA, various locations in NT NT, various locations in QLD QLD
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	082_05/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us
Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.
Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.
Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Leadership Programs & Integration Team and is part of the Portfolio Assurance Branch. The Portfolio Assurance Branch leads the Australian Government's system of assurance that applies to its digital projects, including the 'system learning' to create and maintain the conditions to enable digital project success.

As an Assistant Director in this new team, you will lead the design, development and implementation of executive leadership programs and learning initiatives. Supporting the Director of the team and the DTA executive, you will employ a strategic focus to establish and grow a continuous learning culture for the government's digital projects. Engaging closely with policy owners across the DTA and relevant government agencies, you will define processes and develop knowledge collateral to support the integration of these policies and standards, i.e. to leverage the assurance system to 'activate' these policies.

Please note: This role may require interstate travel from time to time.

Key duties

- Support the Director, you will help to build the capacity and capability of this new team to deliver required outcomes, as well as forge trusted relationships with agencies and key stakeholders across government so that the DTA can effectively fulfil its role as the Australian Government's chief digital advisor.
- Align to strategic learning outcomes and government priorities, manage and contribute to the work to design, develop and implement targeted leadership programs and learning initiatives to uplift capabilities of digital leaders across government.
- Contribute to cross-functional initiatives and 'system reforms' as they arise to deliver improvements to the system of assurance and/or the DTA's wider mandate and play a key role in identifying, initiating and delivering on improvements to how the assurance system operates evolves to meet the needs of Ministers, agencies and senior leaders.
- Engage with digital leaders across government agencies to consult, advice and to support the leadership programs and learning initiatives, ensuring they remain relevant to meet changing project landscape while addressing digital leadership requirements.
- Play a key role supporting the Branch's ways of working and approach to talent and capability development, i.e. support resource planning, coordination, and workflow management to ensure the team's work program supports the broader direction of the Branch, Division, the DTA and the wider Australian Government.
- As a member of the Branch's leadership cohort, work with your peers and colleagues to model expected behaviours for the Branch's leaders and staff, demonstrating cooperative and collaborative behaviours that align with the DTA's values and the APS code of conduct.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain). NOTE: a higher clearance may be required depending on the portfolio of agencies and projects required to be supported by your team.

To be eligible for employment with the DTA, applicants must be Australian citizens.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment

agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	David Thavasuthan, 0448 652 451
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0759534

Austrade

Closing Date:Sunday 29 June 2025

Corporate Services
Corporate Services People

Job Title	Posting Claim Adviser (APS6) and Overseas Posting Officer (APS5)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Adelaide SA, Melbourne VIC, Sydney NSW
Salary	$89,711 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	5483_06/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

There are two opportunities within the Overseas Postings team, the Posting Claims Adviser (APS Level 6) and Overseas Postings Officer (APS Level 5).

The Overseas Postings team sit within the People Branch as part of the Corporate Services Group and is responsible for providing Travel and Postings support, advice and services for the agency across a global environment (with almost half of our workforce operating in 60+ international locations). The team also manages Austrade's global medical program and business travel insurance.

Duties

The Posting Claims Adviser duties include (but not limited to):

- Management of Austrade's medical program, acting as the first escalation point for medical enquiries.
- Applying technical expertise to ensure the accurate implementation of legislation and policy in relation to Austrade's medical policies.
- Assessment and payment of all valid claims and expenses in relation to eligible medical, ancillary and hospital services, including provision of advice to internal clients on value of claim reimbursements.
- Leading work to update the overseas medical program policy for Australian based Austrade staff on long-term overseas postings, including consultation with key stakeholders.
- Management and delivery of the administrative and financial requirements of the medical program, including reporting, documenting processes, and drafting internal communications
- Presentations to soon-to-be posted employees.
- Undertaking additional tasks as delegated within the People Branch, including support to the travel and postings function of the team.

The Overseas Postings Officer duties include (but not limited to):

- Case managing staff travelling to and returning from a posting, inclusive of onboarding, training, relocation, insurance, passports and visas.
- Advising staff on key travel and postings policies, in accordance with the Chief Executive Instructions and the Long-Term Overseas Postings – Conditions of Employment, and Short-term overseas assignment policies.
- Drafting business cases and providing considered recommendations for delegate approval.
- Monitoring travel, postings and insurance content on internal channels to ensure relevant procedures and work instructions are current and fit for purpose.
- Undertaking ad-hoc tasks delegated within the People Branch, including support to the Postings Claims Advisor and SES Unit.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Austrade

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

To Apply

Position Contact	Jack Vear, jack.vear@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0759492

Australian Secret Intelligence Service

Closing Date:Monday 30 June 2025

Not Specified
Not Specified

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,169 - $108,998
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This is an office-based role in Canberra
Classification	APS Level 5
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

The Work Health and Safety (WHS) Officer is an integral role providing support services and advice, across the full spectrum of Work Health and Safety activities, to a broad suite of internal customers. As part of the WHS team the role will be key in enabling ASIS to meet its legislative requirements and deliver best practice health and safety initiatives.

The role requires an engaged and capable team member with the capacity to self-start and work autonomously. The WHS Officer will be a motivated individual who enjoys developing solutions to complex safety, health and well-being issues. The WHS Officer will apply an educated and considered approach to their role and is capable of working in a non-traditional WHS environment.

As part of a high volume, high intensity team the WHS Officer will be able to meet deadlines, providing accurate advice and assistance while delivering on agreed outcomes and contributing to the management of health and safety risks at ASIS. The role requires the ability to easily develop and maintain rapport with others forming working relationships that are underpinned by collaboration and customer service and help drive the organisation’s pursuit of an imbedded safety culture.

Duties

Under limited direction, the role will be responsible for the following key responsibilities and tasks:

- Coordinate the workplace inspection program and oversee the application and follow up of required controls, remediations and support packages.
- Coordinate the running of ASIS' First Aid Officer, Fire Warden and Health and Safety Representative corporate networks.
- Perform the secretariat function for the Work Health and Safety Committee (WHSC).
- Effectively utilise the hazard and incident reporting system responding to reports in a timely and appropriate manner.
- Undertake and contribute to the completion and review of workplace risk assessments.
- Contribute to the development and delivery of workplace health and well-being initiatives.
- Contribute to the ongoing development and delivery of WHS briefings and training.
- Provide well researched timely advice on WHS matters.

CORE SKILLS
The following is an overview of skills required to succeed in the role:

- Demonstrated ability to understand, interpret and apply WHS legislation.
- Highly developed organisational skills with the ability to prioritise work and deliver outcomes with good attention to detail.
- Sound written and verbal communication skills across a variety of channels and contexts including written briefs, network and committee meetings, presentations, training sessions and online meetings/engagements.
- Problem solving skills with the ability to adapt to changing priorities and remain flexible in a complex high-tempo work environment.
- Ability to work both independently and as part of a team.

EDUCATION, QUALIFICATION AND EXPERIENCE
The following education, qualifications and/or experience will be highly regarded:

- Demonstrated experience in the application of WHS legislation in the workplace.
- Experience coordinating work groups and
- Relevant WHS or tertiary qualifications.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but
your past experience doesn't align perfectly; we encourage you to apply.
Eligibility

Candidates must be Australian citizens.
The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS
All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0759581

Australian Secret Intelligence Service

Closing Date:Monday 30 June 2025

Not specified
Not specified

Job Title	Security Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,552 - $94,402
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 3
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description *https://www.asis.gov.au/Careers/Current-Vacancies/*

ASIS has opportunities for people to join our Canberra-based security team. Our Security Officers work on a 24/7 roster and duties include maintaining a safe and secure environment by monitoring personnel access, security equipment and alarms within ASIS. They will also be responsible for conducting security patrols, detection and response to security vulnerabilities, and providing a ‘front of house’ point of contact for ASIS staff and visitors.

As a Security Officer you will be a reassuring presence, conducting searches where necessary, monitoring security systems and responding to alarms and incidents as they arise. You will deal with emergencies, acting as incident control officer until relieved, and contribute to health and safety in the workplace, delivering first aid if required.

To be successful in these roles, you will need sound judgement, a reasonable level of fitness, excellent people and customer service skills including the ability to communicate with others clearly and concisely. You will stay calm under pressure and have a proven track record in time management, organisation and basic IT skills.

Most importantly we will need people with a strong team ethic and an enthusiasm for self-development as you will be continually learning and sharing your experience with others.

Previous experience is highly regarded although not essential as training is provided. This training coupled with on the job coaching will familiarise you with our systems and procedures.

Duties

The following is an overview of key responsibilities and tasks:

- Contribute to the delivery of a safe and secure operating environment;
- Comply with and implement relevant policies, procedures and service standards;
- Develop and maintain significant customer and stakeholder relationships;
- Carry out duties as a member of a cohesive supportive team of Security Professionals; and
- Monitor and maintain a safe and secure operating environment for ASIS which may include:
    - Access control;
    - Monitoring and responding to security alarms;
    - Processing visitors and issuing passes;
    - Detecting, responding to and reporting security vulnerabilities and incidents;
    - Updating security databases; and
    - Providing a 24-hour point of contact for communications including general staff enquires.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS
The following education, qualifications and/or experience will be highly regarded:

- Previous experience in monitoring specialist computer/security systems;
- Demonstrated experience in irregular work patterns (i.e. shift work);
- General understanding of security functions and processes;
- Current Driver’s Licence;
- First Aid qualifications or the ability to undertake training; and
- Experience in customer service-related roles.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn’t align perfectly, we encourage you to apply.
Eligibility

Candidates must be Australian citizens.
The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS
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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0759471

Aged Care Quality and Safety Commission

Closing Date:Sunday 29 June 2025

Regulatory Operations Division
Registrar Provider Registration

Job Title	Registry Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA, Darwin NT
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	504_06/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=F8A312F8-E7DC-68BB-1360-E3EDF41AC2EE

As a Registry Assessor you will be responsible for managing and conducting assessments of new entrants and registered providers as set out under the new Aged Care Act 2024, other relevant aged care legislation and the Commission's Regulatory Strategy.

Reporting to Senior Registry Assessors/Team Leaders, you will rely on your skills and experience to interpret and apply complex legislation, Administrative Law Principles, proactively contribute to the safeguarding role of the aged care regulator, supporting transparent decision-making by assessing registration applications, registration renewals, registration variations and other registry activities.

As a Registry Assessor you also support and guide other team members, fostering a collaborative team environment to achieve and meet performance targets.

Duties

- Interpret and apply complex legislation, ensuring all evidence-based assessments and decisions are compliant with the new Aged Care Act and other relevant legal framework and statutory requirements.
- Proactively manage an allocated workload within case management systems with accuracy and within agreed timeframes. Track progress to maintain up-to-date records and support business outcomes.
- Contribute to the development, implementation, and improvement of processes and guidance material, under direction, ensuring alignment with federal legislation and organisational standards.
- Engage and communicate professionally and clearly with applicants, registered aged care providers, internal stakeholders, other government departments, and members of the public regarding the registration function.

- Actively participate in ad-hoc or planned projects and collaborative efforts aimed at improving assessment accuracy, efficiency and processes.
- Actively engage in professional development opportunities to enhance skills and adapt to ongoing changes in the aged care sector.
- Perform other duties as required, contributing to the overall effectiveness and efficiency of the team, in alignment with the evolving needs of the role and regulatory environment.

Eligibility

- Ability to guide and support other staff, ensuring that performance targets are met and fostering a collaborative and high-performance culture.
- Proficient use of case management systems to organise and manage workload, track cases, and ensure deadlines and quality assurance standards are met while balancing competing priorities while maintaining high accuracy.
- Ability to analyse and interpret information from diverse sources, including financial documents, to identify risks and provide well-reasoned conclusions and assessment outcomes for decision-making.
- Strong written and verbal communication skills, able to convey complex information clearly and accurately to a diverse range of stakeholders.
- Well-developed problem-solving and analytical skills, with attention to, ensuring accuracy in assessments and case documentation.
- Ability to build and maintain professional relationships across the Commission and with external stakeholders, supporting cooperation and consultation.
- An understanding of the role of the Commonwealth Regulator and the ability to quickly acquire knowledge of the Government's Aged Care reform agenda, adapting to legislative and policy changes.
- Commitment to ongoing professional development, proactively seeking opportunities to enhance skills and stay updated on sectoral changes and aged care reforms.
- Adherence to the APS Code of Conduct and APS Values, consistently displaying respectful and ethical behaviour.

Notes

- Multiple Ongoing (Permanent) positions available with the possibility of Non-Ongoing (Temporary) positions via the merit pool for future vacancies.
- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=F8A312F8-E7DC-68BB-1

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Health

Vacancy VN-0759474

Aged Care Quality and Safety Commission

Closing Date:Sunday 29 June 2025

Regulatory Operations Division
Registrar Provider Registration

Job Title	Senior Registry Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	430_05/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=D3AE7D6C-4966-64FE-3A75-E3EDF434A19F

Reporting to the Assistant Director, as a Senior Registry Assessor you will have responsibility for managing a varied and complex workload, providing leadership and guidance to junior team members and ensuring high-quality assessments in accordance with the new Aged Care Act.

In this role you will provide support to the Executive Team, will have staff management responsibilities and will proactively contribute to strategic initiatives to achieve organisational objectives.

Using case management systems to track, manage, and ensure consistency across all assessments and documentation, you will have oversight of the work of your team ensuring that registration applications are assessed within legislated timeframes, provide technical advice, coach junior staff, work collegially with peers, and drive continuous improvement and innovation in alignment within the Commission's Regulatory Strategy.

Duties

- Provide strong leadership, coaching, and mentoring to your team. Facilitate knowledge transfer and foster a collaborative learning environment that encourages professional growth and high performance.
- Analyse complex information to identify risks, make informed assessments, and ensure compliance with the new Aged Care Act and other relevant legal frameworks. Support decision-making by providing sound, evidence-based recommendations.
- Using case management systems to accurately document and track assessment progress you will prepare comprehensive assessments, risk analyses, and other documentation while ensuring alignment with updated legislation and principles.
- Oversee an allocated workload, prioritising tasks to ensure completion within deadlines while maintaining quality. Use case management systems to effectively manage case progress and ensure deadlines and performance standards are met.
- Allocate or assist with the allocation of work to your team and monitor work on hand to ensure outcomes are delivered within legislated and administrative timeframes.
- Contribute to the continuous improvement of assessment processes and guidance materials, identifying opportunities to enhance compliance and efficiency in line with aged care reforms.
- Maintain clear, consistent, and professional communication with applicants, aged care entities, internal stakeholders, other government departments, and members of the public ensuring that messaging aligns with regulatory requirements and promotes understanding regarding obligations under the new Aged Care Act and related legislation.
- Work collaboratively across business areas and represent the section by contributing to the development of frameworks, strategies, policies, and procedures. Report progress to the Director and/or Assistant Director.
- Actively pursue professional development to stay informed on sectoral changes, adapting knowledge and skills in response to ongoing changes in the aged care sector.
- Perform other duties and tasks to support team goals and organisational needs, adapting to the regulatory environment's evolving demands.

Eligibility

- Capability to lead and inspire a team, building a culture of high performance, accountability, and continuous improvement. Promote open communication and model behaviours that align with APS values.
- Ability to interpret complex information from varied sources, including financial and operational documents, to identify risks and support well-founded conclusions. Apply a meticulous approach to all assessments to ensure compliance with regulatory standards.
- Exceptional written and verbal communication skills, with the ability to convey detailed regulatory information to diverse audiences, fostering mutual understanding and compliance.
- Advanced problem-solving abilities to analyse challenges, offer innovative solutions, and drive process improvements that align with the Commission's strategic objectives.
- The ability to develop and maintain effective relationships with both internal and external stakeholders, fostering collaboration and shared goals. Demonstrate diplomacy and professionalism in all interactions.
- Expertise in utilising case management systems to track, document, and manage assessment cases effectively, ensuring consistency, accuracy, and adherence to timelines.

- Comprehensive knowledge of the responsibilities of a Commonwealth Regulator, with the capacity to contribute to policy and strategic initiatives that drive business improvement and adapt to government reform priorities.
- strong organisational skills to manage competing priorities and maintain high standards, particularly under pressure in an adaptive environment.
- Ability to proactively identify risks and opportunities to improve assurance processes and guidance materials, ensuring that all assessments meet quality and compliance requirements.
- Commitment to the APS Code of Conduct and APS Values, setting an example through respectful, ethical behaviour and encouraging these standards within the team.

Notes

- Multiple Ongoing (Permanent) positions available with the possibility of Non-Ongoing (Temporary) positions via the merit pool for future vacancies.
- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies.

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To Apply

Position Contact	ACQSC Recruitment Team, 02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=D3AE7D6C-4966-64FE-3

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Health

Vacancy VN-0759564

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

Closing Date:Sunday 29 June 2025

ACSQHC
ACSQHC National Standards

Job Title	EL1 Senior Project Officer, Acute Care Standards
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20042756
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The National Standards Program is responsible for the development and maintenance of the National Safety and Quality Health Service Standards. This includes ongoing support and resource development for health services implementing the National Safety and Quality Health Service Standards, Pathology and Diagnostic Imaging Standards and National Safety and Quality Primary and Community Healthcare Standards.

The National Standards Program also provides a lead within the Commission on projects related to the development and maintenance of the Australian Health Service Safety and Quality Accreditation Scheme, accreditation for General Practice, pathology and diagnostic imaging, and primary and community health care.

The Senior Project Officer will be responsible for leading the work on the work plan deliverables for the development of the National and Safety and Quality Health Service Standards Third Edition. This will include project management, communications and consultations, research and analysis of information, stakeholder management, meeting logistics and facilitation, and collaborating with other relevant programs within the Commission.

Duties

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

1. With the Director, and Manager, Acute Care Standards, review, analyse and summarise published literature, data, policy papers and other published material to inform direction.
2. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing risk management recommendations and identifying and resolving problems.

3. Engage with risk, including the conduct of risk assessment and risk management activities.
4. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the project's objectives
5. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, professional and industry bodies and contractors.
6. Prepare high-quality written reports, briefs and other documents for a range of audiences.
7. Understand and keep knowledge of strategic and clinical issues and investigate how they may be addressed.
8. Undertake work activities with an awareness of their possible impact on strategic, political or operational outcomes of the project.
9. Collaborate with program areas across the Commission on matters related to the National Safety and Quality Health Service Standards.
10. Participate in, and present to, committee meetings, forums and workshops
11. Provide secretariat support to the relevant committees and expert groups
12. Maintain knowledge of relevant legislative and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
13. Provide health informatics expertise
14. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Excellent project management, policy development and high level research and analytical skills and experience relevant to safety and quality.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Demonstrated ability to work independently, and as part of a small team.

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Jackie Coleman (02) 7232 5242.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Sunday 29 June 2025.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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

To Apply

Position Contact	Jackie Coleman, (02) 7232 5242
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0759621

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

Closing Date:Monday 30 June 2025

ACSQHC
ACSQHC National Standards

Job Title	EL1 Senior Project Officer, Pathology Accreditation Scheme
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20021655
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/careers

The Senior Project Officer will be responsible for leading the work on the assigned work plan deliverables and the development of resources for diagnostic imaging or pathology as required as well as contributing to broader activities to support the National Standards Program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

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

1. With the Manager, lead the planning and conceptualisation of strategies and national guidance to support the National Standards Program.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing recommendations about managing risk and identifying and resolving problems.
5. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program.

7. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
9. Participate in, and present to, committee meetings, forums, and workshops on relevant topics.
10. Participate on the roster of the Commission Advice Line available to health services seeking practical and technical advice when implementing the National Safety and Quality Health Service (NSQHS) Standards.
11. Collaborate and support the work of teams from across the Commission to achieve the Commission strategic objectives.
12. Undertake work activities with an awareness of their possible impact on strategic, political, or operational outcomes for the agency/program.
13. Provide public health and/or health informatics expertise across a broad range of activities as required.
14. Engage with risk, including the conduct of risk assessment and risk management activities for area of responsibility.
15. Other duties as required and directed.

Eligibility

The successful candidate will have:

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

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

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

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To Apply

Position Contact	Jackie Coleman, (02) 7232 5242
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0759712

Australian Institute of Health and Welfare

Closing Date:Thursday 03 July 2025

Data Governance and Integration Group Linkage Client Services Unit

Job Title	APS6 - NHDH Client Service Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,702 - $108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	#074_06/25
Agency Website	

Job Description

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

The AIHW's APS Employee Census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieve top ten rankings in staff engagement, leadership, communication, innovation, and wellbeing scales out of 101 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from Aboriginal and Torres Strait Islander people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Data Governance and Integration Group (DGIG) core functions include leading the development of the Institute's strategies for acquiring, managing and integrating major data linkage systems, and carrying out record linkage of data sets relating to health and community services.

DGIG is responsible for delivering AIHW's integration activities covering the National Health Data Hub integrated system, the AIHW bespoke linkage program and supporting the National Disability Data Asset (NDDA).

The Linkage Client Services Unit (LCSU) supports research and policy development by providing secure access to linked data, informing health and welfare policies and improving public health outcomes.

The LCSU is the front door for all work involving AIHW's National Health Data Hub (NHDH, The Hub), as well as setting up so-called 'bespoke linkages': tailored linking of two or more government (S/T and / or Commonwealth) and / or academic, administrative or otherwise mostly external datasets.

The Unit supports the end-to-end process through liaison with the clients, including (where applicable to the respective project) feasibility assessment, ethics and data custodian clearance, data transfer to AIHW's linkers, return of data to clients, alongside advice and guidance, or, in case of the Hub training.

The LCSU is currently looking for a Client Services lead for the NHDH, who will, under general direction:

- Lead client engagement & support by:
  - Assisting researchers, other government agencies, and other clients in accessing and utilising linked data provided through the Hub.
  - Maintaining regular and as-needed contact with external stakeholders and clients and work with internal teams to support NHDH governance and strategic direction.
- Oversee data access & governance – ensuring clients' compliance with NHDH's operational guidelines and data-sharing protocols while facilitating secure access to health data.
- Project Coordination – managing requests for data linkage, overseeing approvals, ensuring efficient processing of applications and facilitating seamless and efficient information management.

- Technical & Analytical Guidance – provide expert advice on data availability, project timelines and all relevant internal and external processes to maintain effective and efficient use of data in the Hub.
- Policy & Compliance Oversight – ensuring adherence to data security, ethical standards, and regulatory frameworks.

Eligibility

To be eligible to apply for this vacancy, you must:

- Be an Australian citizen
- Undergo any required pre-employment checks, including a police records check
- Obtain and maintain a valid Security Clearance if required by the Institute
- A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

HOW TO APPLY

Please visit the AIHW Careers page and submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
- Your current CV and the names of two referees.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Christian Jung, 02 6244 1270
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0759145

Department of Health, Disability and Ageing

Closing Date:Friday 27 June 2025

People Communications and Parliamentary Division
Workplace and Change Branch Property Operations Section

Job Title	APS Level 5 - Property Operations Officer - Workplace and Change Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$87,843 - $94,998
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Physical presence onsite during business hours, 5 days a week
Classification	APS Level 5
Position Number	25-PCPDIV-29024
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

The Property Operations Section provides a range of site specific operational and business support activities including accommodation planning & coordination, facilities management, fleet management, project management, contract management,

stationery, assets, mail, and event management. The Property Operations Officer role is based at the Fairbairn sites, which consists of an office and laboratory building. The primary function of this role is to provide site-specific support to staff and business operations.

This role requires a physical presence onsite during business hours, 5 days a week, and capacity to respond to after-hours disruptions to business delivery on an as-needed basis. Working from home arrangements will not be considered.

Duties

Key Responsibilities the Property Operations Officer is responsible for:

- Providing high-level property management advice and support to a range of stakeholders including contracted providers, senior leadership and staff).
- Facilitating contractors/trades and other onsite visitors, including conducting site-specific onboarding in a complex laboratory environment.
- Managing day-to-day responsive facility enquiries to ensure effective business continuity (including addressing and/or escalating issues, maintaining accurate records to meet tenant obligations required by building owner and ensuring enquiries meet building code and building management obligations in a timely manner).
- Managing the onsite personnel locker system.
- Responding to enquiries and correspondence in a timely manner.
- Undertaking site-specific responsibilities, which may include (but are not limited to) manual handling, preventative maintenance tasks, and the collection, sorting and removal of laboratory waste.
- Contributing to whole-of-site activities such as accommodation reporting, business continuity planning, emergency control.
- Managing shared pool and corporate resources, such as fleet vehicles in accordance with agreed business requirements and policies.
- Facilitating and supporting meetings and events, including setup and pack-down.

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 are asked to quote reference number 25-PCPDIV-29024 to assist when making an enquiry.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Mitchell Ward, 0425049713
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0759354

Department of Health, Disability and Ageing

Closing Date:Friday 27 June 2025

Health Economics and Research Division
Data and Analytics Branch Data Science Section

Job Title	Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$87,843 - $94,998
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated with manager
Classification	APS Level 5
Position Number	25-HERDIV-29147
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

Experienced Data Analyst proficient in programming language(s) such as Python, R and/or SQL for applications in data science, data engineering and/or software development

Duties

- Work as part of a data science team to analyse and interpret large health datasets such as the National Health Data Hub (NHDH), Person-Level Integrated Data Asset (PLIDA), disease registers as well as other publicly available health data.
- Engage meaningfully with stakeholders and teams to build relationships, identify issues and implement solutions.
- Assist in identifying data science opportunities and converting these to innovative products that provide high value insights into health policy, programs and service delivery challenges.
- Present and communicate analytics findings to a broad range of audiences including technical and non-technical stakeholders and senior management.
- Support and progress data projects in the section, including ad hoc and ongoing work programs.

Eligibility

To be eligible for this position applicants must hold a Tertiary qualification or background in Data Science, Statistics, Computer Science, Artificial Intelligence, Data/ML/Cloud Engineering or similar discipline.

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

An applicant’s suitability for employment with Health, Disability and Ageing 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: Friday 27 June 2025 at 11:30pm AEST.

Applicants are asked to quote reference number 25-HERDIV-29147 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Anthea Dang, 02 7232 5273
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0759608

Department of Health, Disability and Ageing

Closing Date:Thursday 10 July 2025

National Mental Health Commission Division
Executive Branch Office of the CEO Section

Job Title	APS Level 4 - Executive Support Officer - National Mental Health Commission
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA, Darwin NT, Hobart TAS
Salary	$81,954 - $86,594
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Felixable working arrangements can be negotiated upon commencement
Classification	APS Level 4
Position Number	25-NMHCDIV-29365
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

The Executive Support Officer provides administrative and executive support to the Executive team of the National Mental Health Commission (the Commission). The Executive team comprises the Chief Executive Officer and the Deputy Chief Executive.

Working closely with the Executive Assistant, the Executive Support Officer plays a key role in supporting the Commission's Executive team to meet their responsibilities, achieve organisational goals and ensure the efficient operation of the Commission.

Duties

Responsibilities include:

- Providing administrative and executive support to the Commission's Executive team, including booking travel, handling correspondence, managing expenses, liaising with corporate support services (such as the ICT Service Desk) and supporting compliance with administrative policies and procedures.
- Working closely with the Executive Assistant to monitor and prioritise commitments and provide assistance with diary management.
- Providing secretariat support for internal and external meetings, including preparing agendas and papers, coordinating meeting logistics and taking minutes.
- Handling mail, monitoring shared inboxes and responding to general enquiries.

- Working with the Office of the CEO team to maintain efficient and effective administrative systems, including records and information management processes.
- Providing general administrative and office management support to ensure the efficient operation of the Commission.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-NMHCDIV-29365 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions.
Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Lucy Morgan, 02 7232 5423
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0759656

National Health and Medical Research Council

Closing Date:Tuesday 01 July 2025

Research Foundations Research Administration

Job Title	Grants Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$95,475 - $107,708
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 6
Position Number	24-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://www.nhmrc.gov.au/about-us/careers

Duties

The Research Administration Section is seeking an experienced and high performing candidate to fill the role of Grants Project Officer. Our ideal candidate will have a high level of stakeholder management, liaison, critical thinking and awareness of relationships between the work of all areas in the agency. The role includes supervision of help centre agents dealing with a wide range of both internal and external customers and management of the help centre to deliver high level customer service. The position also requires collaboration on enhancement projects for continual process improvement.

The core requirements for the role include strong communication and problem-solving skills, good judgement in stakeholder engagement and liaison, personable and high-level customer service, attention for detail, process-oriented thinking to link policy with process and an ability to multi-task and learn quickly.

For more information about the role refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Sandra Freshwater, 02 6217 9093
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0759539

Australian Nuclear Science and Technology Organisation

Closing Date:Wednesday 25 June 2025

Nuclear Science and Technology
Environment Research and Technology Group Science Operations

Job Title	Isotope Geochemist
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$115,000 - $129,000
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2571
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing| Full Time | $115k - $129k +15.4% super
- Sutherland Shire location I Flexible Work practices I Health & Wellbeing Programs
- Free onsite parking - pool, soccer field & café
- Great Opportunity to join ANSTO and apply your analytical and research expertise

About the Opportunity

The Isotope Geochemist applies analytical and research expertise to engage with researchers, collaborators and commercial clients, to support significant research outcomes aligned with ANSTO's strategic imperatives. The role provides scientific and technical advice that supports a program of continuous improvement and assists strategic development of the Environment Research and Technology Group's (ERTG) Geochemistry and Isotope laboratory assets and infrastructure to maintain the groups reputation as a leader in environmental change, contaminant impacts and water research.

About You

'We are seeking a team player with excellent interpersonal skills, who is highly organised, detail-oriented and loves to learn. An analytical approach and a passion for the scientific process will be great assets in this role.' - **Michael Corry, Operations Manager, Environment Research and Technology Group**

Duties

Your Duties and Responsibilities

- Apply high level specialist expertise in isotope geochemistry to undertake laboratory experiments and method development in support of instrument optimisation and capability extension.
- Produce research of emerging international standard, publications in peer-reviewed journals, and represent the organisation at national and international forums as an expert in isotope geochemistry.
- Explore opportunities for new research projects including those generating external revenue for the group.
- Contribute to day-to-day laboratory operations and provide expert, trusted advice and specialised services which meets stakeholder and customer requirements.
- Provide expert advice to stakeholders on ANSTO Research Portal applications, including technical and capacity review, analysis of results and contributions to manuscripts for journal publications.
- Contribute to KPIs and milestones in the Environment Research & Technology Group Business Plan.

Please click here to view the Position Description.

Eligibility

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!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Michael Corry on (02) 9717 9415. For all other queries please contact Talent Acquisition on +61 (02) 9717 3740.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 25 June 2025 at 11:59pm.

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Michael Corry, 02 9717 9415
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0759560

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 07 July 2025

Chief Counsel & Integrity

Job Title	Principal Legal Counsel
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA
Salary	$153,302 - $164,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 2
Position Number	1103_06/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Chief Counsel and Integrity Division (CCID) supports the Department of Industry, Science and Resources to achieve its objective of a productive economy lawfully and with integrity. Lawyers in CCID provide strategic, practical legal advice on high-profile, cutting-edge public policy issues including artificial intelligence, energy supply and security, science and manufacturing initiatives, space activities and technologies, and trade remedies.

Work in CCID is fast paced, intellectually challenging and rewarding. The team is made up of warm, collegiate, talented, legal professionals who are passionate about their role in government decision making and committed to providing high quality legal advice in a highly supportive culture.

The opportunity

Principal Legal Counsel work directly to a General Counsel and provide timely, accurate, practical and strategic legal advice to support the department achieve its policy and program objectives on a broad range of nationally significant issues. Principal Legal Counsel take responsibility for managing key priority matters or client areas to ensure early identification of legal risk.

With roles available in both the Public Law and Dispute Resolution and Corporate and Information Law branches we are seeking talented, experienced lawyers who are interested in working in any of the following areas.

- Administrative law including decision making, regulatory powers, delegations and authorisations
- Legislative compliance and complex statutory interpretation.
- Commercial legal issues surrounding grants administration.
- Procurement, contract drafting and negotiation and contractual issues.
- Intellectual property, data access and confidentiality issues
- Privacy and freedom of information matters including in relation to privacy threshold and privacy impact assessments and privacy governance
- Employment and workplace relations matters; public interest disclosure (PID) and integrity matters
- Merits and judicial review of administrative decisions relating to trade remedies, mining and resource activities, grants and other industry support programs.

What’s in it for you?

In the role you will gain legal experience and skills that are highly sought after by both public and private legal sectors.

You will have the opportunity to:

- work on interesting and complex legal aspects of contemporary public policy issues,
- apply your technical skills on a wide range of subject matters including technology, space, science, mining and resources, measurement and trade,
- work across public, corporate and information law from policy and legislative development, administrative and regulatory decision making, and administrative and judicial review,
- work in a team supportive of flexible and remote working arrangements, and
- access training opportunities and professional networks to support your development.

Our ideal candidate

We are seeking EL2 Principal Legal Counsels to fill positions in the Legal Practice.

To be successful in a Principal Legal Counsel role, you need to have skills and experience in:

- One or more areas of law relevant to in-house practice.
- Providing concise legal advice that provides practical solutions and options and differentiates between legal requirements and legal risk.
- Preparing draft written material including advice, reports and briefs.
- Conducting research and making decisions based on evidence, good judgement, technical expertise and legal knowledge.
- Building and maintaining productive stakeholder relationships using outstanding communication and interpersonal skills.
- Working collaboratively in a legal team.
- Supervising and/or mentoring more junior lawyers.

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**

Principal Legal Counsel duties include:

Practice leadership

- Leading, oversighting and managing a section.
- Developing a positive Legal Practice and shared sense of purpose in their section through our vision, mission and service offering.
- Using strategic collaboration, communication, and interpersonal skills that build relationships based on understanding, respect, and trust.
- Identifying and implementing business improvement opportunities and leading on change initiatives and Legal Practice projects.
- Helping ensure a joined up, positive, pragmatic and consultative approach in their section to key issues facing the Legal Practice.
- Managing the direct reports in their section including managing their workloads and well-being and assisting them with career planning, business contingency and risk management.

Legal advice and responsibilities

- Managing a busy, fast-paced section to deliver priority outcomes.
- Building and maintaining strong and positive working relationships with legal colleagues, clients and other stakeholders (including external legal providers).
- Clearly articulating and reporting on the priorities of their section and ensuring that their work group delivers on what they are responsible for.
- Supporting their General Counsel to ensure coverage of their duties, and ensuring they are aware of critical challenges and issues.
- Overseeing (in a technical sense) the quality of legal work conducted by their section.
- Providing strategic advice, problem solving and issues management for their section's key stakeholders in relation to complex, high risk or potentially controversial matters including:
    - Communicating and making balanced decisions using professional judgement, factoring in risks, and being sensitive to the context.
    - Undertaking complex analysis and interpretation and applying significant judgement in choosing a course of action to manage highly complex and/or sensitive issues.
- Making use of systems, processes and tools to ensure quality and consistency of advice.

- Taking responsibility for meeting objectives and leading the work in their section and managing all but the most complex of legal-risk matters while escalating appropriately and providing support in relation to the handling of escalated legal matters.
- Communicating with the General Counsel regularly about workload and complexity of work.
- Demonstrating resilience and personal accountability for the quality of advice and delivery of results in their section.
- Providing reports and briefs on key legal matters, risks and priorities to the General Counsel and broader senior management as required and appropriate.

Eligibility

Principal Legal Counsel must hold:

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory, and
- A current practising certificate issued by the Law Society of the ACT or in their state or territory of residence (or be eligible to acquire one).
- Applicants for a Principal Legal Counsel based in South Australia must hold, or be eligible to hold, an unrestricted practising certificate issued by the Law Society of South Australia.

It is also desirable that applicants applying for any Principal Legal Counsel position in South Australia meet the requirements under South Australian law to supervise staff who hold a restricted practising certificate.

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.

The department offers flexible work opportunities for many roles. Current vacancies can be based in Canberra, Sydney, Melbourne, Brisbane or Adelaide, and flexible or remote work arrangements may be considered for the right candidate. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Industry, Science and Resources (DISR)

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia’s First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job’s contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Janean Richards, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0759493

Geoscience Australia

Closing Date:Sunday 29 June 2025

Place and Communities Division
Management Geospatial Leadership

Job Title	Geospatial Standards Coordination Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	19110
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our team
The Geospatial Leadership team supports Geoscience Australia to be the national leader in government geospatial matters. This includes supporting the Chief of Division in the development of geospatial strategies, driving agendas at national and international fora, and coordinating across government and industry on geospatial matters.

The team works collaboratively to support geospatial initiatives, and the establishment of standards, and provide strategic leadership in the geospatial domain. The team provides some secretariat support to a variety of geospatial committees and also supports Geoscience Australia's input into international forums, through the development of papers and collation of responses.

Duties

The Geospatial Standards Coordination Officer is responsible for conducting research and data analysis to inform standards development, maintaining comprehensive records and documentation, coordinating attendance to various meetings and workshops of relevance.

In this role you will:

- Provide advice on geospatial standards to Australian government departments.
- Proactively coordinate and manage the identification of geospatial standards needs and requirements within Geoscience Australia.
- Facilitate and coordinate the alignment of geospatial standards requirements and adoption processes across relevant internal and external stakeholders, including government agencies and industry bodies.
- Cultivate and maintain strong working relationships with subject matter experts to ensure their insights and expertise are effectively integrated into standards setting and documentation.
- Represent Geoscience Australia's interests and articulate issues related to geospatial standards to relevant national and international standards bodies, contributing to the development and refinement of these standards.
- Conduct in-depth research and analysis of geospatial information to provide a strong evidence base for standards development.
- Provide high-level support to the Director Geospatial Leadership and Chief of Division in fostering and promoting leadership in geospatial standards development and adoption across Australia, contributing to strategic initiatives and policy discussions.
- Design, establish, and maintain a clear and accessible system for all records and documentation related to geospatial standards for the organisation.
- Serve as the central point of contact for all enquiries regarding geospatial standards for the organisation, ensuring timely and accurate information dissemination.

To be successful in the role you will:

- Possess strong analytical skills to effectively research and interpret geospatial data for standards development.
- Demonstrate excellent communication skills to clearly convey complex information and liaise effectively with diverse stakeholders.
- Exhibit exceptional organisational skills to manage documentation, coordinate meetings, and prioritise tasks efficiently.

- Be proactive and solution-oriented, with a focus on identifying and implementing improvements to standards and processes.
- Be capable of working independently while also being a collaborative team player.
- Show a commitment to ensuring high-quality and effective geospatial data across the organisation.

Required skills, knowledge, experience and/or qualifications

- Demonstrated understanding of the principles of geospatial standards, including concepts of interoperability.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our culture
Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

To Apply
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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Maree Wilson on (02) 6249 9780 or email maree.wilson@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?
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an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Recruitability
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Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance
If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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To Apply

Position Contact	Maree Wilson, (02) 6249 9780
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759495

Geoscience Australia

Closing Date:Sunday 29 June 2025

Place and Communities Division
Management Geospatial Leadership

Job Title	Assistant Director Geospatial Leadership
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19157
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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The Geospatial Leadership team supports Geoscience Australia to be the national leader in government geospatial matters. This includes supporting the Chief of Division in the development of geospatial strategies, driving agendas at national and international fora, and coordinating across government and industry on geospatial matters.

The team works collaboratively to support geospatial initiatives, and the establishment of standards, and provide strategic leadership in the geospatial domain. The team provides some secretariat support to a variety of geospatial committees and also supports Geoscience Australia’s input into international forums, through the development of papers and collation of responses.

Duties

The Assistant Director, Geospatial Leadership contributes to strategically shaping and amplifying Geoscience Australia's national influence in the geospatial domain by leading advocacy, empowering the executive with critical insights, and driving operational excellence.

In this role you will:

- Strategically drive the organisation’s national geospatial leadership by contributing to the development and execution of overarching strategies in close partnership with the Director.
- Support national advocacy efforts through the creation of compelling materials and the development of strategic initiatives designed to enhance the organisation's influence and promote its agenda.
- Conduct in-depth research and analysis to identify emerging opportunities for Geoscience Australia and the Australian Government, navigate the evolving geospatial and geopolitical landscape, and provide crucial insights for informed decision-making.
- Optimise the effectiveness of leadership activities by refining internal processes and documentation to ensure streamlined execution and enhanced efficiency.
- Shape key narratives and influence stakeholders through the development of high-impact written and verbal communications that clearly articulate the organisation’s strategic messages to diverse audiences.
- Lead and empower a high-performing team responsible for ensuring the smooth operation of the executive office, including meeting logistics, briefing preparation, and proactive stakeholder engagement.
- Amplify Geoscience Australia's strategic voice by strategically managing external communication channels to ensure key messages are effectively disseminated and resonate with relevant national stakeholders.

To be successful in the role you will:

- A solid understanding of the national and international geospatial industry, or the demonstrated ability to quickly acquire this knowledge.
- Demonstrate a strong strategic orientation with a proven ability to contribute to the development and execution of national leadership strategies.
- Possess exceptional advocacy and influencing skills, with a track record of developing compelling materials and driving impactful initiatives.
- Exhibit superior analytical and research capabilities, with the capacity to synthesise complex information and provide insightful intelligence to executive leadership.
- Demonstrate a commitment to operational excellence and the ability to identify and implement process improvements.
- Possess outstanding communication skills, both written and verbal, with the ability to craft persuasive and impactful messages for diverse audiences.
- Display strong leadership and team management abilities, with experience in leading and empowering teams to achieve operational excellence.
- Demonstrate strategic acumen in managing external communications to enhance organisational visibility and influence.
- Be a proactive, results-oriented leader with a passion for shaping and amplifying Geoscience Australia's national geospatial leadership.

Required skills, knowledge, experience and/or qualifications

- Demonstrated understanding of the principles of geospatial data management, including concepts of interoperability and accuracy.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our culture
Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

To Apply
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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Maree Wilson on (02) 6249 9780 or email maree.wilson@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Recruitability
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Technical Assistance
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To Apply

Position Contact	Maree Wilson, (02) 6249 9780
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759500

Geoscience Australia

Closing Date:Sunday 29 June 2025

Place and Communities Division
Management Geospatial Leadership

Job Title	Geospatial Support Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	19158
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Duties

The Geospatial Support Officer is responsible for operational and analytical support, enabling the effective functioning of geospatial leadership initiatives through research, data integrity, and coordination.

In this role you will:

- Proactively research, collate, and conduct preliminary analysis of geospatial and related data to identify key insights that inform advocacy strategies and broader goals.
- Synthesise information to connect the dots between data and potential actions.
- Maintain the integrity of internal documentation, particularly concerning core frameworks, ensuring accuracy and that information is up-to-date and reliable.

- Enable effective governance and strategic alignment by providing robust coordination and secretariat support for key engagements, ensuring efficient operations and contributing to the strategic coherence of initiatives.
- Contribute to the development of accurate and insightful reports and high-level communication materials for various audiences.

To be successful in the role you will:

- Demonstrate a strategic mindset with a proven ability to independently conduct in-depth research and analysis that yields actionable strategic insights.
- Possess exceptional analytical and conceptual thinking skills, capable of synthesising diverse information sources to identify strategic connections and implications.
- Exhibit a commitment to operational excellence with a meticulous approach to maintaining accurate and strategically relevant documentation.
- Demonstrate strong communication and interpersonal skills, capable of effectively conveying strategic information and collaborating with diverse stakeholders.
- Be a proactive and solutions-oriented individual who understands how their contributions directly enable the strategic success of geospatial leadership initiatives.

Required skills, knowledge, experience and/or qualifications

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Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759511

Geoscience Australia

Closing Date:Sunday 29 June 2025

Place and Communities Division
Oceans, Reefs, Coasts, and the Antarctic National Seabed Mapping

Job Title	Seabed Engagement Lead
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19146
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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About us
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Our team

The position is within the National Seabed Mapping Section (NSM), which is part of the Oceans, Reefs, Coasts and the Antarctic Branch of the Place and Communities Division of Geoscience Australia. NSM is responsible for managing and producing foundational seabed data products to support government priorities, including the Resourcing Australia's Prosperity initiative. It also leads the collaborative AusSeabed
collaborative initiative, which aims to improve the awareness, coverage, quality, accessibility and usability of seabed mapping products in the Australian region through coordination, collaboration, and innovation.

Duties

The Seabed Engagement Lead is responsible for strategic leadership and delivery of the AusSeabed initiative, including engaging with the external partners and leading a small team within NSM. The Seabed Engagement Lead will be responsible for managing the governance of the AusSeabed initiative, delivering work packages defined by the Steering Committee and Executive Board, and representing the AusSeabed initiative in national and international fora. This role includes and developing relationships with external stakeholders to support AusSeabed and the broader work of the NSM team.

- **In this role you will:**Inspire the Australian seabed mapping community as you lead NSM's engagement, including fostering relationships; building awareness; and engaging with end-users as well as the seabed mapping community.
- Provide strategic leadership to GA's coordination of AusSeabed activities, including improving governance.
- Take a strategic approach to planning work activities, including balancing competing priorities and proactively identifying and managing risks around project delivery.
- Lead and advance initiatives to improve standardisation and coordination of seabed data collection and management.
- Contribute as a proactive and inclusive member of the section and support the director by providing strategic advice to seabed mapping methods and policy development.

- **To be successful in the role you will:**Understand the strategic objectives of the AusSeabed initiative within the NSM section and contribute to the development of workplans, strategies, and team goals.
- Build and sustain positive working relationships with external partners, end users, and colleagues.
- Support the professional development of team members, including encouraging others to draw upon your expertise.
- Communicate clearly and effectively, both orally and in writing.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional way.

- **Required skills, knowledge, experience and/or qualifications**Qualifications and/or experience in marine geoscience, environmental science, or a related area
- Experience in providing strategic leadership of scientific collaborations

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Pip Bricher on (02) 6249 5840 or

email pip.bricher@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Recruitability
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website .

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance
If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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To Apply

Position Contact	Pip Bricher, 02 6249 5840
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759516

Geoscience Australia

Closing Date:Sunday 29 June 2025

Office of the Chief Executive Officer
Transformation Program Office Management Team

Job Title	Change Manager
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19015
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our team
Geoscience Australia is undertaking an Organisational Transformation Program (the Program) to design and implement operating model changes to ensure that the organisation remains fit for purpose into the future. The Program will undertake organisational design and incorporate recommendations from recent internally initiated reviews and audits. The Program will align activities into cohesive, achievable workstreams that will allow us to deliver effective long-term change. The Program will uplift key areas to improve our performance, resilience and impact and ensure that the organisation can continue to successfully deliver into the future.

The Transformation Program Office is responsible for planning, coordinating, delivery, monitoring and reporting of the program of work. In particular, the Transformation Program Office ensures that work is effectively defined and sequenced, risks, issues and dependencies are managed, change and communication activities are effective and that benefits are defined and measured.

Duties

The Change Manager provides critical GA-wide analysis, expertise and advice on change management and stakeholder engagement for the Organisational Transformation Program. This is

a specialist role that provides change leadership and influences organisational culture and behaviour to ensure that the program outcomes are achieved and sustained.

The Change Manager develops and implements a comprehensive change management and communication strategy and plan for the program, aligned with the program objectives and the Geoscience Australia Strategic Plan 2028. They work collaboratively with program workstream leads, project managers, business owners, and other key stakeholders to identify and manage change impacts, risks and issues, and to design and deliver effective change interventions and activities, including coaching individuals and teams to engage with, adopt and apply change. They also monitor and evaluate the effectiveness of the change management and communication initiatives and report on the progress and outcomes of the change management plan.

The Change Manager leads and fosters a culture of change readiness and resilience, by leading staff and stakeholders to participate in and contribute to the program, and by creating and supporting a collaborative and learning environment for change adaptation and innovation.

As a member of the leadership team of the Transformation Program Office, this role also contributes to the broader direction and governance of the program.

- **In this role you will:**Work collaboratively across the organisation to develop and maintain an understanding of Geoscience Australia’s key business priorities and processes, as well as the current and desired organisational culture and behaviour, in order to inform and forecast change needs and opportunities.
- Develop and communicate a clear and compelling change management and communication strategy and plan for the program, aligned with the program objectives and the Geoscience Australia Strategic Plan 2028.
- Establish and oversee a robust and agile change management and communication framework and associated change management principles, tools and methodologies, to ensure that change impacts, risks and issues are identified and managed effectively, and that change interventions and activities are aligned with the program strategy, objectives, and values.
- Lead and foster a culture of change readiness and resilience, by empowering and leading staff and stakeholders to participate in and contribute to the program, and by creating and supporting a collaborative and learning environment for change adaptation and innovation.
- Build and develop the change management and communication capabilities and skills for the program, by providing coaching, mentoring, training and support to program workstream leads, project managers, business owners, and other key stakeholders.
- Maintain awareness of emerging change management and communication trends and best practices of relevance to Geoscience Australia, including building and sustaining strategic relationships with key vendors, partners and stakeholders to leverage change management and communication resources and expertise.
- Work collaboratively with program workstream leads, project managers, business owners, and other key stakeholders to design and deliver effective change interventions and activities, such as stakeholder analysis and engagement, impact assessment and mitigation, communication and engagement, training and education, and benefits realisation and evaluation.

- Monitor and evaluate the effectiveness of the change management and communication initiatives and report on the progress and outcomes of the change management plan, using appropriate metrics and measures.
- Work collaboratively with the Program Director and the leadership team of the Transformation Program Office to contribute to the broader direction and governance of the program.
- Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct.

- **To be successful in the role you will:**Be outcomes focused, enjoy leading change, work collaboratively with colleagues, build great culture, continuously learn and be part of a fun work environment.
- Have broad change management and communication knowledge and a passion for applying change management and communication to deliver value for Geoscience Australia and its stakeholders.
- Understand and be able to apply Australian Government change management and communication policies and frameworks, as well as adapting relevant best practices from other industries.
- Be able to communicate complex change management and communication concepts to a range of stakeholders with varying backgrounds, including senior executive.
- Apply your specialist expertise in developing, maintaining and guiding delivery of change management and the communication strategy and plan.
- Maintain an awareness of emerging change management and communication trends and identify opportunities for Geoscience Australia.
- Demonstrate excellent leadership and interpersonal skills including the ability to build productive professional networks, establish a clear and compelling vision, work collaboratively to deliver outcomes and to influence for success.

- **Required skills, knowledge, experience and/or qualifications** Minimum 3 years' experience in organisational change using best-practice methodologies and frameworks.
- Change management qualifications highly desirable.
- Ability to obtain and maintain a Baseline security clearance.

What we can offer you

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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Sandy Edwards via email Sandra.Edwards@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

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To Apply

Position Contact	Sandra.Edwards@ga.gov.au, 0431 310 713
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759637

Geoscience Australia

Closing Date:Tuesday 01 July 2025

Place and Communities Division
National Location Information Branch National Geospatial Data

Job Title	Geospatial Analyst
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$84,286 - $93,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	19154
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our team

The National Location Information Branch is responsible for the delivery of a range of national foundation geospatial data, product and services; as well as the design and delivery of the Digital Atlas of Australia.

We are a team of approximately 80 Australian Public Service and contracted staff dedicated to delivering integrated and trusted FAIR (Findable, Accessible, Interoperable and Reuseable) data and services to the nation. We are looking for a skilled and highly motivated individual to join and be an integral component of our focused team, to assist the Director in optimising our current data

program and also help grow the capability substantially. If you are a geospatial professional who wants to make significant and lasting improvements to the national geospatial landscape then come and join our team.

Duties

The Geospatial Analyst, National Geospatial Data, will be an important member of a team of approximately 11 Australian Public Service employees. You will be responsible for helping acquire and manage moderately complex to complex geospatial data for a broad range of initiatives, ranging from national foundation data to inclusion in specific GA platforms (e.g. Digital Atlas of Australia). The role will utilise knowledge of ArcGIS, Feature Manipulation Engine (FME) software, FME Server, Amazon Web Services (AWS) and Python.

You will report directly to the Senior Geospatial Analyst in the Vector Foundation Data Team, and will at times work closely with others in the National Location Information Branch as required, as well as key stakeholders from Place and Communities Division, wider Geoscience Australia, across multiple levels of government and industry to ensure the provision of single source national foundation geospatial data, and programmatically deliver outcomes wherever possible.

You will be required to routinely apply moderately complex to complex analytical skills, be able to effectively prioritise, have excellent time management and communicate the technical in non-technical plain English (verbally and in writing).

Work under limited direction, in this role you will:

- work on the evaluation, implementation, and maintenance of moderately complex to complex national foundation geospatial data;
- Under direction, develop and/or modify workflow processes and automation scripts for geospatial data transformation and analysis using FME, ESRI ArcGIS and/or Python software;
- establish and maintain effective working relationships within Geoscience Australia to ensure alignment of the Branch’s business process improvements;
- maintain awareness of current developments in geospatial information management;
- Work closely with key stakeholders, at the technical level, to deliver priority high value, trusted national data in a range of ways, including integrating and sharing data into the Digital Atlas of Australia;
- Under direction, perform quality assurance of risks and treatments for data;
- Ensure customer service standards are met, and address customer feedback from a variety of sources.

To be successful in the role you will demonstrate:

- ArcGIS, FME and/or Python proficiency;
- proficiency in working with large, national geospatial data and geospatial data frameworks;
- proficiency in geospatial information systems;
- well-developed analytical, information synthesis, and critical thinking skills;
- evidence of positive and flexible teamwork behaviours, and the benefits they have produced;

- an inclusive and positive communication style with people you work with both directly and indirectly;
- relevant experience in working with various stakeholders on both technical and non-technical issues;
- maintaining an awareness of best practice geospatial data creation, curation, lifecycle management, Integrated Geospatial Infrastructure, Digital Twins and associated ICT;
- an ability to adhere to the APS values and code of conduct and consistently behave in an honest, ethical and professional way.

Advantageous skills, knowledge, experience and/or qualifications

- Geospatial proficiency with demonstrable experience in working with moderately complex to complex national geospatial data, using ArcGIS, FME and/or Python.
- Demonstratable skills in working, under direction, with other geospatial data custodian stakeholder particularly across government and industry to achieve mutually beneficial outcomes.
- Strong communication skills, both written and oral. This includes the ability to translate the technical into non-technical.
- Strong analytical, information synthesis, and critical thinking skills.

What we can offer you

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- Your resume (no more than 3 pages)

- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Nerida Wilson on (02) 6126 8769 or email nerida.wilson@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
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Technical Assistance

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To Apply

Position Contact	Nerida Wilson, (02) 6126 8769
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759431

IP Australia

Closing Date:Thursday 26 June 2025

Trade Marks and Designs Various

Job Title	Assistant Director - Trade Marks and Designs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA
Salary	$119,737 - $134,764
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	Executive Level 1
Position Number	1348
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

As an Assistant Director within Trade Marks and Design Group (TMDG), you will be a member of the leadership team, providing proactive leadership to the Group, ensuring that we achieve our strategic and operational goals and contribute to the broader objectives of IP Australia's Strategic Corporate plan.

You will liaise closely with internal business groups, customers (including businesses and individuals), IP professionals and the public, working to resolve issues with customers and ensure the delivery of robust intellectual property rights.

We currently have two immediate vacancies – Team Leader Designs Examination; and Team Leader Trade Marks Examination. We will also be creating a merit pool of suitable candidates which will be used to fill ongoing and non-ongoing roles across TMDG should they become available (within an 18-month period). This will include both Team Leader roles, as well as Project Officer positions.

The examination teams are the engine room of the business group, responsible for the administration of the trade mark and designs rights systems. They play a crucial role in ensuring that the intellectual property rights of individuals and businesses are protected and upheld. Staff within these sections conduct thorough examination assessments of trade mark and design applications to ensure they meet all legal and regulatory requirements. This involves reviewing applications, conducting searches, and evaluating the eligibility of the proposed applications.

As an examination team leader, you will lead and manage a team of up to 15 Trade Marks/Designs examiners to deliver high quality trade mark/designs assessments in a timely manner. You will be required to provide technical guidance in relation to complex enquiries, identify and deliver training as required, and manage staff performance, including underperformance and capability uplift.

Duties

Under broad direction, support Directors, Deputy General Manager and the General Manager to contribute to business outcomes, primarily the quality and timely administration of trade marks and designs examination.

• Independently undertake and provide advice on a range of complex and technical examination, policy, and customer related issues

• Monitor, manage and improve individual and team performance by engaging with business operational tools, such as production models, quality indicators, performance reports
• Liaise with, and provide expert advice to, internal stakeholder groups on a range of trade marks and designs issues, with a view to achieving TMDG strategic and operational goals
• Engage with external industry and governmental stakeholders on a range of trade marks and designs issues
• Develop and manage relationships with internal and external stakeholders to achieve work area and agency goals
• Lead innovation initiatives and contribute to business improvement strategies, including managing, delivering, and monitoring corporate projects
• Develop high quality written materials, talking points, and presentations for a variety of audiences with different priorities, sensitivities, and levels of technical understanding
• Mentor, coach and develop team members

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – we will discuss this with individual candidate/s.

The successful applicant/s must be willing to share all relevant and required information.

Notes

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Gavin Phillips, (02) 6283 2592
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0759618

IP Australia

Closing Date:Tuesday 01 July 2025

Data and Technology Group Data and Analytics

Job Title	Chief Data Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	$146,680 - $170,991
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	Executive Level 2
Position Number	1356
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

IP Australia is a unique and innovative Australian Government Agency that works with Australians to help them protect their inventions, brands, designs, and plant varieties through the administration of patents, trade marks, designs, and plant breeder’s rights: their Intellectual Property. We have a strong sense of purpose, ensuring Australians benefit from great ideas.

IP Australia has an ambitious program for the presentation, interpretation, and application of data for our organisation. Our data goes back over one hundred years and is key to informing business decisions, research, and policy.

The Chief Data Officer provides a formal focal point, working with the business to systematically improve data management as an organisational discipline. This role is a key driver, working with the various groups across the organisation to define, develop and satisfy the data related outcomes for each group and ensure alignment with the Australian Data Strategy.

The Chief Data Officer must be highly motivated and take ownership of and accountability for the implementation of IP Australia's Data, Information and Analytics Strategy. To be successful you will require advanced communication, negotiation and stakeholder engagement experience, an understanding of data and information related issues in the field of intellectual property, including governance, data quality, data management solutions and an understanding of government directions for data stewardship, use of public data and the whole of Australian government approach to the use of artificial intelligence.

This role also oversees operations of IP Australia’s IP Data Platform, with responsibility for improving and maintaining the cloud based technical environment, data pipelines and providing user support.

It is a blend of business and technology that provides an excellent opportunity to make a wide and meaningful contribution to the management and use of Australia’s intellectual property data.

Duties

As Chief Data Officer you will:

· Act as a nominated, accountable and authoritative source for information related business decisions

· Lead the end-to-end data capability for reporting and analytics in IP Australia, including data governance, data literacy, enterprise reporting, business planning, ad hoc analytics, open data, data pipelines and the IP Data Platform to support this work.

· Drive the implementation of our Data, Information and Analytics Strategy

· Evangelise and promote collaboration across business units, breaking down silos impeding the Strategy

· Work with partners to improve the data literacy and analysis capability of IP Australia’s people

· Drive a culture of data quality

· Manage data and information governance and embed the consistent application of IP Australia's Enterprise Data Governance Framework across business units

· Be the business system owner of the IP Data platform (based primarily in AWS)

· Demonstrates attitudes and behaviours responsive to workplace change (including participates in and encourages others to participate in change and contribute to successful outcomes)

· Improve organisational performance through effective engagement with and management of risk within relevant sphere of influence

· Establish clear expectations and creates an environment to achieve stated goals and objectives, takes ownership and honours commitments

· Demonstrate attitudes and behaviours responsive to workplace change and demonstrate a commitment to promoting a healthy and safe workplace in a flexible working environment.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Chris Rathborne, (03) 9935 9629
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759523

Civil Aviation Safety Authority Australia

Closing Date:Sunday 29 June 2025

Regulatory Oversight
Operations Improvement Team

Job Title	Manager Policy, Business Planning and Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,171 - $174,038
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	3171
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity
The Manager Business Planning and Coordination (MBPC) will possess an advanced level of capability in management and leadership and will work under the general guidance of the National Manager Continuous Improvement and Strategic Support. The role is responsible for leading and managing a team in providing high level and specialist advice on the business and strategic planning aspects of the Regulatory Oversight Division (ROD).

The MBPC will develop and maintain high quality corporate and strategic planning documentation and coordinate resources and activities in line with those plans. Management and reporting of issues and risks in line with a range of key governance accountabilities are key aspects of this role.

MBPC works with a diverse range of senior executives and operational, policy and technical specialists providing leadership in implementing and promoting continuous improvement. This position supervises a multi-disciplinary team to support continuous improvement within the division.

Duties

Our ideal candidate
Our ideal candidate must demonstrate the following:

- Demonstrated capability and experience in leading a result driven team in a dynamic and complex regulatory environment.
- Strong collaboration and negotiating skills, encouraging genuine debate, and raising critical issues professionally and respectfully.
- Excellent written communication skills including experience writing and presenting complex briefings, recommendations, and reports in a clear and concise manner for technical and non-technical audiences.
- Promote creative solutions and solve complex problems to prepare for the future. Positively and effectively engage with risk to manage short-term impact. Identify opportunities and lead change in uncertain and volatile environments.

- Promote, understand, and evaluate data effectively to make strategic, evidence-based decisions and recommendations. Show digital mastery by choosing the best means to lead, communicate and deliver.
- Demonstrated ability to manage complex activities and competing priorities, including the ability to be flexible and exercise independent judgement in a dynamic environment.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful, and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

The following ideal candidate requirements are desirable:

- A sound understanding of CASA systems, processes and procedures and regulatory framework.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check

Notes

Affirmative Measures
This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Susie Woonton, 02 6217 1460
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759525

Civil Aviation Safety Authority Australia

Closing Date:Sunday 29 June 2025

Regulatory Oversight
Operations Improvement Team

Job Title	Manager Policy, Business Planning and Coordination - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,171 - $174,038
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	3171
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity
The Manager Business Planning and Coordination (MBPC) will possess an advanced level of capability in management and leadership and will work under the general guidance of the National Manager Continuous Improvement and Strategic Support. The role is responsible for leading and managing a team in providing high level and specialist advice on the business and strategic planning aspects of the Regulatory Oversight Division (ROD).

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- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

The following ideal candidate requirements are desirable:

- A sound understanding of CASA systems, processes and procedures and regulatory framework.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Susie Woonton, 02 62171460
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759544

Civil Aviation Safety Authority Australia

Closing Date:Sunday 29 June 2025

Corporate Services
People and Capability

Job Title	Senior Code, Performance and Rehabilitation Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	APS Level 6
Position Number	3862
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description *https://www.casa.gov.au/about-us/careers-casa*

About the opportunity
The Senior Code, Performance and Rehabilitation Advisor role reports to the Team Leader, Code and Performance, under the guidance of the Section Manager People, Policy, Performance, WHS and Workplace Relations.

The Senior Code, Performance and Rehabilitation Advisor provides expert advice, guidance and support to managers and employees on complex performance and rehabilitation management, workplace behaviours, and conduct issues. This role involves managing sensitive cases, applying CASA's employment framework and related directives and procedures, ensuring compliance with legislative and procedural requirements.

The role is also responsible for contributing to the development and continuous improvement of CASA procedures and practices, and ensuring that these are compliant with legislative, regulatory, and public sector requirements. The role requires a high level of discretion, strong problem-solving skills, and the ability to foster positive workplace culture through fair and consistent advice.

Duties

Our ideal candidate
Our Ideal candidate will demonstrate the following:

- In-depth knowledge and practical experience in interpreting and applying relevant employment legislation, CASA directives, APS Code of Conduct, and internal HR procedures in a regulatory or government context.
- Proven ability to lead or manage performance and conduct matters, including the delivery of investigations aligned with procedural fairness, making evidence-based decisions in sensitive or high-risk cases.
- Extensive experience in complex case management, including managing employee grievances, disputes, and rehabilitation cases, with a focus on early resolution and compliance.
- Exceptional judgement, discretion and confidentiality, with a demonstrated ability to handle sensitive and confidential employment matters ethically and professionally.
- Strong analytical and risk assessment capabilities, with a track record of delivering practical, compliant, and sustainable solutions to workplace issues.
- Highly effective written and verbal communication skills, with the ability to produce clear, well-reasoned advice and reports, and present confidently to senior stakeholders.
- Demonstrated ability to influence and engage stakeholders, including facilitating sensitive discussions, negotiating outcomes, and maintaining productive relationships across all organisational levels.
- Strong organisational and planning skills, including the ability to independently manage workload, meet tight deadlines, and deliver high-quality outputs in a fast-paced and high-volume team environment.
- Collaborative mindset with a proactive approach, contributing to team goals, adapting to evolving priorities, and consistently producing work that requires minimal revision or oversight.
- Tertiary qualifications or formal accreditation in industrial relations, employment law, human resource management, investigations, or business management, demonstrating a strong foundation for managing complex employment matters would be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Baseline Security Clearence

Notes

Affirmative Measures
This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Terry Keel, 02 62171646
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759553

Civil Aviation Safety Authority Australia

Closing Date:Sunday 20 July 2025

Corporate Services
Organisational Strategy, Change and Information Management

Job Title	Team Leader Information Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$116,487 - $136,204
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4309
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role
The Team Leader Information Management, is part of the leadership team within the Organisational Strategy, Change and Information Management (OSCIM) branch.
The Team Leader position is responsible for leading a diverse and dispersed team and providing expert information management advice and support to all CASA staff.

The role includes, but is not limited to, oversight and delivery of the following functions:

- Leading a team to deliver best practice information management.
- Developing, reviewing and maintaining strategies, policies, frameworks and procedures consistent with Australian Government legislation and policies.
- Managing the coordination of reports, including statistics related to information.
- End-to-end management of CASA's physical and electronic information, including managing external providers to progress key initiatives.
- Providing business use advice and advocacy (particularly in respect to configuration and use) of CASA's records management and document control systems.
- Providing advice on new and legacy systems with respect to information management legislation and policies.
- Providing high level advice, training and engagement with staff on information management.
- Liaising with Commonwealth departments and relevant information management bodies to keep track of industry best practice, innovation and trends.
- Applying creativity and innovation to undertake tasks associated with CASA's information management transformation.
- As a leader you will support CASA to establish and maintain a positive health and safety culture, including psychosocial wellbeing, in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace.

- As an employee, you will contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and will provide my input, where appropriate, to decisions that may impact upon my health, safety and wellbeing in the workplace.
- Other duties as directed.

Duties

Ideal Candidate
Our ideal candidate must demonstrate the following:

- Minimum two years' experience in leading diverse and dispersed teams, and four years' experience in information management.
- Relevant experience and understanding of contemporary information management practices and principles in a government context, including the ability to apply them in a changing and complex environment.
- Demonstrated experience in leading the electronic and physical information management function, including the sentencing, digitisation and destruction of Commonwealth Records in line with NAA guidance and legislative obligations.
- Strong stakeholder (internal and external) engagement experience, with a focus on liaising effectively with colleagues to ensure information management practices are performed consistently and efficiently as well as effectively managing third party suppliers.
- Experience in business support of information management services and systems, including information, record and/or document management environments.
- Strong written and verbal communication skills including proven ability to build and manage internal and external stakeholder relationships including negotiation skills and the ability to resolve complex issues.
- Appropriate tertiary qualifications (degree qualification or higher) relating to information management or equivalent demonstrated experience.

Eligibility

Eligibility Requirements
Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent citizen.
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures
This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.
Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Jennifer Ranson, 0477371653
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759554

Civil Aviation Safety Authority Australia

Closing Date:Sunday 20 July 2025

Corporate Services
Organisational Strategy, Change and Information Management

Job Title	Team Leader Information Management - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$116,487 - $136,204
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4309
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role
The Team Leader Information Management, is part of the leadership team within the Organisational Strategy, Change and Information Management (OSCIM) branch.
The Team Leader position is responsible for leading a diverse and dispersed team and providing expert information management advice and support to all CASA staff.

The role includes, but is not limited to, oversight and delivery of the following functions:

- Leading a team to deliver best practice information management.
- Developing, reviewing and maintaining strategies, policies, frameworks and procedures consistent with Australian Government legislation and policies.
- Managing the coordination of reports, including statistics related to information.
- End-to-end management of CASA’s physical and electronic information, including managing external providers to progress key initiatives.
- Providing business use advice and advocacy (particularly in respect to configuration and use) of CASA’s records management and document control systems.
- Providing advice on new and legacy systems with respect to information management legislation and policies.
- Providing high level advice, training and engagement with staff on information management.
- Liaising with Commonwealth departments and relevant information management bodies to keep track of industry best practice, innovation and trends.
- Applying creativity and innovation to undertake tasks associated with CASA’s information management transformation.
- As a leader you will support CASA to establish and maintain a positive health and safety culture, including psychosocial wellbeing, in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace.

- As an employee, you will contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and will provide my input, where appropriate, to decisions that may impact upon my health, safety and wellbeing in the workplace.
- Other duties as directed.

Duties

Ideal Candidate
Our ideal candidate must demonstrate the following:

- Minimum two years' experience in leading diverse and dispersed teams, and four years' experience in information management.
- Relevant experience and understanding of contemporary information management practices and principles in a government context, including the ability to apply them in a changing and complex environment.
- Demonstrated experience in leading the electronic and physical information management function, including the sentencing, digitisation and destruction of Commonwealth Records in line with NAA guidance and legislative obligations.
- Strong stakeholder (internal and external) engagement experience, with a focus on liaising effectively with colleagues to ensure information management practices are performed consistently and efficiently as well as effectively managing third party suppliers.
- Experience in business support of information management services and systems, including information, record and/or document management environments.
- Strong written and verbal communication skills including proven ability to build and manage internal and external stakeholder relationships including negotiation skills and the ability to resolve complex issues.
- Appropriate tertiary qualifications (degree qualification or higher) relating to information management or equivalent demonstrated experience.

Eligibility

Eligibility Requirements
Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent citizen.
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Jennifer Ranson, 0477371653
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759625

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Enterprise Risk and Resilience
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Cairns QLD, Darwin NT, Sydney NSW
Salary	$139,171 - $174,038
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	4312
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. Safety, Risk and Intelligence (SRI) is a Branch of Air Navigation, Transformation and Risk (ANTR) Division and is responsible for analysis of safety data and the management of enterprise and aviation safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making.

The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

The Enterprise Risk and Resilience (ERR) Section supports CASA in assessing enterprise risk, developing and delivering enterprise risk reports, managing the risk register, liaison with business areas to track and monitoring key risk indicators, developing risk guidance, and delivering enterprise risk training. This section also supports and oversees organisational business resilience including testing of both the Business Continuity Plan (BCP) and Major Occurrence Response Plan (MORP).

Section Manager Enterprise Risk and Resilience works under the broad direction of the National Manager Safety, Risk and Analysis (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process,

including support to other CASA branches and key stakeholders. This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in related field (i.e. Risk Management, internal audit).
- Extensive (5+ years) experience enterprise risk management experience including in the design and implementation of risk management systems and processes.
- Demonstrated ability to lead a specialist team and/or people management experience in a risk management (or equivalent) context with an ability to coach and mentor staff and lead a team to deliver on challenging objectives.
- Extensive knowledge of the Commonwealth Risk Management Policy and framework.
- Demonstrated experience in developing risk and risk management policies, standards, support tools & guidance material that directly supports business needs.
- Highly-developed written and oral communication skills, including a demonstrated ability to present to complex risk information in a clear and concise manner for Executives and Board members etc.
- Ability to work under direct/indirect guidance from CASA in accordance with established practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.

The following ideal candidate requirements are desirable:

- Project management experience.
- Knowledge of the aviation industry.
- Experience in developing and applying organisational business resilience systems and processes.
- An Australian Class C drivers' licence.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Mark Roberts, 07 3144 7404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759626

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Enterprise Risk and Resilience - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Cairns QLD, Darwin NT, Sydney NSW
Salary	$139,171 - $174,038
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	4312
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. Safety, Risk and Intelligence (SRI) is a Branch of Air Navigation, Transformation and Risk (ANTR) Division and is responsible for analysis of safety data and the management of enterprise and aviation safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making.

The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

The Enterprise Risk and Resilience (ERR) Section supports CASA in assessing enterprise risk, developing and delivering enterprise risk reports, managing the risk register, liaison with business areas to track and monitoring key risk indicators, developing risk guidance, and delivering enterprise risk training. This section also supports and oversees organisational business resilience including testing of both the Business Continuity Plan (BCP) and Major Occurrence Response Plan (MORP).

Section Manager Enterprise Risk and Resilience works under the broad direction of the National Manager Safety, Risk and Analysis (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process,

including support to other CASA branches and key stakeholders. This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in related field (i.e. Risk Management, internal audit).
- Extensive (5+ years) experience enterprise risk management experience including in the design and implementation of risk management systems and processes.
- Demonstrated ability to lead a specialist team and/or people management experience in a risk management (or equivalent) context with an ability to coach and mentor staff and lead a team to deliver on challenging objectives.
- Extensive knowledge of the Commonwealth Risk Management Policy and framework.
- Demonstrated experience in developing risk and risk management policies, standards, support tools & guidance material that directly supports business needs.
- Highly-developed written and oral communication skills, including a demonstrated ability to present to complex risk information in a clear and concise manner for Executives and Board members etc.
- Ability to work under direct/indirect guidance from CASA in accordance with established practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.

The following ideal candidate requirements are desirable:

- Project management experience.
- Knowledge of the aviation industry.
- Experience in developing and applying organisational business resilience systems and processes.
- An Australian Class C drivers’ licence.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Mark Roberts, 07 3144 7404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759689

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Aviation Risk Oversight
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Darwin NT, Cairns QLD, Perth WA
Salary	$168,157 - $178,398
Future Merit Locations	Brisbane, Sydney, Canberra, Melbourne, Adelaide, Darwin, Cairns, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	1822
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. Safety, Risk and Intelligence (SRI) is a Branch of Air Navigation, Transformation and Risk (ANTR) Division and is responsible for analysis of safety data and the management of enterprise and aviation safety risk for the organisation, including the development of risk profiling to enhance CASA’s and industry’s decision making.

The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

The Aviation Risk Oversight (ARO) Section leads the development and engagement on the Aviation Safety Scorecard and associated reporting obligations. The section also supports aviation risk analysis tasks, aviation safety risk training, advisory, and industry risk related interactions. Aviation Risk Oversight leverages the Safety Data Analysis section for more complex analysis tasking.

The Section Manager Aviation Risk Oversight works under the broad direction of the National Manager Safety, Risk and Intelligence (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process, including support to other CASA branches and key internal and external stakeholders.

This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a technical leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in related field (i.e. Risk Management, Aviation Management, SMS or similar).
- Demonstrated capability managing a specialist team in practical application of risk management (or equivalent) in an operational environment.
- Recent and extensive (5+ years) operational risk management or Safety Management Systems (SMS) experience, having delivered positive safety outcomes within aviation or other safety critical industry.
- Extensive knowledge of relevant Civil Aviation Safety Regulations (CASRs), Civil Aviation Regulations (CARs), relevant aviation guidance materials and legislative instruments.
- Knowledge of relevant ICAO Standards and Recommended Practices (SARPs).
- Demonstrated experience in developing risk and risk management policies, standards, support tools & guidance material that directly supports aviation operational needs.
- Ability to work under indirect guidance in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.

The following ideal candidate requirements are desirable:

- Post Graduate qualifications in related field (i.e. Risk Management, Aviation Management, SMS or similar).
- Familiarity with the Commonwealth Risk Management Policy and framework.
- Extensive experience in the design of aviation (or equivalent) risk management systems and process including the application of ICAO guidance and/or CASA regulatory requirements.
- An Australian Class C drivers’ licence

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

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To Apply

Position Contact	Mark Roberts, 07 31447404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759690

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Aviation Risk Oversight - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Darwin NT, Cairns QLD, Perth WA
Salary	$168,157 - $178,398
Future Merit Locations	Brisbane, Sydney, Canberra, Melbourne, Adelaide, Darwin, Cairns, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	1822
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

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The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

The Aviation Risk Oversight (ARO) Section leads the development and engagement on the Aviation Safety Scorecard and associated reporting obligations. The section also supports aviation

risk analysis tasks, aviation safety risk training, advisory, and industry risk related interactions. Aviation Risk Oversight leverages the Safety Data Analysis section for more complex analysis tasking.

The Section Manager Aviation Risk Oversight works under the broad direction of the National Manager Safety, Risk and Intelligence (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process, including support to other CASA branches and key internal and external stakeholders.

This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a technical leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in related field (i.e. Risk Management, Aviation Management, SMS or similar).
- Demonstrated capability managing a specialist team in practical application of risk management (or equivalent) in an operational environment.
- Recent and extensive (5+ years) operational risk management or Safety Management Systems (SMS) experience, having delivered positive safety outcomes within aviation or other safety critical industry.
- Extensive knowledge of relevant Civil Aviation Safety Regulations (CASRs), Civil Aviation Regulations (CARs), relevant aviation guidance materials and legislative instruments.
- Knowledge of relevant ICAO Standards and Recommended Practices (SARPs).
- Demonstrated experience in developing risk and risk management policies, standards, support tools & guidance material that directly supports aviation operational needs.
- Ability to work under indirect guidance in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.

The following ideal candidate requirements are desirable:

- Post Graduate qualifications in related field (i.e. Risk Management, Aviation Management, SMS or similar).
- Familiarity with the Commonwealth Risk Management Policy and framework.

- Extensive experience in the design of aviation (or equivalent) risk management systems and process including the application of ICAO guidance and/or CASA regulatory requirements.
- An Australian Class C drivers' licence

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

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To Apply

Position Contact	Mark Roberts, 07 31447404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759691

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Safety Intelligence and Analysis
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Cairns QLD
Salary	$139,171 - $168,315
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne, Adelaide, Perth, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	2450
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. Safety, Risk and Intelligence is a Branch of Air Navigation, Transformation and Risk (ANTR) Division and is responsible for analysis of safety data and the management of enterprise and Aviation Safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making. The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems (SMS) and risk management.

The Safety Intelligence and Analysis (SIA) Section provides analytical and data services to CASA and State Safety Program (SSP) partner agencies including the provision of robust, accurate and timely evidence-based information to support decisions. The team also develops self-service tools / products to allow business areas to have ready and ongoing access to data and data analysis capabilities. The Safety Intelligence and Analysis Section will also support CASA business areas.

Section Manager Safety Intelligence and Analysis works under the broad direction of the National Manager Safety, Risk and Intelligence (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process, including support to other CASA branches and key internal and external stakeholders.

This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals. This role works with a high level of autonomy under broad direction with a concurrent need to resolve issues and deliver quality outcomes.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualification including statistical analysis (e.g., Mathematics, Data Science, Accounting or Finance).
- Demonstrated ability to lead a specialist team or demonstrated people management experience with an ability to coach and mentor staff and lead a team to deliver on challenging objectives.
- Recent and extensive (5+ years) operational statistical analysis experience, having delivered positive safety outcomes within an operational setting.
- Ability to work under indirect guidance from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Highly developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- A working knowledge of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.

The following ideal candidate requirements are desirable:

- Knowledge and/or experience in risk management principles and practices, and SMS.
- Project management experience.
- Developed knowledge of the aviation industry.
- Knowledge of ICAO safety intelligence related standards and recommended practices.
- An Australian Class C drivers' licence.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

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To Apply

Position Contact	Mark Roberts, 07 31447404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759692

Civil Aviation Safety Authority Australia

Closing Date:Sunday 06 July 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intelligence

Job Title	Section Manager Safety Intelligence and Analysis - ffirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Cairns QLD
Salary	$139,171 - $168,315
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne, Adelaide, Perth, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	2450
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. Safety, Risk and Intelligence is a Branch of Air Navigation, Transformation and Risk (ANTR) Division and is responsible for analysis of safety data and the management of enterprise and Aviation Safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making. The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems (SMS) and risk management.

The Safety Intelligence and Analysis (SIA) Section provides analytical and data services to CASA and State Safety Program (SSP) partner agencies including the provision of robust, accurate and timely evidence-based information to support decisions. The team also develops self-service tools / products to allow business areas to have ready and ongoing access to data and data analysis capabilities. The Safety Intelligence and Analysis Section will also support CASA business areas.

Section Manager Safety Intelligence and Analysis works under the broad direction of the National Manager Safety, Risk and Intelligence (Chief Risk Officer) and utilises open and effective communication skills to provide high-quality advice to support the development of complex to highly-complex risk management strategies and associated material and process, including support to other CASA branches and key internal and external stakeholders.

This role draws upon the knowledge and experience of other technical specialists within and external to CASA as required. This is a leadership position that leads complex and highly complex projects involving a multi-disciplinary team of risk, regulatory, safety and performance professionals. This role works with a high level of autonomy under broad direction with a concurrent need to resolve issues and deliver quality outcomes.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualification including statistical analysis (e.g., Mathematics, Data Science, Accounting or Finance).
- Demonstrated ability to lead a specialist team or demonstrated people management experience with an ability to coach and mentor staff and lead a team to deliver on challenging objectives.
- Recent and extensive (5+ years) operational statistical analysis experience, having delivered positive safety outcomes within an operational setting.
- Ability to work under indirect guidance from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Highly developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- A working knowledge of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.

The following ideal candidate requirements are desirable:

- Knowledge and/or experience in risk management principles and practices, and SMS.
- Project management experience.
- Developed knowledge of the aviation industry.
- Knowledge of ICAO safety intelligence related standards and recommended practices.
- An Australian Class C drivers' licence.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mark Roberts, 07 31447404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759620

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Tuesday 08 July 2025

Digital Platforms, Safety & Class
Classification Reform Policy

Job Title	Classification Review Board: Convenor, Deputy Convenor and Members
Job Type	Part-Time, Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, 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	-
Future Merit Locations	Sydney, Various locations - NSW, Various locations - ACT, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - SA, Various locations - VIC, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	As per required
Classification	Statutory Appointment
Position Number	46841
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

About the Classification Review Board

The National Classification Scheme is a joint scheme between the Australian Government and the states and territories. Under the National Classification Scheme, films, computer games and certain publications must be classified before they are made available in Australia. The Australian Government has enacted the Classification (Publications, Films and Computer Games) Act 1995 (the Act) and each state and territory has enacted enforcement legislation to complement the Act.

The Classification Review Board (Review Board) is an independent statutory body established under the Act and is required to apply relevant legislation to make classification decisions that reflect Australian community standards. The Review Board's role is to review, upon application, decisions of the Classification Board.

The Review Board makes its decisions in accordance with the Act, the National Classification Code (the Code), and Classification Guidelines for films, computer games and publications (the Guidelines).

The Review Board is a part-time Board that convenes following an application for review of a decision made by the Classification Board. When an application for review is received, the Review Board convenes to consider the material and hear submissions by the applicant and other parties with an interest in the decision. It can be necessary to convene the Review Board to review decisions at relatively short notice.

As a merits review body, the Review Board does not hear appeals but makes a fresh classification decision by applying the Act, the Code and the Guidelines.

The Review Board is made up of a Convenor, a Deputy Convenor and other Review Board members. The Members of the Review Board are appointed by the Governor-General and membership is to be broadly representative of the Australian community.

Further information about the National Classification Scheme, the Code and Guidelines, as well as the Board's annual report, is available at: www.classification.gov.au.

The Opportunities available

The Australian Government is looking for exceptional candidates for appointment to the Review Board in the roles of Convenor, Deputy Convenor and Member, with appointments commencing in early December 2025.

This is a unique opportunity to play an important role in helping Australians make informed choices about what they (or those in their care) watch, play and read.

Review Board meetings are held virtually or in Surry Hills, Sydney, NSW

All official travel expenses are paid in accordance with the Remuneration Tribunal (Official Travel) Determination 2024

In accordance with the Remuneration Tribunal (Remuneration and Allowances for Holders of Part time Public Office) Determination 2025, the current rates of remuneration are:

- Convenor: $39,880 per annum
- Deputy Convenor: $1,079 per sitting day
- Member: $1,046 per sitting day

Duties

The role of the Convenor

The Convenor is responsible for ensuring that the business of the Review Board is conducted in an orderly and efficient way and may give directions as to the arrangement of the business of the Review Board or the constitution of the Review Board for the purpose of considering a particular matter.

Key role requirements:

- participate as a Member to classify material submitted for review
- ensure the Review Board operates in a manner that promotes effectiveness and efficiency, minimises operational costs, balances risk and is manageable within the resources allocated to the Review Board
- maintain work practices that support independent and fair decision making, including the disclosure of any conflicts of interest, and preserve the confidentiality of sensitive information
- exercise good judgment when making decisions by applying relevant provisions in the Act, the National Classification Code, the classification guidelines and other relevant instruments and regulations
- provide the Minister for Communications with an annual report of the management of the administrative affairs of the Review Board, in accordance with the Act
- provide stable leadership to the Review Board and support continuity in the execution of the Review Board's statutory responsibilities within statutory timeframes, and uphold a duty of care towards Review Board Members
- provide leadership and oversight to ensure the Review Board's decisions are consistent with classification laws, community standards, and principles of transparency and fairness
- proactively maintain awareness of emerging issues and expectations, guiding the Review Board in applying classification principles to support informed and consistent decisions
- act as the primary liaison with the Department, keeping it informed of significant decisions and developments, and
- represent the Review Board in external forums, including Parliamentary Committees, Senate Estimates hearings, and public events, to promote public confidence in its work.

The role of the Deputy Convenor

The Deputy Convenor will primarily participate as a Member to classify material submitted for review.

The Act also requires that if there is a vacancy in the office of Convenor, or the Convenor is absent or unable to perform the duties of the office, the Deputy Convenor is to act as the Convenor (refer to requirements for the role of Convenor above).

The role of a Member

Members are nominated by the Convenor for the purpose of considering a particular matter received for review. Members need to be able to communicate their views clearly, consider the views of others and make majority-based decisions in line with statutory requirements and based on the principles of administrative, evidence-based decision-making.

When classifying materials, members of the Review Board are exposed to a wide range of content, some of which may be of a confronting, graphic or objectionable nature. Members have access to professional counselling as needed.

Selection criteria

To be successful in these roles, applicants will need to demonstrate ability to:

1. **Shape Strategic Thinking**
    1. Maintain awareness of emerging issues in media and technology, ensuring decisions reflect evolving expectations and uphold the principles of fairness and transparency.
2. **Achieve Results**
    1. Make sound, evidence-based decisions with confidence and maturity, balancing competing considerations and exercising strong judgement.
    2. Take personal responsibility for outcomes, upholding the highest standards of integrity and public accountability in all decisions.
    3. Apply reason, common sense, and sensitivity when dealing with a wide variety of content, some of which may be confronting or graphic in nature.
3. **Exemplify Personal Drive and Integrity**
    1. Foster a culture of respect, impartiality, and accountability, taking ownership of decisions and their impact.
    2. Demonstrate the maturity and self-awareness to manage sensitive and potentially distressing material with care.
4. **Cultivate Productive Working Relationships**
    1. Demonstrated involvement in the community and the ability engage respectfully, ensuring decisions reflect broad community standards and are made independently of personal views.
    2. Contribute to an inclusive and safe workplace, actively supporting the diversity and wellbeing of all team members.
5. **Communicate with Influence**
    1. Demonstrate high-level oral and written communication skills, including the ability to respectfully debate complex and sensitive issues.
    2. Explain decisions clearly and with empathy, ensuring transparency and public confidence in the Review Board’s work.

Additional Requirements

- While prior classification experience is not required, you must demonstrate a sound understanding of classification issues, contemporary media and technology trends, and relevant legislation.
- Experience working within statutory frameworks or decision-making bodies is desirable.
- Availability to participate in classification reviews and training at the Sydney office or online, with reliable internet and a private space to view sensitive materials.
- Commitment to workplace diversity and the ability to engage with people from diverse backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse communities, and LGBTIQ+ communities. Applications from these groups are encouraged.

Note on Exposure to Sensitive Material

The Review Board roles involve exposure to a broad range of content, including material that may be confronting or graphic. Applicants must be able to assess this material objectively and with maturity

Eligibility

- **Citizenship**: Applicants must be Australian citizens.
- **Police checks, personal insolvency and background checks**: Preferred applicants may be the subject of police record checks, personal insolvency and background checks.
- **Health assessment**: The preferred applicant 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 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.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport 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.

To Apply

Position Contact	Kate Stirling, .
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759680

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 13 July 2025

Job Title	EL1 - Assistant Director, Real Property Lawyer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$122,667 - $139,534
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	Executive Level 1
Position Number	46836
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Legal, Legislation Liaison & Privacy Division is seeking an experienced (EL1 level), dynamic and talented real property lawyer to join our growing legal team.

Reporting to the Principal Lawyer - Real Property (EL2), you will collaborate with other lawyers to deliver practical, strategic and solutions-focused advice as part of a high performing legal team managing a diverse portfolio of real property matters. This is an opportunity to advance your career and gain experience working in the Australian Public Service on high profile matters and with a wide range of stakeholders.

As an EL1 Senior Lawyer, you will build and nurture collaborative client relationships as their trusted legal adviser and have an opportunity to supervise and develop more junior lawyers.

You will be responsible for providing advice on a broad range of real property and leasing matters relating to:

- major infrastructure projects, including air, road and rail;
- regional development initiatives;
- support for the administration of offshore non-self-governing Australian territories;
- communication services;
- broader corporate and procurement services for the department; and
- surface transport matters, including aviation, maritime and road transport.

We may establish a merit pool for future vacancies.

Duties

What will you do?

Operating under the general direction of the Principal Lawyer - Real Property Commercial, you will contribute to the success of the Commercial Law team by:

- providing proactive, strategic, high quality and solutions-focused advice on a wide variety of complex and significant real property issues and transactions (such as agreements for lease, leases, licences, easements, covenants, contracts for sale) to enable the department to assess legal risks and make sounds decisions on contractual and commercial matters;
- developing and maintaining the department’s real property templates and precedents;
- participating in the peer-review and second-counselling of colleagues’ legal work and providing guidance to junior members of the Commercial Law team;
- assisting with the efficient and value for money engagement of external legal service providers in accordance with the Legal Services Directions 2017 and other Commonwealth requirements;
- contributing to organisational level continuous improvement and skills/capacity building initiatives, including by delivering internal training to the department on real property related issues from time to time; and
- actively contributing to the division’s positive work environment and culture.

We actively support flexible work arrangements in terms of mixed home-based and in office work, upon discussion with the General Counsel, Commercial and Privacy.

Who are we looking for?

The successful candidate for this position will demonstrate their capability against the Executive level 1 Work level standards.

Essential

Our ideal candidate will:

- have broad real property legal practice experience, strong legal skills and sound commercial acumen gained in a law firm, in-house environment or government agency, including:
  - advising on, drafting, reviewing and negotiating a range of real property arrangements; and
  - strong problem-solving skills and the ability to provide timely, strategic and high-quality legal advice that enables decision makers to assess risk and make sound decisions on real property matters.
- demonstrate initiative and the ability to proactively manage legal matters and deliver client-focused outcomes
- communicate clearly and persuasively in plain English, both verbally and in writing
- have well-developed interpersonal skills and the ability to build strong collaborative working relationships with clients, colleagues and stakeholders
- be able to triage, manage and prioritise their workload
- be a flexible, resilient and strong team player who can work independently and with a geographically dispersed team
- have an appreciation (or ability to quickly acquire an appreciation) of the policy and legislative framework governing the department's real property dealings, including its obligations as a land manager and when undertaking real property procurements and disposals
- strive to continuously improve and develop, including by responding to constructive feedback; and
- have integrity and be committed to practising in accordance with the Statement of Expectations of Australian Government lawyers.

Favourable

While not a mandatory requirement, given the legal expertise this role requires, we expect many suitable candidates are likely to have at least 3 years relevant post qualification experience.

In addition, the following would be favourably considered:

- some experience in managing real property disputes, including using alternate dispute resolution and/or
- some experience in general commercial legal practice.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Admission as a legal practitioner**, however described, of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.
- **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 AGSVA Baseline 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport 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.

To Apply

Position Contact	Katy Grimes, 0475 135 842
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759610

High Speed Rail Authority

Closing Date:Tuesday 01 July 2025

High Speed Rail Authority
General Counsel PMO

Job Title	IT Project Manager
Job Type	Full-Time, Non-Ongoing
Location	North Sydney NSW
Salary	$122,667 - $129,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	121133
Agency Website	

Job Description

recruitment@hsra.gov.au

High Speed Rail Authority

Fixed Term Temporary 12 Months

Sydney Based

- **Iconic once in lifetime project**
- **Hybrid / Flexible Work Arrangement**
- **Great Team Culture**

About Us

The Australian Government is planning a future high-speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast.

High speed rail is a once-in-a-century opportunity to transform how Australians live, work and connect. The first stage of the project will connect Sydney to Newcastle on a dedicated new railway line with new world-class trains capable of travelling up to 320km/hr. High speed rail anchor stations will be built in central Newcastle, on the Central Coast and in central Sydney.

The High-Speed Rail Authority, an independent corporate Commonwealth entity, is tasked with developing this important national network. We must do much more than lay tracks. Working in Sydney, Canberra and Newcastle alongside government partners and expert advisers, we are growing our team and consolidating our operations to be ready to deliver this important project.

Visit **www.hsra.gov.au** to find out more.

About the Role

We are looking for an IT Project Manager to help us on our journey. Our forward-thinking Project Management Office (PMO) is preparing to deliver transformative ICT systems, processes, and infrastructure for our team.

In this role, you will lead the delivery of complex IT projects and leverage your comprehensive understanding of Australian Government security frameworks, compliance, and governance, as well as strong stakeholder engagement skills, and ability to communicate IT impacts to non-technical audiences. You have expertise in managing project funding, budgets, and risk, ensuring strategic alignment with organisational objectives and a proactive mindset—curious, adaptable, and committed to professional growth and high-quality advisory support.

Duties

What you'll bring;

- Lead the technical delivery of a cloud-based network, managing third-party vendors and ensuring alignment with governance frameworks and organisational goals.
- Prior experience establishing Azure infrastructure and implementing M365 suite of products.
- Oversee project scope, schedules, budgets, and risk, providing high-quality reports to support robust project governance.
- Provide expert advice on IT procurement processes, ensuring technical specifications meet government standards for vendor selection and contract management.
- Identify and mitigate risks, conducting thorough risk assessments and implementing controls to ensure compliance with legislative frameworks.
- Foster cross-agency relationships, collaborating with IT colleagues in Australian Government departments to ensure security compliance and fit-for-purpose solutions.
- Ensure quality assurance, validating technical deliverables from vendors and consultants to align with government standards and objectives.
- Communicate complex IT impacts clearly to diverse stakeholders, bridging technical concepts with non-technical audiences.
- Drive innovation, identifying opportunities for process improvement and fostering a commitment to continuous business enhancement across the agency.

- Lead strategic IT initiatives, ensuring projects contribute to the broader transformation and growth of the Authority.
- AGSVA Security Clearance to at least Baseline level.

Eligibility

Position eligibility

To be eligible for this position you must:

• be an Australian citizen

• baseline Security Clearance

• satisfactory Pre-employment Check.

Existing APS employees seeking secondment or transfer opportunities will be well received.

This role is readvertised – previous applicants need not apply again.

Notes

How to apply

Submit an online application by **11:30 pm (AEDT) Tuesday, 01 July 2025**

As part of your application, you will need to provide:

- Your resume (up to 5 pages maximum)
- Please include a case study or visual artefact from an ICT project you have worked on in recent times (1 page) &
- A statement (up to 500-words maximum) outlining why you are applying to join the High Speed Rail Authority and how your unique capability match the requirements of the role.

Please note, applications that do not provide a resume and statement will not be assessed and will not progress to the next recruitment stage.

Contact

- For assistance with lodging your application, please contact our recruitment team via **recruitment@hsra.gov.au**

- Any questions about the role should be directed to Katharine Heather – Senior Manager PMO and Organisational Change via email to **Katharine.heather@hsra.gov.au**.

Make an impact where it counts—drive change, enable transformation, and contribute to a secure and contemporary work environment at a new authority within the Australian Government. Apply now.

About the High Speed Rail Authority

High speed rail will connect Australian regions, cities and communities – delivering more job and lifestyle choices, greater housing options and new economic opportunities. With a new world-class railway system at its core, the Australian Government's High Speed Rail Authority is planning for a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia. The first stage connects Newcastle to Sydney – a nationally significant corridor – with a fast, reliable and regular link between the two largest cities in NSW. Journey times from Newcastle to Sydney will be about an hour, and about 30 minutes from the Central Coast to Sydney or Newcastle – more than twice as fast as current travel. The Australian Government has allocated $78.8 million to the High Speed Rail Authority to deliver the initial Newcastle to Sydney high speed rail business case before the end of 2024. This includes determining important aspects of the new rail network including the proposed alignment, station locations, the type of train to be used and the estimated cost and timeframe for construction.

To Apply

Position Contact	Meera Panicker, 04515003205
Agency Recruitment Site	recruitment@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759507

National Film and Sound Archive of Australia

Closing Date:Sunday 22 June 2025

Programs and Place Public Programs and Visitor Experience

Job Title	Technical Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 5
Position Number	89785
Agency Website	https://www.nfsa.gov.au/

Job Description

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

About the National Film and Sound Archive

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

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

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

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

Cultural Values

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

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

About the Team

The Technical and Production team is part of the Programs and Operation section. The section's key objectives are to increase

NFSA's relevance, reach and revenue, particularly through experiences at our headquarters in Acton. The Technical and Production team is responsible for the delivery and maintenance of on-site public programs and experiences at our Acton location, including:

- Baseline Experiences – Our 'always on' experience welcomes visitors to our revitalised heritage spaces and courtyard with digital and object-based displays.
- Gallery Series – A program of conferences, events and digital installations of commissioned artworks in our main gallery space.
- Film Series – A year-round program of screenings in our award-winning, heritage-listed Arc Cinema and Theatrette.
- Partnership Series- The team collaborates with external strategic partners to deliver joint
- programs and events such as film festivals and symposia. Through these partnerships, NFSA builds community and participates as a key voice in the conversation about identity, city renewal, placemaking and design.
- Live@NFSA – The team supports delivery of live events and public programs onsite.
- Commercial Venue Hire – Many of our revitalised spaces are available for hire and more are coming online. The NFSA recognises venue hire as an opportunity to connect with diverse audiences, develop business tourism and generate revenue.
- Additionally, the team collaborates with teams across the NFSA to deliver internal corporate events and provide technical support to Learning programs.

The Opportunity

The Technical Coordinator is responsible for the coordination of NFSA screening programs including digital and 35mm and 16mm film formats, technical equipment operation and maintenance, and managing and training casual projection and audiovisual staff. The Technical Coordinator reports directly to the Technical Supervisor and is also responsible for maintaining various internal stakeholder and external customer relationships.

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

Under limited direction, the Technical Coordinator is responsible for delivering the following functions:

- Manage and supervise the team, including:
    - Training casual staff.
    - Leading the team's works-in-progress (WIPs).
    - Conducting planning sessions.
    - Monitoring and documenting program delivery, providing updates as required.
- Coordinate digital and analogue screening materials for NFSA programming, including sourcing screen materials from distributors and other program partners.
- Test and prepare content including condition reports for 35mm and 16mm film prints.
- Administer NTLC collection and outwards loans using online platform Libero.
- Manage distribution of Collection films, including managing relationships with Collection stakeholders and hirers.
- Manage Content Management Systems across NFSA public spaces, platforms and programs.
- Monitor and maintain projection and audiovisual equipment and systems, including annual maintenance program.
- Provide technical advice and support to Technical & Production projects, NFSA programs, partner programs and venue hirers as required.
- Support production planning and delivery, including:
    - coordinating and managing external contractors to deliver technical services,

- conceptualising and implementing technical requirements for programs,
- managing bump-ins and technical rehearsals, including artist liaison,
- assisting with AV bump-in/out and technical operation for programs; and
- ensuring compliance with Work Health and Safety policies and procedures.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Highly developed technical knowledge relevant to a cinema and live events environment with experience coordinating and operating digital and analogue screening materials and infrastructure.
2. Highly developed skills in coordinating and administering screening programs and live performance events.
3. Demonstrated ability to lead and manage a small team of technical specialists effectively.
4. Demonstrated communication and interpersonal skills, including the ability to maintain effective stakeholder relationships.

Desired Skills and Experience

- Operation of analogue screening materials, including 35mm and 16mm film prints and projection equipment.
- Technical qualifications or equivalent knowledge demonstrated through experience in a relevant field.
- Recent relevant experience in administration, client services, collection management and/or similar.
- Recent relevant experience in managing a technical team.

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 a Working with Vulnerable People registration.

How to Apply

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

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

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

What we offer you

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

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

Notes

RecuitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

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	Justin Watson, 02 6248 2075
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759467

Office of the eSafety Commissioner

Closing Date:Sunday 29 June 2025

Technology and Strategy
Technology, Data & Digital Enablement

Job Title	Website QA and Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	2868-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

https://www.acma.gov.au/careers

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching. From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

Duties

This is an exciting opportunity to make a difference in a small and growing agency working on the front lines of online safety.

The **Quality Assurance (QA) and Business Analyst (BA)** role is responsible for managing the QA test suite, building no-code/low-code automated tests, and ensuring the quality and functionality of our web and digital products. The role will also provide the opportunity to engage with the organisation to gather and analyse business requirements across various projects, providing scale to the team and to further develop a BA skillset.

Key Responsibilities include.
Quality Assurance:
• Develop and manage test strategies that are tailored for several web products, including Learning Management Systems (LMS) and potentially Drupal / GovCMS sites.
• Develop, execute, and maintain comprehensive test plans, cases, and scripts to ensure website functionality, usability, accessibility, and performance.
• Conduct manual and automated testing of websites to identify defects, inconsistencies, and potential improvements.
• Identify, document and track defects, working closely with developers and designers to ensure timely resolution.
• Proofread website for content accuracy, verify WCAG 2.1 accessibility compliance, and adherence of products to brand guidelines.
• Maintain clear and organised documentation of testing processes, outcomes, and outstanding issues.
Business Analysis:
• Work closely with the Digital Product team and stakeholders to gather, document, and analyse business requirements for new website features, enhancements, or projects.
• Translate business needs into functional specifications and user stories to guide development teams.

• Develop process flow diagrams, business requirements documents, and other supporting documentation.

Eligibility

Applicants must be an Australian citizen.

The successful applicant must be able to obtain and maintain 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.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

Due to the nature of the role, it will be only offered on a full-time basis.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Austin Mansu, 02 7254 8656
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0758386

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Friday 20 June 2025

Major Events and Public Programs
Major Events and Public Programs

Job Title	Director Major Events and Public Programs (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$133,382 - $145,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of this role. Work will be onsite at Acton.
Classification	Executive Level 2
Position Number	69_05/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group
The Major Events and Public Programs (MEaPP) group is responsible for the planning and executing of several flagship events to support the Institute in telling the story of Aboriginal and Torres Strait Islander Australia and shaping our national narrative. The team is also responsible for the delivery of public programs including hosting external and VIP visitors.

About the Program Area
The Major Events and Public Programs (MEaPP) group is responsible for the planning and executing of several flagship events to support the Institute in telling the story of Aboriginal and Torres Strait Islander Australia and shaping our national narrative. The team is also responsible for the delivery of public programs including hosting external and VIP visitors.
The team works collaboratively with other program areas across AIATSIS.

Role Summary
The Director, Major Events and Public Programs, will oversee a range of flagship events and public program activities that incorporate all areas of AIATSIS to successfully delivering against the strategic priorities of the Institute. The role is instrumental in the development and maintenance of key stakeholder relationships, including with Traditional Owners, community organisations, corporate partners, and suppliers. The Director, Major Events and Public Programs will work autonomously in leading a team of highly professional and skilled event planners and will need to demonstrate strong leadership, prioritisation, communication, collaboration, project management, and analytical skills. The work of the Major Events and Public Programs team is varied, fast paced and dynamic and extends across the whole agency. The small team works collaboratively with other groups across the Institute to achieve its goals and contribute to the Institutes shared key performance indicators. The Director, Major Events and Public Programs, will be an experienced and highly successful large-scale conference and event planner, who is able to multitask, work to competing deadlines and thrives in a fast-paced work environment. This position reports to the Executive Director, MEaPP.

Duties

- managing and leading the operation of the program, including administration, resource and financial management, staff management and development, recruitment, and program planning.
- leading the strategic direction of the program, including developing business plans, setting priorities and monitoring performance.

- managing and leading the development of sustainable and ethical sponsorship and partnership prospectus documents for major events.
- making high level decisions and take responsibility for the performance and outputs of the program.
- taking a lead role in the implementation of the Institute's public program priorities.
- providing input into relevant policies, priorities, operational practices and activities that support AIATSIS objectives and vision.
- providing written reports, submissions, and complex correspondence, as required.
- engaging and managing internal and external stakeholders and service providers through collaboration, negotiation, and resolving conflict and managing sensitivities.
- other duties as required.

Eligibility

Cultural capability - essential
Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander heritage, cultures, policy, and implementation matters.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have proven leadership in cultivating productive working relationships with demonstrated cultural competence and experience in delivering large scale conferences and events. You will be highly motivated to work with autonomy and also collegiately in a small team across locations.
You will come with the following skills, experience and attributes:

- demonstrated ability to deliver large-scale conferences and events.
- ability to lead and inspire through excellent people management, resilience, and capability to manage competing priorities in fast paced and changing environment.
- demonstrated ability to cultivate and nurture collaborative and productive working relationships, facilitating cooperation by fostering teamwork, displaying integrity and professionalism and a commitment to achieving results.
- proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.
- demonstrated ability to develop and manage projects, including multifaceted conferences and events.
- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison, and collaborative skills.
- formal event management qualifications and experience with event management platforms (i.e., EventsAir and Award Force) are desirable but not essential.

Notes

Applications close **11.30pm** Sunday 01 June 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

Affirmative Measures positions
Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?
As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Tamarind Meara, 02 6129 3961
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0758389

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Friday 20 June 2025

Major Events and Public Programs
Major Events and Public Programs

Job Title	Director Major Events and Public Programs
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$133,382 - $145,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of this role, work will be located at Acton.
Classification	Executive Level 2
Position Number	70_05/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group
The Major Events and Public Programs (MEaPP) group is responsible for the planning and executing of several flagship events to

support the Institute in telling the story of Aboriginal and Torres Strait Islander Australia and shaping our national narrative. The team is also responsible for the delivery of public programs including hosting external and VIP visitors.

About the Program Area
The Major Events and Public Programs (MEaPP) group is responsible for the planning and executing of several flagship events to support the Institute in telling the story of Aboriginal and Torres Strait Islander Australia and shaping our national narrative. The team is also responsible for the delivery of public programs including hosting external and VIP visitors.
The team works collaboratively with other program areas across AIATSIS.

Role Summary
The Director, Major Events and Public Programs, will oversee a range of flagship events and public program activities that incorporate all areas of AIATSIS to successfully delivering against the strategic priorities of the Institute. The role is instrumental in the development and maintenance of key stakeholder relationships, including with Traditional Owners, community organisations, corporate partners, and suppliers. The Director, Major Events and Public Programs will work autonomously in leading a team of highly professional and skilled event planners and will need to demonstrate strong leadership, prioritisation, communication, collaboration, project management, and analytical skills. The work of the Major Events and Public Programs team is varied, fast paced and dynamic and extends across the whole agency. The small team works collaboratively with other groups across the Institute to achieve its goals and contribute to the Institutes shared key performance indicators. The Director, Major Events and Public Programs, will be an experienced and highly successful large-scale conference and event planner, who is able to multitask, work to competing deadlines and thrives in a fast-paced work environment. This position reports to the Executive Director, MEaPP.

Duties

- managing and leading the operation of the program, including administration, resource and financial management, staff management and development, recruitment, and program planning.
- leading the strategic direction of the program, including developing business plans, setting priorities and monitoring performance.
- managing and leading the development of sustainable and ethical sponsorship and partnership prospectus documents for major events.
- making high level decisions and take responsibility for the performance and outputs of the program.
- taking a lead role in the implementation of the Institute’s public program priorities.
- providing input into relevant policies, priorities, operational practices and activities that support AIATSIS objectives and vision.
- providing written reports, submissions, and complex correspondence, as required.
- engaging and managing internal and external stakeholders and service providers through collaboration, negotiation, and resolving conflict and managing sensitivities.
- other duties as required.

Eligibility

Cultural capability - essential
Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander heritage, cultures, policy, and implementation matters.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples’ points of view and experiences.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes
To be successful in this role, you will have proven leadership in cultivating productive working relationships with demonstrated cultural competence and experience in delivering large scale

conferences and events. You will be highly motivated to work with autonomy and also collegiately in a small team across locations.
You will come with the following skills, experience and attributes:

- demonstrated ability to deliver large-scale conferences and events.
- ability to lead and inspire through excellent people management, resilience, and capability to manage competing priorities in fast paced and changing environment.
- demonstrated ability to cultivate and nurture collaborative and productive working relationships, facilitating cooperation by fostering teamwork, displaying integrity and professionalism and a commitment to achieving results.
- proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.
- demonstrated ability to develop and manage projects, including multifaceted conferences and events.
- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison, and collaborative skills.
- formal event management qualifications and experience with event management platforms (i.e., EventsAir and Award Force) are desirable but not essential.

Notes

Applications close **11.30pm** Sunday 01 June 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions
Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?
As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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.

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	Tamarind Meara, 02 6129 3961
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0759529

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Friday 20 June 2025

Strategic Operations Group
Finance and Audit & Assurance

Job Title	Assistant Director Financial Management (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	65_04/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group
The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 4 areas covering People Services, Finance, Digital Services and Audit and Assurance and Finance.

About the Program Area
The Finance and Audit & Assurance Unit sits within the Strategic Operations Group and report to the Chief Financial Officer. The Finance and Audit & Assurance team contributes to the operational and long-term sustainability of the Institute. The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management and external and internal budgeting and reporting. The Audit & Assurance team is responsible for the development and implementation of government compliance requirements such as privacy, freedom of information, public interest disclosure, risk management and fraud prevention activities.

Role Summary
The Assistant Director Financial Management will oversee the coordination and management of internal and external budgets delivering against the strategic priorities of the Institute. The Assistant Director Financial Management will be an experienced professional, who is able to multitask, work to competing deadlines and thrives in a fast-paced work environment. This position reports to the Chief Finance Officer.

Duties

- coordination and management of internal and external budgets.
- management of the monthly reporting activities including CFO reporting, capital reporting, grant acquittals, capital spending and budgeting.
- ensuring financial and procurement activity is accurately recorded and is consistent with contracts, budgets, guidelines and accounting standards.
- produce structured and ad-hoc reports, memos, policies, procedures and analysis on financial performance for internal and external stakeholders.
- provide timely and accurate advice and support to staff, management and clients
- contribute constructively to Institute wide projects including strategic and operational plans.

- supervision of staff.
- assisting with financial statements including:
    - reviewing financial statements.
    - review and provide feedback to staff on work papers, reconciliations and transaction testing.

Eligibility

Cultural capability - essential
Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- makes careful observations to understand the underlying dynamics shaping an issue.
- manage and resolve conflict with respect for individuals and their culture.
- build and continue to strengthen relationships with Aboriginal and Torres Strait Islander communities.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have a strong understanding of financial management principles, including budgeting, forecasting, and reporting as well as demonstrated experience leading a small finance team, ideally in an APS setting. You will hold CA/CPA qualifications or be nearing completion of this.
You will come with the following skills, experience and attributes:

- strong understanding of financial management principles, including budgeting, forecasting, and reporting.
- demonstrated expertise in accounting software and financial systems.
- excellent analytical and problem-solving skills, with the ability to interpret financial data and provide strategic insights.
- strong communication and interpersonal skills, with the ability to effectively liaise with stakeholders at all levels.
- demonstrated experience leading a small finance team, ideally in an APS setting.
- CA/CPA qualifications or nearing completion.

Notes

Applications close **11.30pm** Friday 20 June 2025.

The successful candidate/s will need to undergo:
· Police check
· 6 month probation
· Medical clearance

For roles advertised concurrently:
This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions
Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?
As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Buke Tunne, 02 6129 3939
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0759533

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Friday 20 June 2025

Strategic Operations Group
Finance and Audit & Assurance

Job Title	Assistant Director Financial Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	76_06/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group
The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 4 areas covering People Services, Finance, Digital Services and Audit and Assurance and Finance.

About the Program Area
The Finance and Audit & Assurance Unit sits within the Strategic Operations Group and report to the Chief Financial Officer. The Finance and Audit & Assurance team contributes to the operational and long-term sustainability of the Institute. The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management and external and internal budgeting and reporting. The Audit & Assurance team is responsible for the development and implementation of government compliance requirements such as privacy, freedom of information, public interest disclosure, risk management and fraud prevention activities.

Role Summary
The Assistant Director Financial Management will oversee the coordination and management of internal and external budgets delivering against the strategic priorities of the Institute. The Assistant Director Financial Management will be an experienced professional, who is able to multitask, work to competing deadlines and thrives in a fast-paced work environment. This position reports to the Chief Finance Officer.

Duties

- coordination and management of internal and external budgets.
- management of the monthly reporting activities including CFO reporting, capital reporting, grant acquittals, capital spending and budgeting.
- ensuring financial and procurement activity is accurately recorded and is consistent with contracts, budgets, guidelines and accounting standards.
- produce structured and ad-hoc reports, memos, policies, procedures and analysis on financial performance for internal and external stakeholders.

- provide timely and accurate advice and support to staff, management and clients
- contribute constructively to Institute wide projects including strategic and operational plans.
- supervision of staff.
- assisting with financial statements including:
    - reviewing financial statements.
    - review and provide feedback to staff on work papers, reconciliations and transaction testing.

Eligibility

Cultural capability - essential
Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- makes careful observations to understand the underlying dynamics shaping an issue.
- manage and resolve conflict with respect for individuals and their culture.
- build and continue to strengthen relationships with Aboriginal and Torres Strait Islander communities.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have a strong understanding of financial management principles, including budgeting, forecasting, and reporting as well as demonstrated experience leading a small finance team, ideally in an APS setting. You will hold CA/CPA qualifications or be nearing completion of this.
You will come with the following skills, experience and attributes:

- strong understanding of financial management principles, including budgeting, forecasting, and reporting.
- demonstrated expertise in accounting software and financial systems.
- excellent analytical and problem-solving skills, with the ability to interpret financial data and provide strategic insights.
- strong communication and interpersonal skills, with the ability to effectively liaise with stakeholders at all levels.
- demonstrated experience leading a small finance team, ideally in an APS setting.
- CA/CPA qualifications or nearing completion.

Notes

Applications close **11.30pm** Friday 20 June 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are

generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?
As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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To Apply

Position Contact	Buke Tunne, 02 6129 3939
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0759679

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Wednesday 25 June 2025

Partnerships and Engagement Group
Return of Cultural Heritage

Job Title	Senior Researcher (Affirmative Measures)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Alice Springs NT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	77_06/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

- providing access to the AIATSIS Collection and supporting clients undertaking Family History research
- marketing, communication, content production and publishing
- facilitating the return of Aboriginal and Torres Strait Islander cultural heritage material held overseas
- developing AIATSIS commercial revenue streams and partnerships to further our mission.

About the Program Area

The Return of Cultural Heritage (RoCH) program sits within the Partnership and Engagement Group. In close cooperation with communities, AIATSIS is leading the Return of Cultural Heritage (RoCH) program to return Aboriginal and Torres Strait Islander cultural heritage material held overseas to Australia. AIATSIS facilitates the return of objects, photographs, audio-visual records, artwork, and archival items to Aboriginal and Torres Strait Islander custodians. AIATSIS enables custodians to make decisions about their cultural heritage material and through the return process decided where and how their cultural heritage material is best cared for in the present.

Role Summary

The ideal candidate will be culturally competent (with practical experience with Indigenous engagement or demonstrated capacity to develop this experience), a clear and effective communicator, with emotional intelligence and self-awareness, and a creative thinker with research experience or qualifications in research or repatriation. This position reports to the Assistant Director Return of Cultural Heritage.

Duties

- preparation and production of high-quality research, developing reports and other correspondence.
- assisting with the preparation of official return requests, policy papers and other outputs.
- support the Assistant Director and Director to ensure the successful facilitation and negotiation of return requests.
- work in partnership with peak representative bodies and identified communities to understand their requirements in relation to their cultural heritage held overseas, and to build ongoing relationships.
- support the Assistant Director and Director to engage with communities to identify relevant material for return, organise return logistics and assist with the organisation of any events or ceremonies to welcome and celebrate returned material.
- assist in the development of productive and mutually respectful relationships with international collecting institutions, governments and private collectors.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- show respect for the contribution of Aboriginal and Torres Strait Islander culture, knowledge and material when designing and undertaking research.
- engage and negotiate in good faith, with the intent to benefit Aboriginal and Torres Strait Islander peoples and communities.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have a high level of demonstrated cultural competency that ideally includes experience working with Aboriginal and Torres Strait Islander peoples. You will have a successful record of community engagement with Aboriginal and Torres Strait Islander communities.

You will come with the following skills, experience and attributes:

- high level of demonstrated cultural competency that ideally includes experience working with Aboriginal and Torres Strait Islander peoples.
- successful record of community engagement with Aboriginal and Torres Strait Islander communities.
- strong track record of research experience, with demonstrated capacity to lead and build research projects, including an understanding of the principles of the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research.
- excellent writing and analytical skills and the ability to communicate with influence.
- strong time management and organisational skills, with a demonstrated ability to manage competing deadlines and tasks.
- ability to model ethical and appropriate behaviour, build collaborations and partnerships, and develop relations with Indigenous communities and other stakeholders.
- experience or qualifications in
    - research/cultural heritage management.
    - cultural collections or repatriation.
    - repatriation environment (legal, policy, cultural) dealing with Aboriginal and Torres Strait cultural heritage, are highly desirable.
- the position requires reasonable amounts of domestic and the possibility of international travel.

Notes

Applications close **11.30pm** Wednesday 25 June 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

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To Apply

Position Contact	Jay Kickett, 02 6246 1139
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0759681

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Wednesday 25 June 2025

Partnerships and Engagement Group
Return of Cultural Heritage

Job Title	Senior Researcher
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT, Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	79_06/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

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Role Summary

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Duties

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- assisting with the preparation of official return requests, policy papers and other outputs.
- support the Assistant Director and Director to ensure the successful facilitation and negotiation of return requests.
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- assist in the development of productive and mutually respectful relationships with international collecting institutions, governments and private collectors.

Eligibility

Cultural capability - essential

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You will come with the following skills, experience and attributes:

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- excellent writing and analytical skills and the ability to communicate with influence.
- strong time management and organisational skills, with a demonstrated ability to manage competing deadlines and tasks.
- ability to model ethical and appropriate behaviour, build collaborations and partnerships, and develop relations with Indigenous communities and other stakeholders.
- experience or qualifications in
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    - cultural collections or repatriation.
    - repatriation environment (legal, policy, cultural) dealing with Aboriginal and Torres Strait cultural heritage, are highly desirable.
- the position requires reasonable amounts of domestic and the possibility of international travel.

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- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

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Prime Minister and Cabinet

Vacancy VN-0759535

Australian National Audit Office

Closing Date:Sunday 06 July 2025

Various
Various

Job Title	Executive Directors, Audit Services (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$199,609 - $265,410
Future Merit Locations	Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements where the employee works partly in the office and partly from home.
Classification	Senior Executive Service Band 1
Position Number	030/2025
Agency Website	https://www.anao.gov.au

Job Description

https://www.anao.gov.au

The Australian National Audit Office (ANAO) is seeking highly skilled and dynamic leaders for the SES Band 1 Executive Director, Audit Services vacancies in the Financial Statements Audit Services Group, Performance Statements Audit Services Group, and the Systems Assurance and Data Analytics Group. These senior leadership positions play a crucial role in delivering independent reporting to the Australian Parliament and promoting accountability and transparency within the Australian Government sector.

As an Executive Director, you will be responsible for leading one of the three functional groups within the ANAO:

Financial Statements Audit Services Group: Provides independent assurance on financial statements and financial administration for Australian Government entities and conducts assurance reviews.
Performance Statements Audit Services Group: Conducts audits of Australian Government entities performance statements and measures.
Systems Assurance and Data Analytics Group: Provides IT audit and data analytics support to ANAO's assurance, performance, and performance statements audit work.

These roles are vital in delivering the ANAO's strategic objectives, ensuring the effective and efficient operation of each group, and maintaining high standards of audit quality. As Executive Director, you will provide leadership and direction across your branch, manage resources, provide strategic direction, and foster a collaborative culture across the broader ANAO. You will engage with senior government officials, stakeholders, and Parliament to deliver on the ANAO's mission.

Duties

Key Responsibilities:

- Leading, directing and being accountable for the planning, execution, reporting and delivery pf high-quality audit reports/opinions/products in accordance with ANAO auditing standards and policies and working closely with other senior executives to ensure alignment with the ANAO's overall goals and vision.
- Cultivate and maintain key relationships with senior government officials, stakeholders, and Parliament to support the ANAO's work and enhance its public sector impact. Representing ANAO to Parliament, audit agencies, and the public as required.

- Fostering a culture of continuous improvement within service group operations to respond to emerging challenges in public sector performance and accountability.
- Effectively manage business risks related to your areas of responsibility and branch operations.
- Lead, mentor, and develop a high-performing team, ensuring the group's success and capability to meet the ANAO's objectives.

Who we are looking for:

The ideal candidates will perform at the SES Band 1 leadership level and demonstrate the APS-wide DRIVE Leadership behaviours.

We are seeking leaders with the ability to see the big picture and drive transformational change that aligns with the ANAO's goals. They will demonstrate good decision-making capabilities, acting decisively and confidently even in complex environments. A core requirement of this position is the ability to lead a multi-disciplinary branch to deliver innovative and strategic agency outcomes. A collaborative approach is essential, working effectively in partnership with others to foster a results-driven environment. Additionally, the candidate must be resilient, capable of leading through adversity and navigating complex challenges with a calm, solutions-oriented mindset.

To be successful in these roles, you will demonstrate:

- A proven ability to lead and motivate teams, with a strong record of leading and managing audit operations in a professional environment.
- Experience providing high-level strategic advice to senior executives and managing complex stakeholder relationships.
- A track record in client and project management, with experience in leading end-to-end audit operations.
- The ability to articulate issues to key stakeholders and influence outcomes through effective communication.
- Demonstrated integrity, sound judgment, and the ability to work under pressure while delivering projects on time and within budget.
- A commitment to empowering and developing staff to drive the ANAO's purpose and vision.

Integrity and Work Health and Safety

All APS employees are required to comply with the APS Code of Conduct, including to at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of their agency and the APS. This ensures public trust in the impartiality and reputation of the APS. Employees must also disclose any real or perceived conflicts of interest.

SES leaders in particular are required to demonstrate the highest levels of integrity, uphold and promote the APS Values and Employment Principles by personal example and other appropriate means. To learn more refer to the APS Values and Code of Conduct in Practice.

SES leaders who make, or participate in making, decisions that affect the whole, or a substantial part, of ANAO (as the Person Conducting a Business or Undertaking, PCBU) are regarded as an Officer for the purposes of the Work Health and Safety Act 2011 (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure ANAO complies with its work health and safety duties and obligations. It is ANAO's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Desirable qualifications

There are no mandatory qualifications for this role, however, the following are highly desirable:

- Relevant tertiary qualifications in commerce, accounting, economics, law, public policy, IT, or a related discipline.
- Membership of relevant professional bodies or associations.
- Relevant experience in senior operational management, ideally within the public sector.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.
Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance at the level of **Negative Vetting 1**. For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Notes

How to apply

Applications must be submitted using the ANAO's online recruitment system.

Applicants are required to submit a current CV/resume and a statement of claims **(500 words maximum)** outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the SES Work Level Standards, and demonstrate the APS-wide DRIVE Leadership behaviours in the preparation of your application.

We look forward to receiving your application and exploring how your skills and experience can contribute to our leadership team.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Jonathan Beaumont on behalf of the ANAO, (02) 6126 4500
Agency Recruitment Site	https://www.anao.gov.au

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Prime Minister and Cabinet

Vacancy VN-0759654

Australian National Audit Office

Closing Date:Wednesday 02 July 2025

Office of the Auditor General

Job Title	EL1 Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$124,453 - $140,246
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Given the nature of work, there is a requirement to work predominately in the office.
Classification	Executive Level 1
Position Number	037/2025
Agency Website	https://www.anao.gov.au

Job Description

https://www.anao.gov.au/careers/vacancies

The opportunity

The ANAO is seeking a highly capable and experienced Executive Officer to provide strategic operational, administrative, and stakeholder engagement support to the Office of the Auditor-General (The Office). This is a critical role, responsible for ensuring the efficient coordination of the Auditor-General's priorities and delivering high-level support to the Deputy Auditor-General and other senior executives.

The successful candidate will demonstrate outstanding organisational and stakeholder engagement skills, with the ability to proactively manage the operations of a dynamic, fast-paced executive office. Work may be required outside normal work hours to meet peak work demands.

Duties

As the Executive Officer, you will be a trusted advisor and liaison, working across ANAO and with key external partners, including senior government officials and parliamentary stakeholders.

The key duties of the position include:

• Coordinate and manage the daily operations of the Office of the Auditor-General, ensuring alignment with strategic objectives.

• Provide executive support to the Auditor-General, Deputy Auditor-General, and other senior leaders, including briefing coordination, correspondence, and diary management.

• Lead high-level stakeholder engagement, maintaining strong relationships across the SES, government agencies, and parliamentary bodies.

• Anticipate and respond to emerging issues, supporting the timely delivery of executive priorities.

• Exercise discretion and sound judgment in managing confidential and sensitive matters.

• Ensure high standards of communication, professionalism, and service delivery within the Office.

Who we are looking for

We are seeking a highly skilled professional to join our team as an Executive Officer, providing critical support to senior executives within a complex and fast-paced environment. This role demands exceptional interpersonal and communication skills, strong organisational and time management capabilities, and the ability to operate discretely with tact and diplomacy. The successful candidate will thrive under pressure, manage competing priorities with confidence, and maintain the highest standards of confidentiality. Flexibility and a commitment to excellence are essential, particularly during periods of increased demand or extended working hours.

To be successful in this role, you will demonstrate:

• Proven experience supporting senior executives in a complex government or corporate environment.

• Exceptional interpersonal and communication skills, with the ability to manage relationships at the most senior levels.

• Highly developed organisational and time management abilities, including the capacity to work under pressure and manage competing priorities.

• Demonstrated discretion, tact, and diplomacy in handling sensitive information.

• Flexibility to work outside standard hours during periods of high demand.

This role presents an excellent opportunity for a motivated professional to play a pivotal role in supporting the agency's leadership at the highest level.

Desirable qualifications / experience

There are no mandatory qualifications for this role, however, the following experience is highly desirable:

• Experience supporting senior executives or ministers within the APS or government sector.

• Familiarity with Cabinet processes, parliamentary engagement, or intergovernmental relations.

Eligibility

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant must have at minimum, a baseline security clearance and is required to obtain and maintain a security clearance at the **Negative Vetting 1 level.** For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Notes

Assessment process / Reasonable adjustment

As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:

• Interview (in-person or virtual)

• Written assessment

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

How to apply

Applications must be submitted using the online recruitment system. Applications sent via email cannot be accepted.

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

We highly recommend that you refer to the ANAO Core Capability Framework when preparing your statement of claims.

We strongly recommend that you use a personal email address rather than your work email address to ensure you don't miss updates and invitations to participate in the assessment process. Please also regularly check your junk or spam folders.

We look forward to receiving your application and exploring how your skills and experience can contribute to our agency.

Closing date

Applications close **11:30pm (AEDT) on Wednesday, 2nd July 2025.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Carla Jago, 02 6203 7761
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0759519

Australian Public Service Commission

Closing Date:Sunday 29 June 2025

APS Academy and Capability
People Insights Workforce Metrics

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,521 - $106,942
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 5;APS Level 6
Position Number	2025_31
Agency Website	https://www.apsc.gov.au/

Job Description

https://apsc.nga.net.au/?jati=6ABA0B00-4DDD-AA25-1527-E3EE2FE76145

About the Team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce, and contributes to key publications such as the annual State of the Service Report.

Duties

The Workforce Metrics team (within Workforce Insights Branch) is looking for a Workforce Data Analyst to join a busy and outcome-focused team. The successful candidate will work in a small team that is responsible for collecting and validating workforce data relating to the APS, have demonstrated experience working with statistical code or applications, and will be able to analyse, understand and communicate workforce data in an informative way.

The APS 5/6 will:

- undertake collection, checking and reporting of data from contributing APS agencies
- interrogate the APS Employment Database (APSED)
- check and review data outputs
- plan and prioritise concurrent activities to ensure timely task completion
- contribute to innovative process improvement strategies
- engage with different stakeholders, including APSC groups and APS agencies to overcome any barriers to successful data collection
- contribute to data and analysis for the production of reports, answering queries and contributing to key Commission publications including the Remuneration Report and State of the Service Report
- APS6 only - manage a small team and be responsible for planning, performance management, problem solving, training and development, and engaging with a higher level of complexity.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Karen Bailey, 02 6202 3516
Agency Recruitment Site	https://apsc.nga.net.au/?jati=6ABA0B00-4DDD-AA25-1527-E3EE2FE761

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Prime Minister and Cabinet

Vacancy VN-0759517

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 02 July 2025

Various
Various Various

Job Title	Net Zero Economy Authority - Policy & Program Advisors – Various Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 5;APS Level 6
Position Number	PMC/2025/066
Agency Website	

Job Description

https://www.pmc.gov.au/careers/vacancies-and-applying-jobs

About the Authority

The *Net Zero Economy Act 2024* established the Net Zero Economy Authority (the Authority) as a statutory agency in December 2024.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition shortly to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

Our vision is to deliver a better future for industrial regions, communities and workers in a net zero economy.

To deliver on our vision, we have defined three core missions that guide our efforts:

- Help workers in coal and gas facilities affected by the transition to prepare for, and find, new well paid, safe and secure jobs.
- Support communities significantly affected by the transition to net zero to prosper, including through economic development and investment.?
- Be a trusted and influential voice to build understanding of, and shape policy on, the net zero economic transition, particularly in the regions.

This process will be used to fill multiple vacancies across a number of different teams within the authority. For detailed information on the teams and roles, please refer to the downloadable candidate information pack.

About the Roles

We have a number of Policy and Program Advisor roles at both the APS 5 and APS 6 classifications available across the authority.

As a Policy or Program Advisor, you will work closely with Assistant Directors to support the delivery of key projects relevant to the specific team.

Advisors at the APS 5 level will generally support and assist the team, whereas Senior Advisors at the APS 6 level will be expected to have a higher level of responsibility in leading or coordinating work.

General responsibilities and duties for both the APS 5 and APS 6 levels are outlined in the Work Level Standards. Additional key responsibilities and priorities for each level can be found in the downloadable candidate information pack.

Duties

Our Ideal Candidates

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments.

We are also looking for motivated people with an interest in supporting Australia's transition to net zero and working on the challenges facing regional workers and communities.

Please refer to the downloadable candidate information pack which outlines the capabilities required for each classification. These capabilities should be reference in your application pitch.

Desirable Skills & Experience

Candidates who have experience in the following areas will be highly regarded:

- New Policy Proposals
- Regional Analysis and Regional Development Policy
- Employment Policy
- Structural Adjustment
- Workplace Relations
- Policy and Program Implementation
- Program Delivery including project design and management
- Project Management
- Place Based Policy and Partnership Models
- First Nations Policy / Engagement
- Climate and Energy Policy
- Economic and Financial Analysis
- Commonwealth-state Policy / Engagement
- Program Governance and Assurance
- Research, Data and Analytics

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 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

At PM&C we recognise the broad benefits of offering flexibility in how, when and where work is performed. We consider flexibility first from a starting position of 'how can we make this work?' and consider individual circumstances and operational requirements in making genuine attempts to establish mutually beneficial arrangements. Please reach out to the contact officer if you would like to explore what flexibility might look like for you, such as part time work, variable start and finish times or working from home.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Elliot Lavers, 02 6271 6085
Agency Recruitment Site	https://www.pmc.gov.au/careers/vacancies-and-applying-jobs

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Prime Minister and Cabinet

Vacancy VN-0759522

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 02 July 2025

Net Zero Economy Agency
Policy and Communications Various

Job Title	Net Zero Economy Authority - Assistant Directors, Various Policy & Program Roles - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$126,342 - $143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/065 AMI
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

About the Authority

The Net Zero Economy Act 2024 (NZEA Act) established the Net Zero Economy Authority (the Authority) as a statutory agency in December 2024.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition shortly to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

Our vision is to deliver a better future for industrial regions, communities and workers in a net zero economy.

To deliver on our vision, we have defined three core missions that guide our efforts.

- Help workers in coal and gas facilities affected by the transition to prepare for, and find, new well paid, safe and secure jobs.
- Support communities significantly affected by the transition to net zero to prosper, including through economic development and investment.
- Be a trusted and influential voice to build understanding of, and shape policy on, the net zero economic transition, particularly in the regions.

This process will be used to fill multiple vacancies across a number of different teams within the authority. For detailed information on the teams and roles, please refer to the downloadable candidate information pack.

What you will do

About the Roles

We have a number of Policy and Program, Executive Level 1 Assistant Director roles available across the authority. As an Assistant Director, you will be expected to work under limited direction with accountability for outcomes that are relevant to your specific role and likely manage a small team of staff.

Assistant Directors are also encouraged to take a leadership role within the broader Divisions and across the authority, helping to support and motivate others, engage with the Executive, represent the authority and the Commonwealth and work independently with key stakeholders.

General responsibilities and duties for the for the Executive Level 1 level are outlined in the Work Level Standards, and additional key responsibilities and priorities can be found in the downloadable candidate information pack. **Duties**

What you will bring

Our Ideal Candidates

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments. We are also looking for motivated people with an interest in supporting Australia’s transition to net zero and working on the challenges facing regional workers and communities.

In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the Executive Level 1 level, our ideal candidates will have:

- Proven analytical and policy skills, including the ability to apply critical thinking to deconstruct problems, identify, and effectively manage risks.
- Highly developed organisation and communication (both verbal and written) skills.
- Strong stakeholder engagement skills, to confidently and professionally engage with a wide range of stakeholders.
- Strong attention to detail, with the ability to assess information and use good judgement to meet stakeholder needs.
- The ability to be flexible to changing work requirements.
- Demonstrated ability to manage and mentor staff in a supportive and collaborative manner, contributing to a positive culture and enhanced capabilities.

Desirable Skills & Experience

Candidates who have experience in the following areas will be highly regarded.

- New Policy Proposals
- Regional Analysis and Regional Development Policy
- Employment Policy
- Workplace Relations
- Structural Adjustment
- Policy and Program Implementation
- Project Management
- Place Based Policy and Partnership Models
- Program Delivery including project design and management
- First Nations Policy / Engagement
- Climate and Energy Policy
- Economic and Financial Analysis
- Commonwealth-state Policy / Engagement

- Program Governance and Assurance
- Research, Data and Analytics

Eligibility

Identified Position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in the development of programmes and policy. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

Affirmative Measure - Indigenous Position

This vacancy is an affirmative measure - Indigenous position, which is only open to Aboriginal and/or Torres Strait Islander people.

For the purpose of this particular recruitment, all candidates will be required to provide confirmation of heritage documentation. This is a mandatory requirement in order to demonstrate that the eligibility criteria is met.

Please refer to the What you need to know - applying for jobs at PM&C document which outlines the acceptable confirmation of heritage documentation to be provided for this merit-based process.

- 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.
- 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 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 up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Prime Minister and Cabinet

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To Apply

Position Contact	Stephanie Zughbi, (02) 6271 5160
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0759579

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 02 July 2025

Policy, Communications and Corporate
Various Various

Job Title	Net Zero Economy Authority - Assistant Directors – Various Policy & Program Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$126,342 - $143,993
Future Merit Locations	Canberra, Sydney, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/20205/067
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

About the Authority

The *Net Zero Economy Act 2024* (NZEA Act) established the Net Zero Economy Authority (the Authority) as a statutory agency in December 2024.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition shortly to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

Our vision is to deliver a better future for industrial regions, communities and workers in a net zero economy.

To deliver on our vision, we have defined three core missions that guide our efforts:

- Help workers in coal and gas facilities affected by the transition to prepare for, and find, new well paid, safe and secure jobs.
- Support communities significantly affected by the transition to net zero to prosper, including through economic development and investment.

- Be a trusted and influential voice to build understanding of, and shape policy on, the net zero economic transition, particularly in the regions.

This process will be used to fill multiple vacancies across a number of different teams within the authority. For detailed information on the teams and roles, please refer to the downloadable candidate information pack.

About the Roles

We have a number of Policy and Program, Executive Level 1 Assistant Director roles available across the authority.

As an Assistant Director, you will be expected to work under limited direction with accountability for outcomes that are relevant to your specific role and likely manage a small team of staff.

Assistant Directors are also encouraged to take a leadership role within the broader Divisions and across the authority, helping to support and motivate others, engage with the Executive, represent the authority and the Commonwealth and work independently with key stakeholders.

General responsibilities and duties for the for the Executive Level 1 level are outlined in the Work Level Standards, and additional key responsibilities and priorities can be found in the downloadable candidate information pack.

Duties

Our Ideal Candidates

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments. We are also looking for motivated people with an interest in supporting Australia's transition to net zero and working on the challenges facing regional workers and communities.

In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the Executive Level 1 level, our ideal candidates will have:

- Proven analytical and policy skills, including the ability to apply critical thinking to deconstruct problems, identify, and effectively manage risks.
- Highly developed organisation and communication (both verbal and written) skills.
- Strong stakeholder engagement skills, to confidently and professionally engage with a wide range of stakeholders.
- Strong attention to detail, with the ability to assess information and use good judgement to meet stakeholder needs.
- The ability to be flexible to changing work requirements.

- Demonstrated ability to manage and mentor staff in a supportive and collaborative manner, contributing to a positive culture and enhanced capabilities.

Desirable Skills & Experience

Candidates who have experience in the following areas will be highly regarded.

- New Policy Proposals
- Regional Analysis and Regional Development Policy
- Employment Policy
- Workplace Relations
- Structural Adjustment
- Policy and Program Implementation
- Project Management
- Place Based Policy and Partnership Models
- Program Delivery including project design and management
- First Nations Policy / Engagement
- Climate and Energy Policy
- Economic and Financial Analysis
- Commonwealth-state Policy / Engagement
- Program Governance and Assurance
- Research, Data and Analytics

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 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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Stephanie Zughbi, (02) 6271 5160
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0759587

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 02 July 2025

Net Zero Economy Agency
Policy and Communications

Job Title	Net Zero Economy Authority - Policy & Program Advisors, Various Roles - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 5;APS Level 6
Position Number	PMC/2025/068 AMI
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

About the Authority

The Net Zero Economy Act 2024 (NZEA Act) established the Net Zero Economy Authority (the Authority) as a statutory agency in December 2024.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition shortly to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

Our vision is to deliver a better future for industrial regions, communities and workers in a net zero economy.

To deliver on our vision, we have defined three core missions that guide our efforts.

- Help workers in coal and gas facilities affected by the transition to prepare for, and find, new well paid, safe and secure jobs.
- Support communities significantly affected by the transition to net zero to prosper, including through economic development and investment.
- Be a trusted and influential voice to build understanding of, and shape policy on, the net zero economic transition, particularly in the regions.

This process will be used to fill multiple vacancies across a number of different teams within the authority. For detailed information on the teams and roles, please refer to the downloadable candidate information pack.

What you will do

About the Roles

We have a number of Policy and Program Advisor roles at both the APS 5 and APS 6 classifications available across the authority.

As a Policy or Program Advisor, you will work closely with Assistant Directors to support the delivery of key projects relevant to the specific team.

Advisors at the APS 5 level will generally support and assist the team, whereas Senior Advisors at the APS 6 level will be expected to have a higher level of responsibility in leading or coordinating work.

General responsibilities and duties for both the APS 5 and APS 6 levels are outlined in the Work Level Standards. Additional key responsibilities and priorities for each level can be found in the downloadable candidate information pack. **Duties**

What you will bring

Our Ideal Candidates

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments.

We are also looking for motivated people with an interest in supporting Australia’s transition to net zero and working on the challenges facing regional workers and communities.

Please refer to the downloadable candidate information pack which outlines the capabilities required for each classification. These capabilities should be reference in your application pitch.

Desirable Skills & Experience

Candidates who have experience in the following areas will be highly regarded:

- New Policy Proposals
- Regional Analysis and Regional Development Policy
- Employment Policy
- Structural Adjustment
- Workplace Relations
- Policy and Program Implementation
- Program Delivery including project design and management
- Project Management
- Place Based Policy and Partnership Models
- First Nations Policy / Engagement
- Climate and Energy Policy
- Economic and Financial Analysis
- Commonwealth-state Policy / Engagement
- Program Governance and Assurance
- Research, Data and Analytics

Eligibility

Identified Position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in the development of programmes and policy. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

Affirmative Measure - Indigenous Position

This vacancy is an affirmative measure - Indigenous position, which is only open to Aboriginal and/or Torres Strait Islander people.

For the purpose of this particular recruitment, all candidates will be required to provide confirmation of heritage documentation. This is a mandatory requirement in order to demonstrate that the eligibility criteria is met.

Please refer to the What you need to know - applying for jobs at PM&C document which outlines the acceptable confirmation of heritage documentation to be provided for this merit-based process.

- 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.
- 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 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 up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Elliot Lavers, (02) 6271 6085
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Prime Minister and Cabinet

Vacancy VN-0759425

National Indigenous Australians Agency

Closing Date:Sunday 06 July 2025

Office of the Registrar of Indigenous Corporations (ORIC)
Education and Communications Education and Communications

Job Title	Administration Support Officer, Office of the Registrar of Indigenous Corporations (ORIC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$80,505 - $86,097
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 4
Position Number	NIAA/2025/084
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=FFBD8B62-22B6-7F1B-66B4-E3EDB88DA7E6

We have an exciting opportunity for an Administration Support Officer within the Education and Communications team. We manage communications; create and maintain publications in print and online; and coordinate and support learning activities.

This position is expected to support the team by:

- managing stock control and distribution of educational materials for events and stakeholders
- providing data entry and processing related to learning activities
- planning, coordinating and managing learning activities (in-person and online) for people from Aboriginal and Torres Strait Islander corporations.

The responsibilities of the role include:

- identifying and engaging facilitators and venues

- procuring and managing contracts for training materials, facilitators, venues and catering
- assisting facilitators with logistics and travel
- receiving and logging requests for training from external and internal sources
- supporting participants to register for, attend and give feedback on training activities, including booking travel
- creating webinars and workshops in virtual systems
- preparing and issuing certificates of attendance
- entering data from evaluations and feedback.

Duties

We're looking for someone with high level organisational skills and great attention to detail to support our team across all our functions, particularly managing our educational resources and assisting with our training activities. Experience with government procurement is essential, and skills in data entry and customer service will make you a strong candidate. We are looking for someone who is a good communicator and record keeper and demonstrates excellent written and oral communication skills. You should have experience in MS Office suite - Excel, Teams and SharePoint in particular - and be willing to learn new systems and processes.

Our ideal candidate will demonstrate the following skills and attributes:

- previous experience with government procurement
- excellent data entry and processing skills
- well-developed customer service and stakeholder engagement
- strong written and communication skills as well as record keeping
- sound working knowledge of MS Office suite - Particularly Excel, Teams and SharePoint
- ability to adapt and learn new systems and processes
- demonstrated capability and commitment to continue to develop cultural competency
- ability to travel occasionally.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Janette Adam, 02 6150 6295
Agency Recruitment Site	https://niaa.nga.net.au/?jati=FFBD8B62-22B6-7F1B-66B4-E3EDB88DA7

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Prime Minister and Cabinet

Vacancy VN-0759559

National Indigenous Australians Agency

Closing Date:Wednesday 02 July 2025

West and South
West and South Group Executive and Greater Western Australia Region West and South Group Executive and the GWA Regional Planning and Coordination team

Job Title	Analyst, Operations and Delivery - Strategy and Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS, Broome WA
Salary	$88,887 - $95,028
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 5
Position Number	NIAA/2025/087
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=DDBEA82C-26B2-3191-12AB-E3EE6871C9AF

The National Indigenous Australians Agency (NIAA) Operations and Delivery Group aims to be a responsive, trusted and reliable partner that delivers valued advice and services to enable a high-performing NIAA.

Within Operations and Delivery, the West and South Group delivers strategies, products and services in support of the NIAA's work programs, partnerships and outreach activities across Western Australia, South Australia, Victoria and Tasmania. It is a conduit between the NIAA and its community stakeholders, partners and government agencies that are focused on the advancement of Indigenous Australians.

We have two APS5 Analyst opportunities available within the West and South Group – one vacancy is in the West and South Group Executive Team and one in the Greater Western Australia Regional Planning and Coordination Team. An Analyst assists in managing the day-to-day activities of the team in delivering high quality services and policy implementation and ensuring tasks are completed within performance measures. They may also undertake management or work in small projects in the team or work on larger projects within the branch.

The Analyst is responsible for:

- undertaking reasonably complex procedural, administrative and service-related tasks that support NIAA business activities, including coordination of West and South Group and Greater Western Australia Region activities relating to parliamentary input, Agency information requests and others
- providing quality assurance of work and providing constructive feedback
- prioritising and allocating work; putting strategies in place to ensure completion by deadline
- identifying opportunities to enhance team and branch processes in an environment of collaboration, continuous improvement and change. Work with team leadership when implementing changes, using Agency continuous improvement practices
- managing effective internal and external relationships, negotiating with stakeholders in more complex matters, and resolving escalated issues where appropriate

- providing guidance, coaching and direction to staff on procedural, administrative and service activities
- applying knowledge, precedent and established policy and procedures to situations which require interpretation and analysis. Ensuring appropriate delegations are understood and exercised
- creating a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- understanding and supporting NIAA's vision and purpose
- understanding how the work of the team contributes to it
- participating in the development of team and section plans, strategies and goals to support the vision.

Duties

Our ideal candidates must be able to demonstrate their experience and/or ability to:

- work with limited direction
- treat Agency staff and stakeholders with respect and courtesy
- recognise and listen to diverse opinions and voices and working collaboratively to resolve issues
- contribute to established organisational networks, identifying learning opportunities for self and others
- act professionally and operate within the boundaries of organisational processes working within, and promoting, NIAA's values
- focus on achieving objectives in difficult circumstances; provide impartial and forthright advice and justifies position when challenged
- represent the team and contribute to building productive relationships and inclusive networks through collaboration with providers, partners and stakeholders to realise agreed outcomes
- assist with the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Sarah Lounder, 0491943131
Agency Recruitment Site	https://niaa.nga.net.au/?jati=DDBEA82C-26B2-3191-12AB-E3EE6871C9

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Prime Minister and Cabinet

Vacancy VN-0759570

National Indigenous Australians Agency

Closing Date:Wednesday 02 July 2025

West and South
South Australia Southern Subregion, Far West Subregion, Far North Region

Job Title	Engagement Officer, Senior Engagement Officer, SA Region, Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Ceduna SA, Port Augusta SA
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/085 (AMI)
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=FFA031A9-8733-40F3-F256-E3EE696F60F9

The **Engagement Officer** role is an informal leadership position within the SA Region. They assist in managing the day-to-day activities of the team to deliver high quality services and policy implementation and ensuring tasks are completed within performance measures. They may also undertake management or work in small projects in the team or, work in larger projects in the region. The Engagement Officer models supportive and collaborative behaviours. They manage effective internal and external relationships, negotiate with stakeholders in more complex matters, and resolve escalated customer issues where appropriate.

The **Engagement Officer** role contributes to business improvement strategies, seeking to identify best practice. They coach and share expertise and technical knowledge with team members and offer constructive feedback on how tasks should be performed or can be improved and will:

- ensure the effectiveness of Indigenous Advancement Strategy grants working closing with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes, and policy and program requests
- support the Empowered Communities model of joint decisions making
- manage effective internal and external relationships, negotiate with stakeholders in more complex matters and resolve escalated partners issues where appropriate
- undertake reasonably complex procedural, administrative and service-related tasks that support NIAA business activities, include one or more of the following: oversight and coordination of a project or function, systems management, and program scheduling
- coordinate and measure the activities of a program, project, initiative or specialist task
- apply knowledge, precedent and established legislation, policy and procedures to situations which require interpretation and analysis
- provide functional expertise in a specific area that contributes to team goals
- prioritise and allocate teamwork; identify blockers and put strategies in place to ensure completion by deadline

- identify opportunities for improvement and establish clear plans to implement and measure improvements
- encourage cooperation in implementing and adapting to change.

The **Senior Engagement Officer** role is a leadership position within the SA Region. They oversee and guide the day-to-day operational activities of a team to deliver high quality services and policy implementation. They are responsible for ensuring that performance measures for the team are met. They may undertake management or oversight of small projects for the team or, work with larger projects for the region. They may be required to assist and work within a team focused on the new remote employment programs. They contribute to business improvement strategies, seeking to identify best practice. They coach and share expertise and technical knowledge with team members, peers and more broadly across the agency.

The **Senior Engagement Officer** develops and maintains complex internal and external relationships with key NIAA stakeholders, providing appropriate advice and managing the resolution of issues or complaints and will:

- represent the Agency to engage and build relationships with First Nations Corporations, community Traditional Owners, Elders, Leaders, partners, Government Agencies and Non-Government Organisations
- liaise extensively with communities and service providers to provide information and respond to questions about the government’s policies and programs, including the new Remote Employment programs.
- assist with the development and implementation of strategies and projects that will have a positive impact on Closing the Gap targets under the Commonwealth Closing the Gap
- assist to implement remote employment programs, including their implementation and monitoring and impact on communities
- ensure the effectiveness of Indigenous Advancement Strategy grants working closing with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes, and policy and program requests
- support the Empowered Communities model of joint decisions making.

Duties

Our ideal Engagement Officers at the **APS 5** level will:

- develop and maintain an understanding of local Aboriginal and Torres Strait Island communities, their needs, aspirations and priorities, emerging issues, and the services delivered to communities within the region
- treat NIAA staff and stakeholders with respect and courtesy while recognising and listening to diverse opinions and voices and work collaboratively to resolve issues
- act professionally and operate within the boundaries of organisational processes and Legal and public policy constraints
- work within and promote NIAA's values; focus on achieving objectives in difficult circumstances
- provide impartial and forthright advice and justify position when challenged
- communicate information clearly and confidently and demonstrate cultural competence when seeking to understand the audience
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- understand and support NIAA's vision and purpose; understand how the work of the section contributes to it

- participate in the development of team and section plans, strategies and goals to support the vision.

In addition, Engagement Officers at the **APS 6** Level will,

- lead teams to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- oversee the development, coaching and mentoring of staff
- develop and maintain complex internal and external relationships with key NIAA stakeholders, providing appropriate advice and managing the resolution of issues or complaints
- undertake complex procedural, administrative and service-related tasks that support NIAA business activities or management of a project
- demonstrate flexibility to participate in surge efforts as situations arise
- analyse, integrate and evaluate a range of information and assess the likelihood of impacts and outcomes
- provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice where appropriate
- understand NIAA's vision and purpose and how the work of the branch contributes to this
- recognise the links between business plans and the vision
- lead development of team and section plans, strategies and goals to support the vision and corporate plan
- develop and maintain an understanding of local Aboriginal and Torres Strait Island communities, their needs, aspirations and priorities, emerging issues, and the services delivered to communities within the region.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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	Donna Robb, 0456528492
Agency Recruitment Site	https://niaa.nga.net.au/?jati=FFA031A9-8733-40F3-F256-E3EE696F60F9

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Prime Minister and Cabinet

Vacancy VN-0759575

National Indigenous Australians Agency

Closing Date:Wednesday 02 July 2025

West and South
South Australia Southern Subregion, Far West Subregion, Far North Region

Job Title	Engagement Officer, Senior Engagement Officer, SA Region
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Ceduna SA, Port Augusta SA
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/086
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=D967898A-1AB8-E234-5195-E3EE69A47ADC

The **Engagement Officer** role is an informal leadership position within the SA Region. They assist in managing the day-to-day activities of the team to deliver high quality services and policy implementation and ensuring tasks are completed within performance measures. They may also undertake management or work in small projects in the team or, work in larger projects in the region. The Engagement Officer models supportive and collaborative behaviours. They manage effective internal and external relationships, negotiate with stakeholders in more complex matters, and resolve escalated customer issues where appropriate.

The **Engagement Officer** role contributes to business improvement strategies, seeking to identify best practice. They coach and share expertise and technical knowledge with team members and offer constructive feedback on how tasks should be performed or can be improved and will:

- ensure the effectiveness of Indigenous Advancement Strategy grants working closing with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes, and policy and program requests
- support the Empowered Communities model of joint decisions making
- manage effective internal and external relationships, negotiate with stakeholders in more complex matters and resolve escalated partners issues where appropriate
- undertake reasonably complex procedural, administrative and service-related tasks that support NIAA business activities, include one or more of the following: oversight and coordination of a project or function, systems management, and program scheduling
- coordinate and measure the activities of a program, project, initiative or specialist task
- apply knowledge, precedent and established legislation, policy and procedures to situations which require interpretation and analysis
- provide functional expertise in a specific area that contributes to team goals
- prioritise and allocate teamwork; identify blockers and put strategies in place to ensure completion by deadline

- identify opportunities for improvement and establish clear plans to implement and measure improvements
- encourage cooperation in implementing and adapting to change.

The **Senior Engagement Officer** role is a leadership position within the SA Region. They oversee and guide the day-to-day operational activities of a team to deliver high quality services and policy implementation. They are responsible for ensuring that performance measures for the team are met. They may undertake management or oversight of small projects for the team or, work with larger projects for the region. They may be required to assist and work within a team focused on the new remote employment programs. They contribute to business improvement strategies, seeking to identify best practice. They coach and share expertise and technical knowledge with team members, peers and more broadly across the agency.

The **Senior Engagement Officer** develops and maintains complex internal and external relationships with key NIAA stakeholders, providing appropriate advice and managing the resolution of issues or complaints and will:

- represent the Agency to engage and build relationships with First Nations Corporations, community Traditional Owners, Elders, Leaders, partners, Government Agencies and Non-Government Organisations
- liaise extensively with communities and service providers to provide information and respond to questions about the government’s policies and programs, including the new Remote Employment programs.
- assist with the development and implementation of strategies and projects that will have a positive impact on Closing the Gap targets under the Commonwealth Closing the Gap
- assist to implement remote employment programs, including their implementation and monitoring and impact on communities
- ensure the effectiveness of Indigenous Advancement Strategy grants working closing with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes, and policy and program requests
- support the Empowered Communities model of joint decisions making.

Duties

Our ideal Engagement Officers at the **APS 5** level will:

- develop and maintain an understanding of local Aboriginal and Torres Strait Island communities, their needs, aspirations and priorities, emerging issues, and the services delivered to communities within the region
- treat NIAA staff and stakeholders with respect and courtesy while recognising and listening to diverse opinions and voices and work collaboratively to resolve issues
- act professionally and operate within the boundaries of organisational processes and Legal and public policy constraints
- work within and promote NIAA's values; focus on achieving objectives in difficult circumstances
- provide impartial and forthright advice and justify position when challenged
- communicate information clearly and confidently and demonstrate cultural competence when seeking to understand the audience
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- understand and support NIAA's vision and purpose; understand how the work of the section contributes to it

- participates in the development of team and section plans, strategies and goals to support the vision.

In addition, Engagement Officers at the **APS 6** Level will,

- lead teams to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- oversee the development, coaching and mentoring of staff
- develop and maintain complex internal and external relationships with key NIAA stakeholders, providing appropriate advice and managing the resolution of issues or complaints
- undertake complex procedural, administrative and service-related tasks that support NIAA business activities or management of a project
- demonstrate flexibility to participate in surge efforts as situations arise
- analyse, integrate and evaluate a range of information and assess the likelihood of impacts and outcomes
- provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice where appropriate
- understand NIAA's vision and purpose and how the work of the branch contributes to this
- recognise the links between business plans and the vision
- lead development of team and section plans, strategies and goals to support the vision and corporate plan
- develop and maintain an understanding of local Aboriginal and Torres Strait Island communities, their needs, aspirations and priorities, emerging issues, and the services delivered to communities within the region.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Indigenous Australians Agency

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To Apply

Position Contact	Donna Robb, 0456528492
Agency Recruitment Site	https://niaa.nga.net.au/?jati=D967898A-1AB8-E234-5195-E3EE69A47AD

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Prime Minister and Cabinet

Vacancy VN-0759644

National Indigenous Australians Agency

Closing Date:Wednesday 02 July 2025

Central
Arnhem Land and Groote Eylandt Various

Job Title	Executive Assistant, Arnhem Land and Groote Eylandt
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Nhulunbuy NT
Salary	$80,505 - $86,097
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 4
Position Number	NIAA/2025/088
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=789CB9A4-CD3E-3734-9BA8-E3EF562C7F83

The Central Group within the National Indigenous Australians Agency has exciting opportunities for Executive Assistant roles in Nhulunbuy and Darwin. As an Executive Assistant you will provide comprehensive executive and administrative support to Senior Executives.

Key duties and responsibilities include, but are not limited to:

- deliver executive support including managing the diary and meeting arrangements of the Senior Executive Service officer
- coordinate meetings including drafting agendas, collation of papers, venue bookings and catering
- prepare briefing packs, reports and papers for committees
- build and sustain relationships in order to work collaboratively within the work area and other areas of the NIAA
- liaise with stakeholders and visitors of all levels, building good working relationships and providing a point of contact for assistance and general enquiries
- assist with finance activities, including procurement, credit card reconciliation and compliance reporting
- apply sound judgment in providing executive and administrative assistance to Senior Executives
- solve problems that may be challenging yet broadly similar to previous situations and research solutions

- arrange, coordinate and reconcile all aspects of domestic travel in line with relevant policies
- maintain records management systems in line with NIAA policies and procedures.

Duties

Our ideal candidates will have:

- demonstrated professionalism, tact, discretion and confidentiality
- well-developed interpersonal, oral, and written communication skills, and the ability to communicate effectively at all levels including with the senior executives
- well-developed organisational and time management skills, including the ability to manage a high volume of appointments, meetings and emails
- the ability to work flexibly in a changing environment and prioritise effectively
- the capacity to take initiative and work with limited direction within set parameters
- the ability to liaise confidently with a range of internal and external stakeholders
- a positive attitude and commitment to continuous improvement, process efficiency, attention to detail and quality assurance
- a proven ability to develop, maintain, apply, and provide advice on procedures for administrative processes such as procurement, credit card management, travel arrangements and records management
- the ability to effectively collaborate and interact with individuals from diverse cultural backgrounds, fostering teamwork and achieving outcomes through adept problem-solving and influential skills.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Indigenous Australians Agency

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To Apply

Position Contact	Jay Hill, 0411 276 885
Agency Recruitment Site	https://niaa.nga.net.au/?jati=789CB9A4-CD3E-3734-9BA8-E3EF562C7F

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Prime Minister and Cabinet

Vacancy VN-0759662

Northern Land Council

Closing Date:Friday 18 July 2025

Land and Law
Anthropology

Job Title	Expressions of Interest for Anthropology Professionals
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$84,985 - $115,194
Future Merit Locations	Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work from home arrangement
Classification	
Position Number	Various
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Expression+of+interest+for+Anthropology+professionals/in/Australia/95575

- **Location:** Darwin
- **Status:** Full-time
- **Anthropology professionals:** Open to EOI from all levels, from early-career to senior-level professionals

The Northern Land Council (NLC) welcomes Expressions of Interest from skilled and passionate Anthropology professionals who are eager to contribute to the protection of Aboriginal rights and interests in land and waters across the Northern Territory. We're seeking individuals committed to delivering high-quality anthropological advice and representation on matters that truly make a difference to traditional Aboriginal owners (TAOs), Native Title Holders (NTHs)and their communities.

Duties

Our Anthropologist positions are responsible for providing anthropological advice in relation to the implementation of the *Aboriginal Land Rights (NT) Act 1976* (Cth) (ALRA) and the *Native Title Act 1993* (Cth) (NTA). The primary focus of these positions is to identify, represent and assist traditional Aboriginal owners (TAOs) and Native Title Holders (NTHs) in matters arising from the acquisition, use, occupation and management of their land under ALRA and the NTA.

Assigned to a specific practice area, you'll have the chance to collaborate across all teams, working alongside lawyers and other professionals gaining rich and varied experience.

Eligibility

What You Will Bring:

You'll bring a solid foundation in anthropological fieldwork and research, strong cultural competency, and a respectful approach to working with Aboriginal communities. With excellent communication and analytical skills, you're able to translate complex cultural information into clear reports and advice. Whether you're an early-career professional or a seasoned Anthropologist, your passion for protecting land rights and cultural heritage will drive your contribution to this important work.

In Addition to this we are looking for:

- Degree in Anthropology, or related discipline; or extensive experience in a similar industry or role and minimum two (2) years practical experience. Knowledge of the ALRA and the NTA.
- Proven ability to research, prepare and draft anthropological reports, associated materials and other documents fit for purpose.
- Sound time management and organisational skills,
- Ability to travel and work in remote locations on a regular basis
- C Class drivers' licence.

Notes

Why Join the NLC?

Join the NLC to be part of a purpose-driven organisation that resources Aboriginal people to manage and protect their lands and waters. As an Anthropologist, you'll apply your research skills and cultural insight to support TAOs and NTHs in decisions that shape their future, while working in a collaborative, values-based environment committed to making a real difference.

Working at the NLC also includes:

- Competitive salary and salary packaging arrangements with the provision of a District Allowance
- An annual airfare benefit (after 12 months) with a net value of $2,961.
- 5 weeks annual leave, 18 days personal leave, and paid annual close down.
- Relocation assistance for interstate applicants.
- Access to professional development, including study leave and study assistance programs for career growth.

For Expressions of Interest you should provide a cover letter outlining your interest, skills, and experience, in line with the essential criteria

If you have any further queries, please contact Gay English on 0408 801 896.

Applications are welcome at any time.

About the Northern Land Council

To Apply

Position Contact	Gay English, 0408 801 896
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Expression+of+interest+for+Anthr

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Prime Minister and Cabinet

Vacancy VN-0759666

Northern Land Council

Closing Date:Tuesday 01 July 2025

Job Title	Legal Practice Manager
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT
Salary	-
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	In house
Classification	
Position Number	L02
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Legal+Practice+Manager+Regional/in/Australia/9557770/

- **Location:** Darwin
- **Status:** Fixed Term (3 year)

Are you a seasoned legal professional ready to take the lead on some of Australia's most important and complex Aboriginal land use matters?

About the Role:

The Northern Land Council (NLC) is seeking a dynamic Legal Practice Manager to lead our Land Rights legal practice. In this influential and rewarding leadership role, you will oversee a dedicated legal team working under *the Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) to activate, protect, and advance the rights and interests of Aboriginal traditional owners. This is a rare opportunity to engage with projects of economic and social significance across the top half of the Northern Territory, building lasting relationships with Traditional Owners and supporting self-determination in the NLC region.

Duties

About You:

You are an experienced legal practice manager with extensive experience in land rights and/or native title, contract drafting, people management, stakeholder engagement, and work health and safety. Your ability to navigate complex organisational structures and functions, build strong teams, and deliver projects in busy multi-disciplinary teams will be key to ensuring the success of your team.

With lived experienced and deep cultural understanding of the regions NLC serves, you will bring influence, credibility, and a commitment to empowering Aboriginal communities and people. You will play a pivotal role in strengthening the NLC's regional teams, building their capability, improving service delivery and ensuring operations align with our Regional Development priorities as articulated in the NLC Strategic and Corporate Plan.

Eligibility

About You:

You are an experienced legal practice manager with extensive experience in land rights and/or native title, contract drafting, people management, stakeholder engagement, and work health and safety. Your ability to navigate complex organisational structures and functions, build strong teams, and deliver projects in busy multi-disciplinary teams will be key to ensuring the success of your team.

With lived experienced and deep cultural understanding of the regions NLC serves, you will bring influence, credibility, and a commitment to empowering Aboriginal communities and people. You

will play a pivotal role in strengthening the NLC's regional teams, building their capability, improving service delivery and ensuring operations align with our Regional Development priorities as articulated in the NLC Strategic and Corporate Plan.

What you will also have:

· A Bachelor of Laws (or equivalent) and admission to legal practice in Australia.

· Minimum 5+ years post-admission experience, predominantly in relevant areas such as

· contract, land tenure, construction or major projects, corporate and commercial or environment and planning law

· Minimum of two (2 years) experience in the management and development of a team

· Comprehensive understanding of land rights, native title and other laws affecting the NLC and its constituents

· Current C Class Drivers Licence and the ability and willingness to undertake regular remote travel in a manual 4WD vehicle or light aircraft.

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

Notes

What's in it for you?

As part of the NLC, you'll enjoy a diverse, dedicated, supportive and inclusive workplace committed to professional growth, cultural respect, and work-life balance. In this role, you'll gain hands-on experience and develop your negotiation and problem-solving skills in a variety of areas, with exposure to some of the NT's most interesting traditional and new industries. The NLC offers competitive benefits and the fulfillment that comes with contributing to projects that matter.

We offer:

· **Annual Salary:** Minimum $160K plus 15% Superannuation (Negotiable)

· **Salary packaging benefits** of up to $15,900 and additional Meal/Entertainment fringe benefits

· **Generous leave entitlements** such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas shut down.

To apply, please submit your CV along with a cover letter outlining why you are interested in this position and what relevant skills and experience you would bring to the role.

If you have any further queries please contact: Principal Legal Officer (Acting) John Bacon 0498 881 195

Applications Close: 1 July 2025 – or contact us by this date to discuss making a late application.

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) for the purpose of serving its constituents - Traditional Owners (TOs) and other Aboriginal people living in its region in relation to lands and waters. We are committed to enhancing Aboriginal people's social, political and economic outcomes according to their own aspirations and amplifying their voices on issues impacting their lands, seas, cultures and communities. For more information please see www.nlc.org.au .

About the Northern Land Council

To Apply

Position Contact	John Bacon, 0498881195
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Legal+Practice+Manager+Region

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Prime Minister and Cabinet

Vacancy VN-0759672

Northern Land Council

Closing Date:Tuesday 01 July 2025

Governance, Strategy and Communications
Governance, Risk and Compliance

Job Title	Internal Audit and Compliance Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$84,985 - $84,985
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Work required from office, though work hours can be discussed
Classification	
Position Number	GC05
Agency Website	www.nlc.org.au

Job Description *https://jobs.nlc.org.au/job-details/query/Internal+Audit+and+Compliance+Officer/in/Australia/9557834/*

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

The Northern Land Council (NLC) is seeking an experienced and motivated Internal Audit & Compliance Officer to join our Governance, Compliance and Risk team. This is a great opportunity to contribute to good governance and compliance across a complex statutory organisation that serves Aboriginal people across the Top End of the Northern Territory.

Duties

The Internal Audit & Compliance Officer plays a key role in delivering the NLC's Internal Audit and Compliance Frameworks, contributing to a culture of good governance, integrity and continuous improvement. Working as part of the Governance, Compliance and Risk (GCR) Service Area. This role offers the chance to collaborate across the organisation, liaise with a wide range of stakeholders, and contribute to effective corporate governance that supports Traditional Owners and Aboriginal communities.

Eligibility

We are looking for a candidate who brings strong governance, compliance or risk experience, along with excellent communication and organisational skills. Previous experience in supporting internal audit and compliance frameworks, policies, and procedures. You will have a working knowledge of internal compliance reviews ("health checks") and assisting to prepare reports to support continuous improvement. Monitoring and reporting against key corporate deadlines, including accurate dashboard reporting will allow you to thrive in this role

In addition to this you will have

- A minimum Advanced Diploma of Governance, Risk and Compliance (or equivalent experience).
- At least 2 years' experience in governance, compliance, quality assurance, corporate policy or interpreting legislation.
- Knowledge of legislative and policy frameworks relevant to Aboriginal Land Councils or the ability to acquire this quickly.
- Knowledge of the Public Governance, Performance and Accountability Act 2013 is highly desirable

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

Note this is not a financial auditing role

Notes

What's in it for you?

As part of a dedicated and collaborative team that supports your professional development, this is an exciting opportunity to play a role in helping to Contribute to the implementation and administration of the NLC's Internal Audit and Compliance Frameworks to foster a culture of good governance and compliance across the NLC.

NLC offers competitive and attractive remuneration, work life balance and a unique opportunity to support our Aboriginal communities in the NLC Region.

We offer:

- A **base salary of $84,985** per annum plus **15% superannuation** and **salary sacrificing** up to $15,900 + Meal Entertainment and Holiday Accommodation benefits up to $2,650 per year.
- Other benefits under our Enterprise Agreement include:
  - **District allowance** of up to $4,631 per annum for individuals with dependents and $2,539 without dependents.
  - 5 **weeks annual leave**, leaving loading, 18 days personal leave;
  - **Paid Christmas** close down;
  - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $2,724

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

If you have any further queries please contact: Sarah Arblaster 0456 99 11 35

Applications Close: Tuesday 1 July 2025

About the NLC

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

About the Northern Land Council

To Apply

Position Contact	Sarah Arblaster, 0456 99 11 35
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Internal+Audit+and+Compliance+

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Prime Minister and Cabinet

Vacancy VN-0759688

Northern Land Council

Closing Date:Tuesday 08 July 2025

Job Title	Liaison Officer - (Bradshaw ILUA)
Job Type	Full-Time, Ongoing
Location	Timber Creek NT
Salary	$98,725 - $98,725
Future Merit Locations	Timber Creek
Office Arrangement	On Site
Office Arrangement Details	on site
Classification	
Position Number	R71
Agency Website	www.nlc.org.au

Job Description *https://jobs.nlc.org.au/job-details/query/Liaison+Officer+-+%28Bradshaw+ILUA%29/in/Australia/9558024/*

- **Location:** Timber Creek
- **Status:** Full-time

The Northern Land Council is focused on regional empowerment and strong governance to deliver for our seven regions. We're seeking a culturally aware Liaison Officer to join our Regional Operations team. In this key role, you'll work alongside Traditional Owners and the Department of Defence to implement and support cultural, environmental, and economic outcomes across the Bradshaw Field Training Area (BFTA), located 600km's south of Darwin.

Duties

About the Role

The Bradshaw Liaison Officer will work collaboratively and effectively with Traditional Owners (TOs) and the Australian Government Department of Defence (DOD) in the implementation and monitoring of the Bradshaw Partnering Indigenous Land Use Agreement (ILUA). This position will facilitate the engagement of (TOs) to participate in cultural maintenance, environmental protection, business, training and employment activities across the Bradshaw Field Training Area (BFTA). This position will be the key liaison point between the (DOD), the local Aboriginal community and the broader community as a whole.

Eligibility

What you will bring:

You'll have proven previous experience working collaboratively with TOs, Government agencies, and stakeholders to support cultural and environmental outcomes. You're confident advising on Aboriginal business participation and facilitating capacity-building opportunities under an ILUA. With strong communication and coordination skills, you can effectively manage compliance, represent the NLC in committees, and provide timely advice on regional issues—all while adhering to organisational policies, procedures and values.

In addition to this, you will also have: -

- Minimum 4 years of experience in successfully implementing project/program management activities to a high standard, with an ability to strategically harness resources to effectively plan, coordinate and manage activities.
- Experience with business development, business planning, financial management and strategic planning to assist people to plan and manage a small commercial business.
- A demonstrated knowledge and understanding of issues affecting Aboriginal people in the Northern Territory and an ability to work productively in a cross-cultural environment and communicate effectively with Aboriginal people.
- Advanced Diploma in Natural Resource Management, Business or an associated discipline is highly desirable

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

Notes

What's in it for You?

This role offers the chance to work at the intersection of culture, Country, and community. You'll build trusted relationships with Traditional Owners and the Department of Defence, supporting the protection of sacred sites and the environment. You'll play a key role in enabling Aboriginal participation in business, training, and employment—ensuring real, long-term outcomes under the Bradshaw ILUA. Your work will have direct, tangible impact where it matters most.

We offer

A base salary of **$102,674 per annum** plus **15% superannuation** and **salary sacrificing** up to $15,900 + **meal entertainment and holiday accommodation** benefits up to $2,650 per year.

- Other benefits under our Enterprise Agreement include:

o **District Allowance** (DA4) of up to $9,750 per annum for individuals with dependents and $6,036 without dependents.

o **5 weeks annual leave,** leaving loading, 18 days personal leave;

o **Paid Christmas** close down;

o Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $2,724

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

If you have any further queries please contact: Greg Kimpton - 0438 878 699

Applications Close: Tuesday 8 July 2025

About the Northern Land Council

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

About the Northern Land Council

To Apply

Position Contact	Greg kimpton, 0438 878 699
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Liaison+Officer+-+%28Bradshaw-

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Prime Minister and Cabinet

Vacancy VN-0759532

Torres Strait Regional Authority

Closing Date:Sunday 06 July 2025

Torres Strait Regional Authority
Administration Environmental Management

Job Title	Senior Natural Resources Management Officer - APS6
Job Type	Full-Time, Non-Ongoing
Location	Thursday Island QLD
Salary	$94,563 - $105,910
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	APS Level 6
Position Number	T01894
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

TSRA is on the lookout for a passionate individual with a science background and experience empowering First Nations communities and staff in natural resources management.
The role offers a unique opportunity to join our award-winning Sea Team – part of our Environmental Program (Land and Sea Management Unit) dedicated to caring for land, sea and culture.

Help us support the sustainability of marine species – specifically turtles – in line with local aspirations. Apply your technical expertise in turtle ecology and conservation in a culturally rich, community-driven context.

Work closely with Elders, Traditional Owners, Rangers, scientists and government and non-government agencies to develop First Nations-led turtle monitoring and management practices across the region.
With positive experience working alongside First Nations staff and communities, your legacy will include mentoring plus upskilling staff and community partners by building long-term capacity in turtle conservation and management.

Duties

Key responsibilities include:

- **Developing and designing sustainable community/ Ranger led marine turtle research and monitoring** projects, including field planning, data collection, analysis, and reporting.
- **Developing and maintaining a network of marine turtle experts to provide advice for long term sustainable management**, network to include first nations and western science expertise.
- **Providing technical advice** and support to community-based Ranger groups in the delivery of turtle and other sea-related projects under the Land and Sea Management Strategy for the Torres Strait.
- **Building capability within Ranger groups**, identifying skills and training needs, and providing ongoing mentoring and coaching.
- **Supporting Ranger program staff**, in the implementation of marine management projects including work plan development, roadmaps and community aspirations.
- **Strengthening relationships** with RNTBCs, Local Government, State and Commonwealth agencies, and other stakeholders to embed sea turtle work into broader land and sea management activities.
- **Supporting project management** tasks such as budgeting, procurement, logistics, contract management, and funding submissions.
- **Ensuring quality data collection and reporting**, and supporting Rangers to implement monitoring and evaluation strategies.
- **Drafting and contributing to a range of technical and administrative documents**, including operational and strategic plans, reports, and communications to stakeholders.
- **Contributing to the broader Land and Sea Management Unit (LSMU)** through cross-program collaboration, policy and procedure development, and knowledge sharing.
- **Building strong foundations for the team's continued success**, ensuring that knowledge, systems, and partnerships developed over the 12 months can support enduring outcomes.
- **All other tasks reasonably requested by your supervisor related to your role.**

This role operates within the framework of the following management plans:

- *Land and Sea Management Strategy for the Torres Strait*
- *Torres Strait Development Plan (Environmental Management Program)*
- *Dugong and Turtle Management Plans*
- *Working on Country Ranger Plans/ roadmaps*
- *Indigenous Protected Area Plans of Management*

Eligibility

Identified Position

This vacancy is an identified position, meaning the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers. **If you are not a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:**

- understanding of the issues affecting Torres Strait Islander and/or Aboriginal peoples
- demonstrated ability to communicate sensitively and effectively with Torres Strait Islander and/or Aboriginal peoples
- demonstrated capability and commitment to continue to develop cultural competency.

Successful candidates who are new to the APS must undergo background check conducted by the National Crime Check prior to commencement.

Successful candidates may be required to obtain and maintain a Blue Card

Notes

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Human.Resources@tsra.gov.au, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Prime Minister and Cabinet

Vacancy VN-0759461

Workplace Gender Equality Agency

Closing Date:Monday 30 June 2025

Workplace Gender Equality Agency
Workplace Gender Equality Agency

Job Title	Design and Communications Adviser
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - NSW NSW
Salary	$87,953 - $93,194
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements available
Classification	APS Level 5
Position Number	23855
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

WGEA's Communications & Campaigns team delivers high impact communications and campaigns that capture hearts and minds, stimulate thinking and debate, and drive action in Australian workplaces.

Do you have a passion for graphic design, accessibility and using creative visuals to tell a story? Then this is the role for you!

Communications and design are critical to our work. This exciting position offers an opportunity to contribute your skills to produce compelling visual content that communicates our mission and engages diverse audiences. The successful candidate will help us to design and produce employer guides, webinars, masterclasses, emails, social media content, data and analysis reports and website content. In doing so, you will have an opportunity to contribute to changing workplaces around Australia.

Duties

You are someone who can:

- Graphic design – create visually appealing and impactful designs for a variety of communications materials, including reports, social media content, presentations, web content.
- Accessibility and compliance – ensure all designs are accessible and comply with the APS and WGEA guidelines.

- Collaboration – work closely with the Publications and Brand manager to translate complex briefs into visually compelling materials, collaborating on projects that aim to raise awareness and accelerate change.
- Brand management – ensure all communication materials adhere to brand guidelines, maintaining a cohesive and professional visual identity for WGEA.
- Communications support – contribute to other Communications & Campaigns teams regular activities, including thrice weekly media monitoring, research and report release and team engagement.

Eligibility

We are seeking an individual with the following skills and capabilities:

- proficiency in graphic design tools including Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva. High level of ability across Microsoft 360. Experience with website CMS desirable.
- experience applying accessible design principles brand and style guidelines.
- understanding of digital communications, with an ability to create content that is engaging, creative and accessible to all audiences.
- experience working with data visualisation.
- demonstrated experience in building and sustaining positive relationships with team members and stakeholders.
- 5+ years' experience working in communications or a related field.
- relevant tertiary qualifications in design, communications, marketing or related field or proven industry experience.
- must be comfortable in deadline-driven environment and able to manage time and priorities well.
- generate new ideas, overcome barriers to achieve results and develop a deep understanding of gender equality issues in the workplace.
- work independently and flexibly, with some supervision, analysing and using some judgement to select an appropriate course of action.
- able to demonstrate an ability to understand and adhere to the APS Values and Code of Conduct, always acting professionally.
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Alison Godfrey, 0294327008
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759423

Australian Institute of Family Studies

Closing Date:Monday 07 July 2025

Research
Data and Lifecourse Studies Longitudinal Study of Australian Children

Job Title	Program Lead - Longitudinal Study of Australian Children
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	$137,125 - $160,757
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of onsite and remote work
Classification	Executive Level 2
Position Number	25-17
Agency Website	https://aifs.gov.au/

Job Description

https://aifs.gov.au/main/work-with-us

We are seeking a highly motivated individual with demonstrated senior leadership experience, who can bring their project and stakeholder management skills and expertise in the areas of research and reporting as well as data analysis and management.

The Program Lead will play a key role in leading the achievement of complex research projects, providing strategic leadership to drive the Institute's research agenda.

About us
The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research body in the area of family wellbeing. It is an independent statutory authority established in 1980 under the Family Law Act 1975. It is also home to the Australian Gambling Research Centre (AGRC), established under the Gambling Measure Act 2012 which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

Our mission is to conduct high-quality, impartial research into the wellbeing of Australian families, to inform government policy and promote evidence-based practice in the family services sector. We conduct research, provide independent advice and communicate findings to government policymakers, service providers, researchers and the community about factors affecting family wellbeing. Through our research, we contribute to developing policy and practice to promote the wellbeing of families in Australia.

Our team
The Longitudinal Study of Australian Children (LSAC) began in 2004 and follows the development of 10,000 children (now adults) and their families across Australia. The study aims to examine the impact of Australia's unique social and cultural environment on children's development from early childhood through to adolescence and adulthood. It is funded by the Department of Social Services, with the fieldwork provided by Roy Morgan, and with advice provided by an advisory group of leading researchers.

Position Requirements
The Program Lead, Longitudinal Study of Australian Children (LSAC) will lead a team and coordinate the management of AIFS' responsibilities in relation to content, methodology and fieldwork activities for the study, as well as data management and release, data analysis, research and publications. This role will contribute to setting the future directions of the study and work closely with external stakeholders including government agencies, scientific advisory groups, other experts and suppliers, as well as the executive team and other managers at the Institute.

As a senior leader within the Institute, the Program Lead, LSAC will role model the AIFS and APS values and demonstrate leadership and collaboration across research and corporate areas. In addition to leading the delivery of complex research projects and programs, they will help shape the strategic direction of their research area and the Institute more broadly.

Duties

The Program Lead, LSAC will be responsible for:

· managing major research projects, programs and contracts, including setting clear direction, monitoring progress, managing risks, responding to changes and delivering high-quality results
· building and managing stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, including funding bodies, policy makers (in government and service provision agencies), fieldwork providers and other contractors
· leading and managing a team of researchers, survey methodologists, and data specialists responsible for delivering research projects, overseeing the roll out of the survey, and data processing including managing performance, guiding development and providing feedback
· leading or contributing to the development of research proposals including collaborating with other AIFS groups, external organisations, and providing subject matter expertise for cross-team responses
· managing relevant budgets and other resources in line with AIFS' obligations and procedures
· undertaking research to contribute to the achievement of organisational goals
· communicating research findings and representing the Institute at relevant conferences, webinars, workshops, teleconferences, meetings and other events
· contributing to the senior leadership and strategic direction of AIFS
· collaborating with the AIFS Privacy Team to incorporate privacy practices into any work undertaken

Key Selection Criteria
· Professional expertise
· Understanding our organisation
· Delivering on objectives and achieving results
· Relationships and interpersonal skills
· Communication skills
· Leadership and management
· Values

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants must be **Australian citizens** unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Terms

The Program Lead role will be offered as a full-time ongoing or non-ongoing position at the EL2 level. This will be with a salary range of between $137,125 to $160,757 depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our Enterprise Agreement.

Application information

Please visit: Work with us | Australian Institute of Family Studies (aifs.gov.au) for full application requirements. For your application to be considered, you will need to complete the Application Form as well as submit your resume and a cover letter (maximum 2 pages) addressing the selection criteria as outlined on the Position Description.

Applications for this position close at **11.45 PM on 7 July 2025.**

Notes

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

We provide a collaborative and family-friendly work environment that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing initiatives and events, a hybrid flexible work arrangement policy, a good health promotion allowance and Christmas closedown period with no deduction from leave credits.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03-92147888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759379

Services Australia

Closing Date:Monday 30 June 2025

Workforce Capability
Workforce Strategy and Planning Workforce Planning

Job Title	Senior Workforce Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$94,711 - $109,518
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	EXT-APSL-2025-966
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

Services Australia (the agency) workforce planners play a critical role within the agency. The primary focus of our team is to ensure that Services Australia has the right people with the right skills in the right place, now, and into the future.

As a Senior Workforce Planner, you will work within a highly respected, collaborative and solutions focused team who deliver high quality workforce planning activities. You will be involved in a wide range of work, including but not limited to design and implementation of workforce plans, analysis of the workforce, and building tools and strategies.

We are evidence based - workforce forecasting, analysis and use of HR information systems is an integral part of the role. Our research, forecasting and modelling drives us to better understand the current workforce, industry labour trends and practices, and internal and external drivers of change. From this, we partner with a range of stakeholders to co-design and develop strategies to support a capable, engaged and agile workforce.

You will work with the support and supervision of an Assistant Director in Workforce Planning, committed to the development of your capabilities in this role and for a career within this large agency with a strong future. Our team sits in the Workforce Capability Division of Corporate Enabling Group, which is responsible for workforce strategy, recruitment and onboarding, learning, diversity and enterprise-wide solutions that focus on building organisational capability.

Join us in this fantastic opportunity to enter into strategic workforce planning in a large and complex service delivery environment, where every day people do something that matters.

Duties

- Identify and develop stakeholder relationships to support the delivery of effective workforce planning strategies, project and programs.
- Educate stakeholders on workforce management issues, identifying and evaluating trends and best practice across the broader market.
- Conduct environmental scans, labour market research, and demand and supply analysis, supporting the identification of workforce gaps, risks and strategies.

- Analyse and monitor workforce data to inform evidence-based workforce insights to forecast and plan workforce requirements and identify strategies to address workforce issues.
- Develop complex workforce data modelling.
- Develop and implement workforce planning strategies, frameworks, policies and tools.
- Prepare draft reports and briefing papers for review by senior staff including communicating and monitoring control risk.
- Manage and prioritise own and others' workloads to meet business objectives in specified timeframes.

Eligibility

Essential requirements:
Security clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Eddie Malkin, 03 9476 610
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759547

Services Australia

Closing Date:Sunday 29 June 2025

Job Title	Chief Counsel Customer and Chief Counsel Corporate
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible arrangements may be considered
Classification	Senior Executive Service Band 2
Position Number	Various
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://www.beaumontandbeaumont.com.au/11506

- Senior Executive Service Band 2
- The location for these positions is Canberra, with other locations considered by exception
- Applications close 11:59pm AEST Sunday, 29 June 2025

About us
Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians. We're making government services simple, so people can get on with their lives. Our goal is to make it easier to engage with the services Australians rely on.

To achieve this goal, we're modernising the way we work to deliver a simple, helpful, respectful

and transparent experience for customers.

We support the economic, health and social wellbeing of Australia by delivering high-quality services and payments to the community on behalf of government. Our agency's responsibilities include Centrelink, Medicare and Child Support services, as well as whole of government services such as myGov. **Duties**

Job description
The agency is seeking candidates to fill two Chief Counsel roles, which provide strategic legal advice and assistance to the Chief Executive Officer, the Executive and the Minister for Government Services. The successful candidates will need to work in an effective partnership, noting together, they are responsible for overseeing a large and dynamic legal practice including one of the Commonwealth's leading litigation practices.

Chief Counsel Customer

The **Chief Counsel Customer** division manages and provides advice on:

- administrative law and statutory interpretation issues relating to social security, health, aged care, emergency management and child support programs.
- litigation, including social security, child support and health program reviews before the Administrative Review Tribunal (ART), and related appeals from the ART
- Artificial Intelligence, automation initiatives, privacy and data governance issues, including undertaking privacy impact assessments and secrecy reviews
- myGov and the Digital ID Act.

Chief Counsel Corporate

The **Chief Counsel Corporate** division manages and provides advice on:

- strategic and operational privacy matters, including privacy governance and uplifting capability in relation to release of personal information, and broader engagement with the Office of the Australian Information Commissioner (OAIC) regarding privacy complaints, reviews and determinations, and opportunities for privacy policy and law reform
- managing the Freedom of Information (FOI) function of the agency, including external review by the FOI Commissioner and the ART.
- managing the agency's relationship with the Commonwealth Ombudsman
- employment law matters, including advice and advocacy on employment law, industrial relations and work health and safety
- customer compensation under the Scheme for Compensation for Detriment caused by Defective Administration (CDDA), legal liability and other discretionary mechanisms
- general procurement, contracting, technology related commercial issues and property matters.

About you
We are looking for outstanding leaders who:

- are passionate about guiding, mentoring and building the capability of a large multidisciplinary team of talented legal professionals to maintain a culture of excellence and ethical practice
- are authentic collaborators, with a team focus to seamlessly lead a division in close partnership with the other Chief Counsel
- think at a strategic level to develop and implement legal strategies that align with our values, purpose, goals and objectives
- will exercise sound judgement in advising the CEO, executives and Minister on legal issues and risk assessment/mitigation in agency decision-making, while ensuring compliance with all applicable laws, regulations and standards (including when to seek external legal expertise and managing these relationships)

- possess excellent interpersonal skills and the ability to engender respect and trust of internal and external stakeholders
- bring a strong customer and business focus, recognising the essential role that the agency plays in the community.

Qualifications

- Bachelor of Laws degree or equivalent
- Admission as a legal practitioner in an Australian court
- Eligibility to hold an unrestricted practising certificate

This role may be filled on an ongoing or non-ongoing (fixed term) appointment.

A merit pool may be established to fill future vacancies should they become available.

The position is located in **Canberra**, with other locations considered by exception.

Salary and benefits

- The Senior Executive Band 2 level offers an attractive remuneration package, including 15.4% superannuation and salary packaging options
- Conditions that support your health, wellbeing and lifestyle
- Generous leave provisions, including accruable annual leave of 23 days per year, with the capacity to purchase an additional 4 weeks of annual leave per year after 12 months of service
- Accruable personal leave, including sick and carer's leave at 18 days per year.

Eligibility

To apply, you need to be an Australian citizen.

You'll need to pass our pre-employment screening process, which includes a pre-employment check, and where relevant, a working with children and vulnerable people check.

You'll also need or have the ability to acquire an Australian Government security clearance to the appropriate level for the position. This will be arranged for you, if you're successful.

Apply
To obtain a candidate pack or submit an application, please follow the link. Applications must be submitted using the online recruitment system:

https://www.beaumontandbeaumont.com.au/11506

You are required to provide a statement of no more than 1,000 words outlining your background, skills and experience and how they relate to the requirements of the role. You will also need to submit a resume that outlines your career history, qualifications and achievements.

If you have any queries, need assistance with the application process, or if you would like to have a confidential conversation regarding the role, please contact Jonathan Beaumont on 02 6126 4500 or via servicesaustralia@beaumontandbeaumont.com.au (Ref: 11506). Enquiries will be kept in strict confidence.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11506

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Social Services

Vacancy VN-0759395

National Disability Insurance Agency

Closing Date:Sunday 29 June 2025

Service Design and Improvement
Service Design

Job Title	Branch Manager Service Design and Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	https://www.ndis.gov.au

Job Description

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

About the role

The Branch Manager Service Design Delivery is an SES Band 1 position, reporting to the General Manager Service Design. The Branch Manager has 10 direct reports, and responsibility for a Branch of between 100 - 140 staff located across multiple locations.

It is preferred that the role is performed from Richmond or Geelong. Consideration will be given to other locations including Canberra and Sydney.

The Branch Manager Service Design Delivery is responsible for the end-to-end participant journey. The role identifies opportunities to design, improve, and implement changes to processes, products and systems to improve the participant, staff, partner and provider experience.

This is a critical leadership role working collaboratively with business, technical, sector engagement and policy leaders to ensure a holistic approach is taken to the end-to-end design and delivery of services. The Branch Manager is responsible for setting the vision for the participant journey and overseeing governance of any changes.

The Branch Manager role oversees and manages a prioritised backlog of new features and continuous improvements, balancing long term vision with short term priorities and ensuring a streamlined approach from design into development and deployment. The role provides expert strategic advice to the General Manager, Executives, and Board on service design challenges, opportunities, and priorities. They ensure service design methodologies and mindsets contribute to improved participant outcomes and support the effective delivery of the NDIS.

Duties

About you

You are an authentic and dedicated leader with a contemporary service design skill-set and a proven track-record managing complex organisation level process design, planning and delivery, large scale social policy reform or participant experience design

functions, ideally within a large service provider, large service design consultancy or related Government setting. Proven experience as a strategic design practitioner with a successful track-record managing large teams in human centred design, including planning and research, facilitation, ideation and delivery is key. Although not a pre-requisite, relevant education and professional certifications such as in business or service design (UX/UI) or project management will also be highly regarded and help you to capitalise on opportunities within the organisation.

As a progressive leader, an innovator, and a forward-thinking strategist, you approach challenging situations with optimism and curiosity. You enjoy working with people and bring energy and commitment to our shared passion for driving social change, so people with disability have choice and control over their lives.

This role is ideal for a leader with a passion for equity, justice and wellbeing of people with disability.

What we're looking for in our ideal candidates:

- senior service design and digital leadership, with proven ability to lead complex service and digital transformations, embed strong ways of working and execute on long term strategy.
- a track record of great relationship building, with proven capability to maintain and leverage effective relationships with stakeholders.
- focuses strategically and is able to set and explain strategic direction for the team to deliver outcomes against accountabilities.
- ability to navigate complexity and exhibit integrity, drive and resilience in dynamic and personally challenging environments.
- A customer-centric mindset with a passion for understanding the business needs of the customers who interact with the Branch/Division and working closely with them to address their needs within the NDIA's risk appetite and relevant compliance requirements.
- A natural connector and collaborator who thrives on working across teams, identifying shared goals and working in a highly matrixed organisation.
- Curiosity and preparedness to learn, question the status quo and develop a culture of continuous improvement.
- A leader who promotes respectful standards of behaviour, reflects on their own biases and behaviours, and demonstrates how they are contributing to promoting a respectful culture, workplace, programs and policies that empower staff and puts participants at the heart of everything we do.

For more information regarding the capabilities required of SES APS leaders, please consider the relevant Leadership Profile in line with the APS Integrated Leadership System (linked).

Eligibility

What you should know

To be eligible for employment with the NDIA, you must be an Australian citizen. A candidate's suitability for employment with the Agency will be assessed through a pre-employment screening process. This will include a criminal history check and the ability to obtain and maintain an Australian Government security clearance, at the Negative Vetting 1 level. This will be arranged for you, if successful.

The NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the requirements of the role. We strongly and actively encourage applicants from a diverse range of backgrounds and experiences, particularly people with disability, and including First Nations peoples, people from culturally and linguistically diverse (CALD) backgrounds and LGBTIQA+.

Application Instructions

Please apply via https://watermarksearchinternational.snapforms.com.au/form/ndia quoting Ref No A006007

Your application should include:

- A complete current resume
- A one-page pitch (maximum 750 words) quoting reference A006007

Your pitch is an opportunity to tell us why you are the right candidate for the Branch Manager, Service Design Delivery position. It should highlight relevant examples and accomplishments that demonstrate:

- Why you want to work in the Service Design division.
- What you will contribute to the role.
- How you will build and champion the NDIA's vision to improve outcomes for people with disability through innovation and collaboration.

Be sure to highlight relevant examples and accomplishments that demonstrate your suitability for the role. You can use the SES Band 1 Work Level Standards to ensure you pitch at the right level.

The closing date for applications is 11.59 pm AEST Sunday, 29th June 2025

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you.

Further information can be found at https://www.apsc.gov.au/recruitability

Reasonable adjustments and support for applicants

Reasonable adjustments are available to support applicants through the process.

Reasonable adjustments could include:

- An Auslan interpreter
- Extra reading time during assessment activities, or
- Accessible software.

If you would like to receive a comprehensive candidate pack, would like to receive it in another format or would like to discuss the provision of reasonable adjustments please contact **Chris Grant** on **0493 714 171** or **Alison Myatt** on **0412 630 817** using the National Relay Service 133 677 if required https://www.accesshub.gov.au/about-the-nrs or email search@watermarksearch.com.au.

Notes

About the NDIA

The NDIA's role is to implement the National Disability Insurance Scheme (NDIS), which will support a better life for hundreds of thousands of Australians with a significant and permanent disability and their families and carers.

The NDIA is an independent statutory agency which operates within a legislative and regulatory environment. We adhere to the Australian Public Service Code of Conduct as set out in section 13 of the Public Service Act 1999.

Our work is driven by the Corporate Plan which provides strategic direction to achieve our purpose of making a difference so that people with disability can choose and achieve their goals.

The NDIS Values are:

- We value people – We put participants at the heart of everything we do.
- We grow together – We work together to deliver quality outcomes.
- We aim higher – We are resilient and always have the courage to do better.
- We take care – We own what we do, and we do the right thing.

Our values reflect our passion and commitment to building a positive, participant-centred culture.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Chris Grant, 0493 714 171
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759466

National Disability Insurance Agency

Closing Date:Thursday 26 June 2025

CHIEF CORPORATE AND COMMERCIAL OFFICER
PROCUREMENT BRANCH

Job Title	APS6 Corporate and Commercial Division Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Brisbane QLD
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Hiring manager is flexible where the employee works & willing to negotiate what will work best
Classification	APS Level 6
Position Number	1397_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA is currently seeking to fill multiple APS6 roles within the Chief Commercial and Corporate Officer Division.

The Chief Commercial and Corporate Officer Division is responsible for the delivery of travel, fleet vehicles, operational climate sustainability reporting, information management, mail, procurement, property, and shared services account management. We coordinate a range of Agency planning and reporting processes, key agency publications such as the Annual Report and Corporate Plan as well as support a continuous improvement programme for the Enabling Services Group. This Division is also responsible for the delivery of transformation and improvement services to improve systems and processes across Agency enabling services.

What we're looking for in our ideal candidates:

- Provide detailed technical, professional, policy, operational support and advice in relation to complex problems.
- Comfortable with change and able to adjust strategies as needed.
- Have strong stakeholder engagement skills with the ability to identify and escalate issues.
- Perform work that involves team leadership and management responsibilities requiring the setting of priorities and managing workflows of a team.
- Have relevant transferrable experience.

If you have these skills and experience, we encourage you to apply. **Duties**

Where you can add value

Every day at the NDIA will bring you new challenges and achievements. Your capacity to contribute to the community will afford you a level of satisfaction while also being able to have the opportunity to work on a diverse range of tasks, including, but not limited to:

APS6 Business Improvement

Responsibilities of the role may include:

- Attend and contribute to workshops and meetings to identify and understand problems.
- Assist in implementing Portfolio and Program Management, Governance, and controls frameworks.
- Support adherence to project delivery frameworks and ensure output meets customer requirements.
- Engage in operational model development, process optimisation, and performance analysis and reporting.

APS6 Corporate Operations

Responsibilities of the role may include:

- Providing specialist advice and support to NDIA staff of travel, fleet, contract management, mail and other corporate operations matters.
- Engaging with Services Australia on NDIA operational matters relating to contract management, travel, and fleet issues including leasing arrangements and all other vehicle maintenance matters.
- Undertaking team planning, task assignment and monitoring activities to support delivery and completion of work.
- Tracking, monitoring and reporting on section workload and managing stakeholder inquiries.

APS6 Information Knowledge Management

Responsibilities of the role may include:

- Providing leadership and direction based on business area priorities to the team.
- Maintaining, applying and disseminating specialist knowledge of NDIA’s legislative obligations relating to records and information management.
- Driving the development and maintenance of policies and processes to ensure records and information management compliance.
- Providing specialist information management advice and recommendations to individuals and teams across the Agency.

APS6 Procurement

Responsibilities of the role may include:

- Working collaboratively with NDIA business areas as a procurement business partner to establish appropriate procurement methodologies, preparing a range of procurement documentation, evaluating tenders and negotiating contracts.
- Managing and undertaking procurement reporting and verification activities, and processing procurements through the financial management system.
- Maintaining and implementing procurement and contract management policies, procedures, and frameworks.
- Contributing to procurement planning activities within the wider Procurement Team and across the Agency.

APS6 Property

Responsibilities of the role may include:

- Working with internal and external stakeholders, undertaking property submissions and acquisition of new property or shared premises arrangements with other co-location partners.
- Undertaking block and stack activities, and managing site moves in consultation with all stakeholders and business areas.
- Managing projects and contracts for enabling services including budget management, scope development and contract administration.
- Providing NDIA staff with advice and support for fleet, mail and other corporate operations matters.

For more detailed information regarding the duties and responsibilities of each available role, please refer to the attached candidate packs. **Eligibility**

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Mary Brucic, 02 6217 0846
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759483

National Disability Insurance Agency

Closing Date:Wednesday 25 June 2025

Chief Information Officer Division
Agency ICT Services Branch

Job Title	EL1 Assistant Director Site Technology & Networks
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	Executive Level 1
Position Number	1515_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Assistant Director of Site Technology is responsible for digital services at more than 150 site offices. This role has responsibility for a team of IT professionals and multiple external vendors. The management of key external vendors includes product suitability, operations, procurement, finance, and service level expectations. The position requires capability in identifying appropriate hardware and software solutions, digital implementations, and leading the next generation employee digital experience. In addition to managing a nationally distributed team, the Assistant Director of Site Technology is also responsible for presenting technical designs to senior ICT managers of the Agency's architecture board.

The Agency ICT Services Branch is responsible for supporting all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM.

The branch provides and support ICT services to Agency Staff and Partners. This includes the design, build, and maintenance of ICT applications, infrastructure, and hardware. The branch manages the relationship with Services Australia and other external ICT service providers within the agreed service levels, providing ICT Support to Agency Staff and Partners, transitioning and managing new ICT services and improving ICT services to meet business requirements.

The Site Technology and Networks Section sits within the Agency ICT Services Branch and provide all technology solutions to our offices around the country.

Duties

In the role of NDIA EL1 Assistant Director Site Technology and Networks, tasks may include but are not limited to:

- Lead the Agency's Site delivery of technology support services
- Management and direction of technical staff and team leaders
- Support the ICT Services strategy to ensure the delivery of a next generation technologies and solutions
- Financial management of vendors as well as procurement activities in line with Commonwealth Government requirements
- Contribute to the design and implementation of an operating model that reflects new ways of working
- Communicate effectively with key stakeholders, senior executives
- Implementation and management of technical change management activities
- Evaluating and implementing new systems and infrastructure
- Engage with business stakeholders at all levels to manage service delivery, building strong relationships and managing service review and foster a positive culture aligned with Agency values.
- Build and maintain effective working relationships with internal and external stakeholders

In this role, you will demonstrate technical skills as EL1 Assistant Director Site Technology and Networks, and have experience delivering ICT projects. You will possess effective people skills and display exceptional leadership qualities.

You will exhibit a positive contemporary attitude to people with disability and have a high-level understanding and knowledge of disability and its impact on individuals.

The following will be viewed as favourable:

- Demonstrated minimum of 5 years working in technology in a leadership position.
- A strong technical background covering Infrastructure, Hardware, Software, Networking, Cyber Security & Cloud.
- Demonstrated ability to meet agreed work targets and standards.
- Demonstrated leadership in operational environments.
- Experience with ICT frameworks such as ITIL will be highly regarded.
- Information Technology Infrastructure Library v4 is highly recommended.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Lachlan McKenna, 0418 787 565
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759548

National Disability Insurance Agency

Closing Date:Thursday 26 June 2025

Service Design Division
Service Guidance Branch

Job Title	NDIA APS5 Service Guidance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Adelaide SA, Geelong VIC, Richmond VIC
Salary	$86,624 - $93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Will consider flexible working arrangement
Classification	APS Level 5
Position Number	1457_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose
Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

A new role awaits
The NDIA currently has a role in their Service Guidance Branch for an APS5 Guidance Officer who is enthusiastic about a meaningful role that contributes to the NDIA's objectives to build a world class Scheme. Join a team of talented people in a collaborative and supportive workplace.

Leverage your excellent communication and time management skills in a collaborative environment. Join our passionate team and make a real social impact every day.

The Service Guidance Branch is part of the Service Design Division at the NDIA. We are a national branch with staff in VIC, NSW and SA.

Our role is to develop clear, accessible guidance for all NDIA staff, participants and the wider disability community.

We work across the NDIA, collaborating closely with subject matter experts such as policy, legal, service design, ICT and service delivery, to analyse and translate complex and technical information into plain English, accessible, fit for purpose guidance, which supports NDIA staff in their day-to-day work.

Duties

Where you can add value
Duties include but not limited to:

- Researching, drafting and updating internal and external guidance with a participant focus that reflects the Agency's policy positions and meets agency's plain English and accessibility standards.
- Interpreting the policy and legislative environment the branch operates in, including understanding and translating the NDIS Act and NDIS Rules into Our Guidelines.
- Developing or updating guidance material in response to participant and external stakeholder feedback.
- Understanding the key stages of the participant pathway, specific participant cohorts and technical processes within SAP CRM and PACE business system requirements.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Please refer to the APS Work Level Standards. These have general statements about the broad requirements for each classification level.

Enough about us, let's talk about you
What we're looking for in our ideal candidate:

- Excellent communication skills and ability to work collaboratively with internal and external stakeholders and represent the work area in relation to guidance development.
- Ability to use plain English writing skills to translate legislation rules and policy into audience appropriate content.
- Develop project plans, monitor project progress and manage priorities.
- Ability to manage multiple priorities while maintaining high work standards and accuracy, meeting defined timeframes and performing other duties as requested.

Eligibility

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

- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

This role can be performed from our offices in Newcastle NSW, Adelaide SA, Geelong VIC or Richmond VIC, with flexibility to work some days from home. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

Applications for this role close Thursday 26 June 2025, 11.30pm AEST

If you have any questions, please contact Renae Nott on (03) 5273 0495 or email renae.nott@ndis.gov.au

With the exception of personal details, applications can NOT be edited or updated once submitted

for consideration. Please make sure you are completely satisfied with your entire application before submitting.

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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To Apply

Position Contact	Renae Nott, (03) 5273 0495
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759561

National Disability Insurance Agency

Closing Date:Sunday 29 June 2025

Strategic Communications
Media Media Portfolio

Job Title	EL1 Assistant Director Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Richmond VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	Executive Level 1
Position Number	1641_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a job where you can use your communications and media skills to create real social impact? The NDIA Media Team is seeking a motivated and skilled EL1 Assistant Director.

We are looking for an exceptional communicator with high impact writing skills and the ability to translate complex information for easy understanding. You will have a passion for delivering best-practice communications, embodying inclusive NDIA values.

You will be creative and collaborative, thriving in a fast-paced environment to meet tight deadlines and taking initiative to craft creative solutions while demonstrating leadership skills through the supervision of staff. You will be confident at the helm and comfortable rolling up your sleeves alongside your colleagues.

The NDIA Media Branch engages with the community through media, social media, digital media and events to help participants, providers and the broader community to understand and navigate the NDIS. The Media Team sits within the Branch, working with key stakeholders including ministerial offices. The Media Team manages media relationships, responds to media enquiries and proactively promotes the success of the NDIS through announcements on Scheme reform, initiatives and outcomes, media spokespeople activity and individual stories of NDIS participants.

You will have strong experience in media and/or communications, with relevant qualifications considered favourably. You will have demonstrated experience in managing multiple competing priorities, with the ability to build relationships with a diverse range of stakeholders.

You will have exceptional written and verbal communication skills and an ability to translate technical material for general

audiences. You will be experienced in dealing with media enquiries and engaging with journalists, producers and editors. You will have high-level presentation skills and the capacity to represent and negotiate on behalf of the Agency, across a range of forums.

In line with the values and mission of the NDIA, you will have a positive contemporary attitude to people with disability, along with understanding and knowledge of disability and its impact on individuals. This role will provide you with opportunities to make a real difference in the lives of people with a disability and contribute to the success of the NDIA for generations to come.

Duties

As the EL1 Assistant Director Media, you will contribute towards a consistent, strategic media approach across the Agency. You will provide advice and solutions for complex media issues and guide team members to build skills and capacity.

Responsibilities include but are not limited to:

- Managing and responding to media enquiries and working within an after-hours rotational on-call media roster.
- Collaborating with stakeholders to support NDIA announcements and media opportunities.
- Writing media releases, pitches, speeches and briefing documents.
- Working with ministerial offices and government agencies and departments.
- Fostering creativity and innovation in all media-related activities.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.
- While this role is ideally performed from ACT - Deakin, NSW - Surry Hills, VIC - Geelong, VIC - Richmond, QLD - Brisbane, SA - Adelaide, WA - Perth, remote working arrangements may be considered.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Shaun Phillips, 0438 184 468
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759585

National Disability Insurance Agency

Closing Date:Sunday 29 June 2025

Chief Financial Officer Division
Budget Management Strategy Support Budget Strategy

Job Title	APS6 Finance (Budget Strategy) Professional Stream
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Brisbane QLD, Robina QLD, Richmond VIC
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hiring manager may be flexible where the employee works & willing to negotiate what will work best
Classification	APS Level 6
Position Number	1683_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA's Budget Management Strategy Support Branch is seeking an APS6 Finance Officer to join its team. The Branch sits within the Chief Financial Officer (CFO) Division and is responsible for delivering the agency's internal and external budgets and costings, developing and managing the agency's budget strategy to seek central agency support for investment in the agency and the scheme, management reporting and the provision of finance business partnering services to the agency.
The Budget Strategy Team is responsible for shaping the agency's budget strategy and associated documents. The team also coordinates and leads the agency's liaison with the Department of Health, central and other Commonwealth agencies on budget-related matters.

This job is being offered as a Professional Stream role. Mandatory Qualifications apply for the Professional Stream:
For applications within the professional job stream the successful applicant must possess and maintain relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

What we're looking for in our ideal candidate:

- They will have demonstrated Government budget experience (either or both external or internal budget) and a good knowledge of the Australian Government budget processes.
- They will be able to work independently and demonstrate high levels of strategic thinking for decision making, and strong written and verbal communication skills.
- They will have excellent communication and interpersonal skills, as they will be working with senior leaders and other stakeholders. They will be able to tailor communication to target audiences
- They will be able to engage in complex problem solving and issues management

You will need to hold CA/CPA qualifications and be able to provide these at the application stage.

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

Where you can add value

The APS6 Finance offer role will offer you an opportunity to use your keen eye for detail, further develop your skills and knowledge and work with a dynamic and innovative team.

Some of the role responsibilities will include:

- Preparation of policy papers to support the agency's internal and external budget strategy. This will include translation of technical budget material into material appropriate for sharing with senior executive, including members of the NDIA's Strategic Leadership Team.
- Using their understanding of Microsoft Excel, provide direction to and lead the development and maintenance of the agency's costings template.
- Development and maintenance of team governance and standard operation procedure documents and process maps.
- Coordination of costings, and provision of assistance and advice to business areas in completion of costings.
- Extensive liaison and communication across the agency and beyond, with potential for exposure to stakeholders at all levels

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Giles Lamb, 0424251908
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759632

National Disability Insurance Agency

Closing Date:Tuesday 01 July 2025

CHIEF FINANCIAL OFFICER DIVISION
BUDGET MANAGEMENT STRATEGY SUPPORT BUDGET STRATEGY

Job Title	APS5 Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC, Deakin ACT, Surry Hills NSW, Robina QLD, Brisbane QLD
Salary	$86,624 - $93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hiring manager is flexible where the employee works & willing to negotiate what will work best.
Classification	APS Level 5
Position Number	1684_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA’s Budget Management Strategy Support Branch is seeking an APS5 Finance Officer to join its team. The Branch sits within the Chief Financial Officer (CFO) Division and is responsible for delivering the agency’s internal and external budgets and costings, developing and managing the agency’s budget strategy to seek central agency support for investment in the agency and the scheme, management reporting and the provision of finance business partnering services to the agency.

The Budget Strategy Team is responsible for shaping the agency’s budget strategy and associated documents. The team also coordinates and leads the agency’s liaison with the Department of Health, central and other Commonwealth agencies on budget-related matters.

What we’re looking for in our ideal candidate:

- They will have demonstrated Government budget experience (either or both external or internal budget) and knowledge of the Australian Government budget processes.
- They will have good communication and interpersonal skills, as they will be working a variety of stakeholders. They will be able to tailor communication to target audiences.
- They will have excellent communication and interpersonal skills.
- Experience working with financial systems such as SAP, is desirable.
- Qualifications or relevant experience in accounting, commerce, business and/or finance are desirable but not essential, as is membership of a professional body.

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

Duties

Where you can add value

The APS5 Finance Officer will work as part of a small team, produce high quality written and analytical work to support the team and through them the staff of the broader agency in developing Commonwealth Budget proposals and costings:

- Using their understanding of Microsoft Excel, develop and maintain the agency's costings template.
- Using their knowledge of Microsoft Word, develop and maintain the agency's costings justifications.
- Using their knowledge of financial frameworks, provide high quality written and oral advice.
- Liaison and communication across the agency and beyond.
- Maintenance of team material, including templates, operating procedures, user guides, registers, folders and sharepoint information.
- Drafting of communications, cross-branch and cross-division liaison and stakeholder engagements.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
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- Should a non-ongoing position become ongoing, then a merit list established through this selection process 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Giles Lamb, 02 6132 5040
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759640

National Disability Insurance Agency

Closing Date:Tuesday 01 July 2025

Chief Financial Officer Division
Scheme Claims and Payments Branch

Job Title	APS3 Payments Officer - Affirmative Measures, Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Brisbane QLD, Geelong VIC, Richmond NSW, Midland WA, Adelaide SA
Salary	$67,974 - $76,130
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work Arrangements to be discussed with the Line Manager
Classification	APS Level 3
Position Number	1704_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We at NDIA are seeking to fill multiple APS3 Payment Officer positions within the Scheme Claims and Payments Branch. The Scheme Claims and Payments Branch facilitates Scheme payments, ensures payments are processed correctly, on time and in accordance with governance requirements. The position supports the application of routine clerical, administrative, and payment processing tasks and may include some structured research and analysis activities. The work is completed under direction, with a strong emphasis on collaboration, adherence to established procedures, and ongoing learning and development.

The APS3 Payments Officer may engage in limited public contact and is expected to provide accurate and clear advice on moderately routine matters to internal and external stakeholders. As part of a supportive team, this role is suited to individuals

who are building their skills in a structured environment with regular support and training

***Affirmative Measures** – This job is open ONLY for people with disability. The affirmative measure position is to improve employment opportunities for people with disability in the Australian Public Service. To be part of the affirmative measures employment process applicants must be able to provide evidence of their disability at the offer stage.

Duties

The National Disability Insurance Agency (NDIA) is seeking candidates to fill APS3 Payments Officer vacancies as part of our commitment to inclusive employment through Affirmative Measures – Disability.

· Investigating and resolving outstanding payment requests that have been rejected through the myplace provider and participant portals.

· Engaging with internal and external stakeholders to resolve payment enquiries.

· Processing manual payments to providers and self-managed participants.

· Working to resolve payment issues, guided by legislation, NDIA policies and standards, and Payments Branch Standard Operating Procedures (SOPs).

· Contributing to decision-making within the team and work area.

· Meeting team and individual work resolution targets consistently.

· Ensuring knowledge of and compliance with legislative, financial and administrative frameworks.

· Maintaining an awareness of government decision-making processes, Agency guidelines and regulations.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

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- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Ben Farrell-Chalmers, +61 3 5273 1026
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759655

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 02 July 2025

People and Culture
Planning, Performance and Delivery

Job Title	Director - Planning, Performance and Delivery (PPD)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Melbourne VIC, Parramatta NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA
Salary	$141,800 - $167,184
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	116_06/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Directors within Planning, Performance and Delivery Branch will lead and/or coordinate initiatives and programs of work across the Commission to achieve whole-of-organisation strategic priorities. The Directors each lead a team to support strategic planning and governance, enterprise change coordination and delivery, and enterprise reporting. Each Director will drive the uplift in capability and continuous improvement of strategic capability across the Commission.

Planning, Performance and Governance

This team leads the Commission’s annual performance cycle and planning ecosystem, ensuring that strategic intent translates into practical, measurable outcomes. The focus is on embedding planning and governance approaches that are useful, connected and aligned to how the business actually works. The team partners with business areas to enable meaningful planning, performance storytelling and continuous improvement, while ensuring accountability through compliance with the Public Governance, Performance and Accountability Act 2013.

Change Office

This team operates as a strategic enabler that supports and coordinates enterprise-level change initiatives to ensure delivery of strategic priorities. The Change Office partners with business areas to provide fit-for-purpose tools, change enablement support, visibility of change impacts and

practical frameworks to help teams deliver outcomes successfully. The team fosters alignment, anticipates risks to delivery and drives consistent and people-centred approach to implementing change across the Commission.

Duties

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

- lead and manage a team that contributes to enterprise strategic priorities and programs of work
- develop and deliver enterprise strategies, frameworks, and business processes to ensure consistency and continued alignment with strategic and operational outcomes of the Commission
- manage the delivery of the enterprise governance framework, including the organisational planning cycle, preparation of corporate documents, and other complex high profile, strategic corporate artefacts
- lead the development, reporting and continuous improvement of Commission performance measures in alignment with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- lead the implementation of enterprise-level change frameworks and tools that promote visibility of strategic initiatives, support change adoption and readiness, and foster alignment across teams
- drive the adoption of practical, human-centred change management approaches across the Commission
- provide timely and expert advice that informs recommendations and decisions
- prepare executive briefings, papers and advice for senior executives, committees and the Minister
- execute delegations with due consideration for good administrative decision making, legislative obligations and Commission policies.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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

To Apply

Position Contact	Pier Robinson-Tafft, Pier.Robinson-Tafft@ndiscommission.gov.a
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0759580

Australian Bureau of Statistics

Closing Date:Sunday 29 June 2025

Census and Population Division
Census Field Operations

Job Title	National Lead (EL1), 2026 Census Inclusive Strategy (Affirmative Measure – Aboriginal and Torres Strait Islander peoples)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Brisbane QLD, Belconnen ACT, Sydney NSW, Adelaide SA, Docklands VIC, Perth WA, Darwin NT, Hobart TAS
Salary	$117,593 - $135,935
Future Merit Locations	Brisbane, Belconnen, Sydney, Adelaide, Docklands, Perth, Darwin, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements
Classification	Executive Level 1
Position Number	25/NL_AM__EL1
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=68103BE3-3524-71CE-B4C9-E3EE6A29C572

The Australian Bureau of Statistics (ABS) is looking to fill the role of **National Lead, 2026 Census Inclusive Strategy,** in our Census and Population Division*.*

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measure** guideline. This is your opportunity to increase the participation of Aboriginal and Torres Strait Islander people in the 2026 Census and ensure they have a safe and positive Census completion experience.

This position is at the Executive Level 1 classification level and is available till November 2026.

Duties

About the role

The successful candidate will lead a geographically dispersed team to refine and implement short term operational planning and engagement for the *Inclusive Strategy for Aboriginal and Torres Strait Islander Peoples in Urban and Regional Areas*.

This work aims to increase the participation of Aboriginal and Torres Strait Islander people in the 2026 Census and ensure they have a safe and positive Census completion experience.

It also focuses on ensuring the 2026 Census Inclusive Strategies and Engagement field workforce have the appropriate skills and support to undertake culturally informed and appropriate engagement with the public during operational periods.

As a National Lead you will:

- build strong relationships with Census colleagues, ABS partners and external stakeholders to recruit and provide a positive and safe experience for Aboriginal and Torres Strait Islander peoples in urban and regional areas in the 2026 Census
- lead the implementation of the *2026 Census Aboriginal and Torres Strait Islander Peoples in Urban and Regional Areas Inclusive Strategy* in partnership with key Census and ABS stakeholders
- work closely with stakeholders to provide a positive Census experience, including external stakeholder engagement, and supporting Inclusive Strategies and Engagement field workforce to have appropriate cultural skills and knowledge
- work with stakeholders to promote Census job, participation and completion opportunities, including:
    - promoting and recruiting temporary office-based operations roles
    - promoting and recruiting Inclusive Strategies and Engagement temporary field jobs across Australia

    - building trust and understanding of the Census with Aboriginal and Torres Strait Islander peoples and communities in urban and regional areas
- help build the representation of Aboriginal and Torres Strait Islander peoples in the workforce by helping candidates to complete the recruitment process.

What we are looking for (selection criteria)

We are looking for people who are keen to widen their skill set, but have most or all the following:

- a strong understanding of the issues affecting Aboriginal and Torres Strait Islander peoples
- a strong ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- ability to build strong, culturally safe working relationships with diverse stakeholders
- experience in leading teams and developing people
- strong ability to manage competing priorities and deliver in an operational environment
- strong written and verbal communication that adjusts to audiences
- demonstrated experience in supporting, engaging, consulting and negotiating with Aboriginal and Torres Strait Islander communities or stakeholders is highly regarded; this includes developing and maintaining stakeholder and supporter networks to understand and address the needs and issues of Aboriginal and Torres Strait Islander peoples.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment.

This position is only open to Aboriginal and/or Torres Strait Islander peoples. Eligible applicants are persons (and will be confirmed as part of pre-employment checks)

- of Aboriginal and/or Torres Strait Islander descent; and
- who identify as an Aboriginal and/or Torres Strait Islander person; and
- who are accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

You will be required to provide your Aboriginality and/or Torres Strait Islander Confirmation of Heritage when you submit your application or within 12 weeks of the application closing dates and/or before an offer of employment is made. If you are unable to obtain this, the Recruitment Team or our Indigenous Liaison and Strategy Officer can provide support to you in obtaining one.

Notes

How to apply

To apply, complete an online application form in the ABS e-recruitment system.

You will need to upload your current resume, provide referee details, and provide a statement of claims to the following:

*Referring to the qualities, skills and experiences in the Applicant Information Kit, please provide detail on how you meet the requirements of the role. Please limit your response to **500 words**.*

Applications close at 11:30 p.m. AEST on Sunday 29 June 2025.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Tanya Hornick, 07 32226403
Agency Recruitment Site	https://abs.nga.net.au/?jati=68103BE3-3524-71CE-B4C9-E3EE6A29C57

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Treasury

Vacancy VN-0759678

Australian Bureau of Statistics

Closing Date:Wednesday 02 July 2025

Census and Population Division
Census Field Operations

Job Title	Indigenous State Managers (APS 6), 2026 Census Inclusive Strategy (Affirmative Measure – Aboriginal and Torres Strait Islander peoples)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Belconnen ACT, Sydney NSW, Brisbane QLD, Docklands VIC, Hobart TAS, Adelaide SA, Darwin NT, Perth WA
Salary	$95,714 - $108,092
Future Merit Locations	Belconnen, Sydney, Brisbane, Docklands, Hobart, Adelaide, Darwin, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements
Classification	APS Level 6
Position Number	25/ISM_AM_APS6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=3588E2E6-7608-5F8C-5671-E3EF56DEEAD2

The Australian Bureau of Statistics (ABS) is looking to fill several ***Indigenous State Manager*** roles as part of our 2026 Census Inclusive Strategy***.***

These roles are only ***open to people who identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measure guidelines.*** This is your opportunity to increase the participation of Aboriginal and Torres Strait Islander people in the 2026 Census and ensure they have a safe and positive Census completion experience.

These positions are at the APS 6 classification level and are available from September 2025 to November 2026.

Duties

About the role

As an Indigenous State Manager you will lead a small team to:

- build strong relationships with Census colleagues, ABS partners and external stakeholders in the state/territory to recruit and provide a positive and safe experience for Aboriginal and Torres Strait Islander peoples in urban and regional areas in the 2026 Census
- lead the implementation of the ***2026 Census Aboriginal and Torres Strait Islander Peoples in Urban and Regional Areas Inclusive Strategy*** in the state/territory in partnership with key Census and ABS stakeholders
- work closely with stakeholders to provide a positive Census experience, including external stakeholder engagement, and supporting Inclusive Strategies and Engagement field workforce to have appropriate cultural skills and knowledge
- work with stakeholders to promote Census job, participation and completion opportunities in the state/territory, including:
    - promoting and recruiting temporary office-based operations roles
    - promoting and recruiting Inclusive Strategies and Engagement temporary field jobs across the state/territory
    - training Inclusive Strategies and Engagement temporary field staff across the state/territory
    - building trust and understanding of the Census with Aboriginal and Torres Strait Islander peoples and communities in urban and regional areas across the state/territory.

- help build the representation of Aboriginal and Torres Strait Islander peoples in the workforce by helping candidates to complete the recruitment process.

What we are looking for (selection criteria)

We are looking for people who are keen to widen their skill set, but have most or all the following:

- a strong understanding of the issues affecting Aboriginal and Torres Strait Islander peoples
- a strong ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples
- ability to build strong, culturally safe working relationships with diverse stakeholders
- experience in leading teams and developing people
- strong ability to manage competing priorities and deliver in an operational environment
- strong written and verbal communication that adjusts to audiences
- demonstrated experience in supporting, engaging, consulting and negotiating with Aboriginal and Torres Strait Islander communities or stakeholders is highly regarded; this includes developing and maintaining stakeholder and supporter networks to understand and address the needs and issues of Aboriginal and Torres Strait Islander peoples.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply

- will need to undertake pre-employment checks, including national police check and health assessment.

This position is only open to Aboriginal and/or Torres Strait Islander peoples. Eligible applicants are persons (and will be confirmed as part of pre-employment checks)

- of Aboriginal and/or Torres Strait Islander descent; and
- who identify as an Aboriginal and/or Torres Strait Islander person; and
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You will be required to provide your Aboriginality and/or Torres Strait Islander Confirmation of Heritage when you submit your application or within 12 weeks of the application closing dates and/or before an offer of employment is made. If you are unable to obtain this, the Recruitment Team or our Indigenous Liaison and Strategy Officer can provide support to you in obtaining one.

Notes

How to apply

To apply, complete an online application form on the **ABS e-recruitment system**.

You will need to upload your current resume, provide referee details, and provide a statement of claims to the following:

*Referring to the qualities, skills and experiences in the Applicant Information Kit, please provide detail on how you meet the requirements of the role. Please limit your response to **500 words**.*

Please read the attached Applicant Information Kit for more information about the business area and the recruitment process.

Applications close at 11:30 p.m. AEST on Wednesday 2 July 2025.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Tanya Hornick, 07 32226403
Agency Recruitment Site	https://abs.nga.net.au/?jati=3588E2E6-7608-5F8C-5671-E3EF56DEEAD

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Treasury

Vacancy VN-0759436

Australian Securities and Investments Commission

Closing Date:Tuesday 24 June 2025

Job Title	Junior Business Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	1864496
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

Duties

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

- **Permanent position**
- **Sydney based location. Hybrid working environment**
- **Salary from $78,720 to $82,842 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, 24 June 2025**

The team

The Digital, Data & Technology (DD&T) Portfolio Office delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC's strategic priorities. We work in close partnership with ASIC IT and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The Junior Business Analyst's role within ASIC is to gather business requirements for IT solutions, translate these to functional and non-functional requirements and be the IT SME during the design, build and testing of these solutions.

More specifically, you will:

- Work with the business SME's and IT teams to analyse business requirements to discover the underlying business need to be addressed, through workshops or discussions with stakeholders.
- Document requirements (business, functional and non-functional) in a format that can be shared and easily understood by business and IT stakeholders.
- Support the development of user interface designs utilising User Central Design (UCD) principles and practices to design user interfaces that conform with industry and Australian Government Accessibility and Usability principles, practices, and guidelines.
- Assist with testing preparation and execution.
- Assist with UAT preparation and system implementation including the development of user manuals and training.
- Assist on projects as required.

About you

The ideal candidate this role will be a proactive and detail oriented professional who possesses strong analytical and communication skills.

In addition, you will have:

- Relevant tertiary qualifications in IT.
- Experience in the use of industry process modelling tools and requirements management tools.
- Knowledge of process modelling (including the use of BPMN) data analysis and modelling.
- Knowledge of requirements gathering and documentation.
- Knowledge of automation is desirable.
- Good troubleshooting and analysis skills.
- Ability to manage multiple tasks at once.
- Ability to contribute to a variety of IT projects and activities.
- Ability to effectively present information to different target audiences both verbally and in writing.
- Ability to work independently with limited supervision and be accountable for outcomes.

Click ‘apply' to start your application.

Applications will close at 11:59pm AEST, 24 June 2025.

About ASIC

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

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

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759521

Australian Securities and Investments Commission

Closing Date:Thursday 26 June 2025

Job Title	Business Readiness Analyst
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1862563
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

- **Can be based in Melbourne/Sydney/Perth. Other locations considered.**
- **From $123,444 - $136,097 (depending on experience) + 15.4% superannuation**
- **24 month Fixed Term Contract**
- **Applications close: 26 June 2025.**

The team

The Digital team enhances regulatory operations through business systems and user-centred design, managing core platforms like ASIC CRM, Regulatory Portal, Search, data repositories, and key digital channels, including the corporate website.

The role

As a Business Readiness Analyst, your role will encompass the following:

- Deliver communications, stakeholder engagement, and learning resources
- Assess change impacts, develop and coordinate business readiness and change plans for projects and initiatives
- Develop and maintain change roadmaps, partnering with stakeholders to transition and embed changes
- Provide business readiness updates through reports and presentations

About you

Qualifications & Experience:

- A relevant tertiary qualification in Information Technology/Business Management/Communications or a related field
- 3+ years of experience in change management
- Change management certification such as Prosci highly regarded
- Experience engaging stakeholders at all levels
- Experience working in project and agile environments

Capabilities:

Stakeholder Engagement and Communication: Build and maintain networks, ensuring effective communication.

Change Management: Plan, coordinate, and influence change while engaging stakeholders and measuring success.

Learning Agility: Quickly adapt to new requirements, trends, and developments.

Analytical Thinking: Extract, analyze, and interpret data to identify trends, risks, and solutions.

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

Applications close at 11:59pm AEST, 26 June 2025

About ASIC

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759527

Australian Securities and Investments Commission

Closing Date:Thursday 26 June 2025

Job Title	Business & Change Lead
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1862562
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

- **Can be based in Melbourne or Sydney. Other locations considered.**
- **From $147,074 - $158,578 (depending on experience) + 15.4% superannuation**
- **Permanent position**
- **Applications close: 26 June 2025.**

The team

The Digital team enhances regulatory operations through business systems and user-centred design, managing core platforms like ASIC CRM, Regulatory Portal, Search, data repositories, and key digital channels, including the corporate website.

The role

As a Business and Change Lead, your role will encompass the following:

- Lead and mentor a team of up to six practitioners, fostering collaboration and continuous improvement.
- Oversee resource allocation to support initiatives and ongoing activities efficiently.
- Manage a portfolio view of change, addressing impacts, benefits, risks, and issues at the strategic level.
- Define initiative vision and benefits, guiding business areas in achieving intended outcomes.
- Coach business leaders, build strong stakeholder coalitions, and drive strategic change.
- Develop and implement change strategies, minimizing resistance.
- Integrate change efforts with portfolio, program, and project leads across ASIC.
- Deliver change activities, including communications, engagement, and learning resources.
- Lead continuous improvement initiatives to enhance change and business readiness outcomes.
- Provide reports, presentations, and committee updates on change progress at project and portfolio levels.

About you

Qualifications & Experience:

- A relevant tertiary qualification in Information Technology/Business Management/Communications or a related field.
- Strong leadership and communications skills, with the ability to engage senior stakeholders and manage complex initiatives.
- Extensive background in organisational change within complex business and project environments.
- Change management certification such as Prosci highly regarded.
- Experience coaching people on standards and change practices.
- Experience engaging and influencing stakeholders across all levels.
- Experience in project management highly regarded.
- Experience working in fast paced project and agile environments.

Capabilities:

Stakeholder Engagement: Build and maintain relationships, effectively communicating complex messages.

Coaching: Mentor teams, address knowledge gaps, and enhance performance.

Change Management: Plan, coordinate, and influence change while engaging stakeholders and measuring success.

Project Management: Lead resources efficiently to meet goals, timelines, and budgets.

Learning Agility: Adapt swiftly, take initiative, and stay ahead of trends.

Analytical Thinking: Extract and analyze data to identify patterns, risks, and solutions.

Business Improvement: Identify opportunities, optimize processes, and drive impactful change.

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

Applications close at 11:59pm AEST, 26 June 2025

About ASIC

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759536

Australian Securities and Investments Commission

Closing Date:Sunday 22 June 2025

Job Title	Cyber Security Architect (Application Security)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1864386
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

Duties

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

ASIC's Cyber Security team is seeking a talented Cyber Security Architect (Application Security) to join their collaborative and high performing team.

- **Sydney or Melbourne Locations**
- **24 Month Fixed Term Position**
- **Salary from $131,752 to $144,386 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEST, Sunday 22 June 2025**

The team

The Cyber Security team provides a wide range of services including security architecture & design, incident response and cyber assurance for ASIC. We make use of the latest security technology with an increasing focus on automation and analytics to secure and support ASIC on its journey to be a 'best in class regulator supporting the Australian financial markets.

The role

As a Cyber Security Architect (Application Security), you will provide strategic leadership in the design, implementation, integration and governance of security solutions across cloud-based and hybrid environments. Your focus will be on enabling secure business operations while ensuring alignment with enterprise security standards. You will also collaborate with other architecture teams and contribute to broader cybersecurity programs and initiatives.

More specifically, you will:

- Act as a customer-facing specialist, leading detailed security architecture design and assessment sessions with solution architects, developers and business stakeholders.
- Evaluate the effectiveness of security controls in corporate applications to identify gaps, vulnerabilities and potential attack vectors.
- Collaborate with solution architects and application teams to strengthen security across existing platforms and services.
- Conduct and coordinate threat modelling and architecture reviews to validate the completeness of security controls.
- Facilitate the onboarding of technology services into the SOC threat monitoring program, including defining detection methods for solution-specific threats.
- Develop and maintain cybersecurity documentation, including solution designs, assessment reports and architectural artifacts.

- Support Cyber Security Team Leads in enhancing security tools, processes, culture and service delivery.

About you

The ideal candidate for the Cyber Security Architect (Application Security) role is an emerging or mid-level cybersecurity or engineering professional with hands-on experience in securing applications across cloud and hybrid environments. They will bring with them a strong technical foundation and practical knowledge of application security, while also demonstrating a clear ambition to grow into a strategic architectural role.

In addition, you will have:

- Tertiary qualifications and/or equivalent experience in a cybersecurity role, with demonstrated experience as a security architect.
- Proven experience in:
- Designing and implementing application security controls aligned with industry standards and best practices.
- Conducting security assessments to identify vulnerabilities and developing remediation plans.
- Collaborating with application teams to ensure timely resolution of security issues.
- Providing architectural leadership in Security Operations Centre (SOC) tooling and threat hunting, particularly with Microsoft Sentinel.
- Applying security frameworks and standards such as NIST, ISO 27001, ACSC ISM and the ASD Essential Eight to design secure solutions.
- Strong understanding of enterprise-scale cloud and hybrid infrastructure security.
- Excellent interpersonal, consultative, and communication skills, with the ability to convey complex information clearly to technical and project stakeholders.
- Security certifications are desirable but not essential (e.g., CISSP, CISSP-ISSAP, SABSA, CCSP or equivalent cloud security certifications).

Click ‘apply' to start your application.

Applications close at 11:59pm AEST, Sunday 22 June 2025.

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- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759537

Australian Securities and Investments Commission

Closing Date:Sunday 22 June 2025

Job Title	Cyber Security Architect (Identity)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1864385
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

Duties

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

ASIC's Cyber Security team is seeking a talented Cyber Security Architect (Identity) to join their collaborative and high performing team.

- **Sydney or Melbourne Locations**
- **24 Month Fixed Term Position**
- **Salary from $131,752 to $144,386 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEST, Sunday 22 June 2025**

The team

The Cyber Security team provides a wide range of services including security architecture & design, incident response and cyber assurance for ASIC. We make use of the latest security technology with an increasing focus on automation and analytics to secure and support ASIC on its journey to be a 'best in class regulator supporting the Australian financial markets.

The role

As a Cyber Security Architect (Identity), you will be responsible for delivering secure identity solutions through the design, implementation, and integration of security services that enable and support business operations. In addition, you will also collaborate with other architecture teams and contribute to broader cybersecurity initiatives and programs.

More specifically, you will:

- Serve as a customer-facing security architect, leading technical design and assessment engagements with solution architects, developers and key stakeholders.
- Design and oversee the implementation of security controls for Identity and Access Management (IAM) solutions.
- Evaluate the effectiveness of security controls to identify capability gaps, vulnerabilities and potential attack vectors.
- Collaborate with solution architects to strengthen security across existing platforms, services and solutions.
- Conduct and coordinate threat modelling and architecture reviews to validate the completeness of security controls.
- Support Cyber Security Team Leads in enhancing security tools, processes, culture and service delivery.

About you

The ideal candidate for the Cyber Security Architect (Identity) role is an emerging or mid-level cybersecurity or engineering professional with a strong development background and practical experience in identity and access management. They will have hands-on expertise in delivering technical solutions and show a clear aspiration to grow into a strategic architectural position.

In addition, you will have:

- Tertiary qualifications and/or equivalent experience in cybersecurity, with demonstrated experience as an architect specialising in identity solutions.
- Proven experience in:

- Implementing enterprise-scale IDM/IAM solutions (e.g., SailPoint, Entra ID, Silverfort).
- Designing and overseeing secure identity solutions aligned with ASIC security architecture standards.
- Applying cloud-native authentication and authorisation mechanisms, including MFA and SSO, with deep knowledge of IAM architectures.
- Developing and maintaining standards and procedures to safeguard internal and external identity environments.
- Leveraging industry frameworks and standards (e.g., NIST, ISO 27001, ACSC ISM, ASD Essential Eight) to design secure solutions.

- Strong technical aptitude with the ability to quickly learn and adapt to new security technologies and market trends.

- Demonstrated ability to assess, analyse, and resolve complex stakeholder queries using data, systems and reporting tools.
- Effective communicator, capable of presenting to both project teams and senior stakeholders.
- Formal security certifications are desirable, but not essential.

Click ‘apply' to start your application.

Applications close at 11:59pm AEST, Sunday 22 June 2025.

About ASIC

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- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

This notice is part of the electronic Public Service Gazette PS24 Weekly Gazette Thursday (Vacancy Notices) - 19 June 2025.pdf
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Treasury

Vacancy VN-0759538

Australian Securities and Investments Commission

Closing Date:Sunday 22 June 2025

Job Title	Cyber Security Architect (SOC)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1864387
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

ASIC's Cyber Security team is seeking a talented Cyber Security Architect (SOC) to join their collaborative and high performing team.

- **Sydney or Melbourne Locations**
- **24 Month Fixed Term Position**
- **Salary from $131,752 to $144,386 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEST, Sunday 22 June 2025**

The team
The Cyber Security team provides a wide range of services including security architecture & design, incident response and cyber assurance for ASIC. We make use of the latest security technology with an increasing focus on automation and analytics to secure and support ASIC on its journey to be a 'best in class regulator supporting the Australian financial markets.

The role
As a Cyber Security Architect (SOC), you will support the design, implementation, integration, and oversight of security solutions across cloud and hybrid environments, with a focus on enabling secure business operations. You will also collaborate with other architecture teams to ensure alignment with enterprise security standards and contribute to broader cybersecurity initiatives.
More specifically, you will:

- Act as a customer-facing technical specialist, managing security architecture requests and assessments with network, firewall, development, and business teams.
- Define security controls and operational protocols to protect cloud-hosted environments from misuse or unauthorized changes.
- Assess the effectiveness of security controls to identify gaps, vulnerabilities, and potential attack vectors.
- Evaluate hosted environments against ACSC ISM and industry-standard cloud security frameworks.
- Collaborate with IT operations and application teams to advise on security-related service and change requests.
- Support senior security architects in enhancing controls across existing platforms and services.
- Coordinate threat modelling and architecture reviews to validate the completeness of security controls.
- Contribute to the development of cybersecurity architecture principles, patterns, roadmaps, and frameworks.
- Facilitate the onboarding of technology services and solutions into secure environments.
- Create and maintain cybersecurity documentation, including solution designs, assessments, and architectural artifacts.

About you
The ideal candidate for the Cyber Security Architect (SOC) role is a motivated security engineer with hands-on experience in cloud and hybrid environments who ready to transition into an architectural role. They will possess a solid understanding of security operations, will be

familiar with frameworks such as the ACSC ISM and can assess and enhance security controls. They will also be confident working across technical teams, contributing to secure solution design, threat modelling and the development of security standards and documentation.

In addition, you will have:

- Tertiary qualifications and/or equivalent experience in a cybersecurity engineering role, with demonstrated capability in designing secure solutions.
- Proven knowledge and experience in:

- Security engineering across networking, operating systems and cloud environments.
- Designing secure architectures for AWS or Azure in line with platform security standards and frameworks.
- Responding to security architecture service requests and implementing appropriate containment and resolution actions.
- Leading the implementation of secure architectures for endpoint security, internet gateways, IPS/IDS and network infrastructure.
- Collaborating with IT teams including network engineers, system administrators and security professionals.
- Strong understanding of enterprise-scale cloud and hybrid infrastructure security.
- High technical aptitude with a commitment to continuous learning and awareness of evolving security trends.
- Demonstrated ability to assess, analyse, and resolve complex security architecture queries.
- Excellent interpersonal and consultative skills.
- Proven experience working collaboratively within cross-functional project teams.
- Formal IT and security certifications are desirable but not essential.

Click ‘apply' to start your application. Applications close at 11:59pm AEST, Sunday 22 June 2025.

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Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759541

Australian Securities and Investments Commission

Closing Date:Thursday 19 June 2025

Job Title	Risk and Assurance Partner
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1864005
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

- **Sydney/Melbourne/Canberra (other locations considered)**
- **From $126,716 - $140,180 (depending on experience) + 15.4% superannuation**
- **24 Month Fixed Term Contract**
- **Applications close: 19 June 2025.**

The team

The Digital, Data & Technology (DD&T) group drives transformational change and key technology services across ASIC, including IT, Cyber Security, Data, Digital, Portfolio Office, and Registry Connect (modernising business registers). The DD&T Portfolio Office ensures strategic delivery through governance, facilitation, assurance, reporting, and capability uplift in change and project management.

The role

In this role, you will lead and embed risk and assurance practices across the full delivery spectrum of project, program, and portfolio. Working in close partnership with Program and Project Managers, you'll provide expert guidance, facilitate independent reviews, and ensure alignment with ASIC's enterprise risk and governance frameworks.

You'll also engage directly with senior stakeholders, including the Executive Committee, Commission and key risk forums, delivering clear, actionable insights and driving continuous improvement.

Key responsibilities include:

- Developing and executing a portfolio wide risk and assurance plan
- Conducting complexity assessments and assurance reviews across projects and programs
- Facilitating risk workshops and coaching delivery teams
- Providing high quality risk reporting and analysis to senior governance forums
- Liaising with the Chief Risk Office to ensure strategic alignment
- Promoting risk maturity uplift through knowledge sharing and process improvements

About you

You will bring demonstrated deep experience in project, program and portfolio level risk management and assurance, with proven ability to influence and support senior stakeholders. Strong knowledge of frameworks and qualifications in PRINCE2, PMBOK, Agile and MSP will be highly regarded.

Other skills will include:

- Advanced written and verbal communication, capable of conveying complex analysis across all levels
- Proficiency in analysis and presentation tools (Microsoft suite, Power BI)
- Strong project risk management, collaborating with Project Managers and delivering ‘Centre of Excellence' services
- Experience in onboarding, coaching Project Managers in Risk and Assurance, and governance reporting
- Effective leadership and coaching skills, driving positive influence and results
- Strong organisational and time management, balancing multiple priorities in a fast-paced environment
- Excellent communication with technical expertise; experienced in data visualisation for reporting
- Relevant tertiary qualification

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

Applications close at 11:59pm AEST, 19 June 2025

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759543

Australian Securities and Investments Commission

Closing Date:Friday 27 June 2025

Job Title	Analyst - Geopolitical and Crisis Response
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3;APS Level 4
Position Number	1865825
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

These exciting opportunities sit within ASIC's Supervisory Cyber and Operational Resilience Centre (SCORC), a multidisciplinary team focused on enhancing the operational resilience of Australia's financial system. As an Analyst (Geopolitical and Crisis Response), you'll contribute to crisis preparedness, regulatory intelligence, and the analysis of global developments that influence domestic financial markets and regulated entities.

- **Brisbane, Canberra, Darwin, Melbourne, Perth or Sydney**

- **$78,720 - $112,011 (plus 15.4% superannuation)**
- **2-year contract opportunity**
- **Security Clearance: NV1 (ability to obtain and maintain)**

The team

Supervisory Cyber & Operational Resilience Centre (SCORC) supports ASIC's external crisis management capability. We help enable good outcomes for Australian markets and consumers by preparing for and responding to geopolitical crises, cyber security events, financial market instability, and other severe challenges. SCORC team members design crisis scenarios, participate in intra-Government simulations, develop targeted and actionable intelligence, maintain playbooks, and capture lessons learned.

The role

As an **Analyst (Geopolitical and Crisis Response),** you will:

- Provide clear, insightful analysis on geopolitical, technological and systemic risks, and their implications for ASIC, regulated entities, and financial consumers.
- Support ASIC's crisis response frameworks and participate in inter-agency scenario planning and simulations.
- Assist in maintaining ASIC's external crisis response plans and internal playbooks, ensuring they remain current, practical and aligned to sectoral risks.
- Contribute to the design and execution of technology and operational resilience supervisory initiatives.
- Provide program support across SCORC activities, including stakeholder engagement, team operations, reporting and project tracking

About you

You'll have tertiary qualifications in commerce, finance, economics or law, along with experience as an analyst - ideally gained in a corporate, consulting, government, academic or regulatory environment. You bring sound analytical skills and a strong ability to interpret data, identify trends, and assess risk in a complex and evolving environment. Experience in public sector administration or similar contexts is valuable, as is a working knowledge of regulatory systems and the ability to quickly grasp sector-specific issues. Exposure to crisis management or incident response practice will be well regarded.

You're collaborative, curious, and proactive—able to build strong relationships with internal and external stakeholders and work effectively across teams. You bring sound judgment, can adapt quickly to shifting priorities, and are comfortable working in situations that require initiative and strategic thinking. You're a strong communicator with the ability to influence and negotiate, and you bring a level-headed approach to complex or ambiguous issues. You think critically and laterally, bringing insight and creativity to your analysis, and you stay across developments that may affect your work. Most of all, you're committed to delivering high-quality outcomes and contributing to a positive, forward-thinking team culture.

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

Applications close at 11:59pm AEST, Friday, 27 June 2025.

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To work with us, you need to be an Australian citizen and be prepared to acquire and maintain an Australian Government NV1 security clearance.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, +61738674711
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759549

Australian Securities and Investments Commission

Closing Date:Friday 20 June 2025

Job Title	Senior Manager, Data & Analytics Technology
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1844424
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

As the Senior Manager for Data & Analytics Technology, you will take full responsibility for the technical delivery of Data platforms, encompassing architecture, design, work processes, data delivery, quality control, and production support. You will lead of team of 60+ highly performing developers and have a high level of technical credibility.

- **Melbourne or Sydney – Melbourne preferred**

- **Salary dependent upon experience + 15.4% superannuation**
- **Permanent**
- **Applications close at 11:59pm AEST, 17 June 2025**

The team

Information Technology Services offers extensive IT facilities and support to ASIC. We are launching major projects to transform our business, focusing on application modernisation, data analytics, mobility, and cloud. Utilizing AWS, Databricks, and Microsoft Azure, our team provides technology leadership and guidance to develop and maintain the strategic data platform roadmap, delivering projects and ongoing support.

The role

As the Senior Manager for Data & Analytics Technology, you will be required to:

- Own all technical delivery aspects of Data platforms, including architecture, design, processes, data delivery, quality control, and support.
- Collaborate with Enterprise Architects and Data Governance to develop the IT Strategy and Roadmap for the Data Platform.
- Lead and mentor technical teams to design, deliver, and support technical solutions.
- Manage platform priorities and provide resources to meet agreed priorities, working with key stakeholders.
- Ensure systems and data are available within agreed SLA.
- Manage cost center finances, ensuring accurate forecasts and budget adherence.
- Oversee key vendor partnerships.
- Build and maintain relationships with peers and stakeholders.
- Proactively manage risks, issues, and dependencies.

About you

You will be responsible leading a team of 60 + high performing developers and for leading the strategy to design, deliver, and support the data and analytics cloud platforms at ASIC. You will come from a technical background and have exceptional leadership skills:

- Strong leadership skills with demonstrated 7-10 years of experience leading high performance technical teams
- Extensive experience designing, delivering, and supporting data and analytics cloud platforms for medium to large organizations.
- Proven experience managing complex business stakeholder relationships, driving transformational change.
- Track record in transformation programs involving data, analytics, and enterprise-wide system implementation.
- Expertise in budgeting, strategic sourcing, contract negotiation, and vendor management.
- Experience delivering Agile at scale, with Agile Release Train knowledge being desirable.
- Proficient in developing IT Strategy and Roadmap for Data and Analytics.
- ITIL knowledge is desirable.
- Tertiary qualification in Information Technology and Data Science or equivalent experience is highly regarded.

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Applications close at 11:59pm AEST, 17 June 2025

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759622

Australian Securities and Investments Commission

Closing Date:Tuesday 24 June 2025

Job Title	IT Customer Experience Associate
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	1867557
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

- **Darwin and Traralgon locations**
- **From $78,720 - $82,842 (depending on experience) + 15.4% superannuation**
- **12 Month Fixed Term Contract**
- **Applications close: 23 June 2025.**

The team

Information Technology Services delivers diverse IT facilities and support to ASIC, driving major technology projects in virtualisation, data analytics, mobility, and cloud to enhance operations. The Oracle Systems Team develops, maintains, and supports key Registry Applications, including SOA and middleware, ensuring continuous improvement and stability across development, testing, and implementation.

The role

As an **IT Customer Experience Associate** you will be working as the primary contact for ASIC staff who require support for technology related issues and. This is an excellent opportunity to grow your career with ASIC.

Your responsibilities will include:

- Provide telephone and email support to ASIC staff.
- Effectively communicate with empathy during periods of stress and high pressure.
- Provide ASIC staff with timely, effective assistance on a broad range of technology.
- Aim to solve customer's problems by using known troubleshooting approaches to identify a resolution as quickly as possible.
- Monitor and manage incoming work to drive positive customer outcomes within agreed service standards.
- Document customer issues and the resolution in our customer management system.
- Create and regularly review existing procedural documents for accuracy and relevance to solving customer issues.
- Escalate issues to the IT Customer Experience Team Leader to get traction on queries that are not progressing in a timely manner.

About you

Likely Skills and Experience

- Two years customer service experience with a commitment to finding ways to improve daily activities. Experience in responding, recording, and resolving customer queries within a structure and in a timely manner.
- Demonstrated written and oral communication skills that show empathy and compassion times of high pressure and stress.
- Ability to approach problem solving with logic and sensibility.
- An analytical aptitude that understands business critical issues and when to employ an escalation process.
- A passion for learning new processes and technology.
- The ability to work independently and be accountable for outcomes delivered.
- Experience providing customer service in a remote capacity, with the ability to quickly understand the person's situation.
- An understanding of Information Technology Infrastructure Library (ITIL) framework.
- An understanding of financial services organisations.
- Experience with a broad range of technology with experience in some of:

- Windows 11 laptops and desktops, Virtualised desktops, Virtualised servers (VMWare / Hyper-V), Cloud technology (AZURE / AWS / GCP), Networking technology, Printing infrastructure, Windows Server, Active Directory knowledge, Microsoft 365 knowledge.

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Applications close at 11:59pm AEST, 23 June 2025

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759636

Australian Securities and Investments Commission

Closing Date:Monday 23 June 2025

Job Title	SOC Analyst
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1864455
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

SOC Analyst

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

ASIC's Cyber Security Group is seeking a skilled Security Junior Operations Centre (SOC) Analyst to join their Cyber Security Operations Centre team.

- **Sydney, Melbourne & Adelaide locations**
- **24 Month Fixed Term position**
- **Salary from $94,198 to $112,011 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Monday 23 June 2025**

The team

The Cyber Security team at ASIC delivers a comprehensive range of services to safeguard the organisation's digital environment. These services include threat monitoring, incident response, security architecture, and cyber assurance. The team plays a critical role in protecting ASIC's systems and data, ensuring resilience against cyber threats, and supporting the organisation's regulatory mission.

The role

As a SOC Analyst, you will play an important role in a dynamic team focused on proactive threat hunting and incident response. You'll also contribute to investigative activities, respond to cyber-related queries and support the delivery of the Cyber Uplift Program.

More specifically, you will:

- Develop alerting rules and threat response playbooks for systems integrating with Microsoft Sentinel.
- Build and refine KQL queries to support investigations, threat hunting, and traffic analysis.
- Assist in implementing Sentinel-as-code through CI/CD pipelines.
- Co-manage the Sentinel incident queue, including incident resolution and root cause analysis.
- Support the CIRT lead during active incidents.
- Analyse cyber threat intelligence feeds to identify and respond to relevant indicators.
- Assist in automating Sentinel workflows using Microsoft Logic Apps to improve efficiency.
- Conduct proactive threat hunting for anomalies, attack vectors, and misconfigurations, and remediate where possible.
- Assist the SOC Team Lead with continuous improvement of SOC processes, tooling, and service delivery.

About you

The ideal candidate for this role is a motivated and detail-oriented SOC Analyst with a foundational understanding of security operations. They will be familiar with Microsoft Sentinel, KQL, incident response and will bring a proactive approach to threat detection and investigation. With strong analytical skills and a collaborative mindset, they will be eager to contribute to continuous improvement initiatives, including automation, threat intelligence and the Cyber Uplift Program.

In addition, you will have:

- Relevant tertiary qualification and/ or equivalent experience in a cyber security role and demonstrated experience as a SOC Analyst, Incident Response Engineer or Threat Hunter.
- Demonstrated knowledge & awareness of:
- cyber security tools and concepts that protect an organisation from cyber threats.
- cyber incident response processes and technologies.
- vulnerability management and patching processes.
- analysing logs from various sources to discover active threats & security weaknesses.
- triaging and resolving security incidents
- developing associated response reports for standard SOC tasks, including SIEM alerts, vulnerability alerts and reviews of abnormal emails, system access, and data usage.
- Awareness of current security frameworks applicable to the Australian Government, such as Protective Security Policy Framework and Information Security Manual.
- Strong interpersonal skills and a collaborative attitude.
- Ability to effectively present complex information to colleagues both verbally and in writing.
- Ability to work independently with limited supervision and be accountable for outcomes.

Click ‘apply' to start your application. Applications will close at 11:59pm AEST, Monday 23 June 2025.

About ASIC

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

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

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759472

Australian Taxation Office

Closing Date:Monday 30 June 2025

Frontline Resource Management
Frontline Operations

Job Title	Service Delivery Officer
Job Type	Part-Time;Casual, Ongoing;Non-Ongoing
Location	Albury NSW
Salary	$56,681 - $62,600
Future Merit Locations	Albury
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 1
Position Number	EXT_FO_394_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=ED886B7F-CD9B-B391-E191-E3ECC9A70543

Duties

We are seeking Service Delivery Officers to join our Capture teams.

As a Service Delivery Officer, you will undertake basic procedural, clerical, operational, and administrative activities under clear direction. You'll follow established policies and procedures to deliver accurate results.

Your work will include sorting, scanning and opening mail. You will maintain the integrity of ATO records by accurately inputting data into our internal systems relating to client correspondence.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Taxation Office

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

To Apply

Position Contact	Michelle Thornton, (02) 6058 7831
Agency Recruitment Site	https://ato.nga.net.au/?jati=ED886B7F-CD9B-B391-E191-E3ECC9A7054

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Treasury

Vacancy VN-0759571

Australian Taxation Office

Closing Date:Thursday 03 July 2025

Enterprise Solutions and Technology
IT Commercial Services

Job Title	IT Contracts Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_385_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=2CD2A986-5113-D743-B60F-E3EE317EB16B

Duties

We are seeking motivated individuals to join our Enterprise Solutions and Technology business area.

As an IT Contracts Manager, you will lead and implement complex IT procurement and contract management, including performance management, supplier relationship management, finance (accrual accounting), contract governance and quality assurance.

You will provide specialist advice and manage the procurement of IT Infrastructure, Professional Services and Software. You'll manage complex issues, evaluate risks and use professional judgment to make high impact decisions across our business area. You'll manage budget and contract renewals in addition to monitoring contract performance across providers.

These positions will be located within one of the following streams:

- IT Services stream – undertake the procurement and contract management activities for IT Professional Services, Software and Infrastructure
- Contract and Vendor Management stream – manages the commercial aspects of contracts a relationships with our major service providers
- Technology Sustainment Management stream – responsible for managing all aspects of IT commercial finance functions including, planning, forecasting, budgeting, reporting and intern assurance of IT Infrastructure and Software procurement initiatives.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process. **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. This initiative/program is only applicable

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Sonya Janssen, (02) 6216 5578
Agency Recruitment Site	https://ato.nga.net.au/?jati=2CD2A986-5113-D743-B60F-E3EE317EB16E

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Treasury

Vacancy VN-0759578

Australian Taxation Office

Closing Date:Thursday 03 July 2025

Enterprise Solutions and Technology
IT Commercial Services

Job Title	IT Contracts Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$97,816 - $112,312
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_EST_384_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=7C9BE295-2A0F-8A35-338C-E3EE317629AB

Duties

We are seeking motivated individuals to join our Enterprise Solutions and Technology business area.

As an IT Contracts Officer, you will assist with the preparation of contract variations and monitor financial reports. You'll apply your expertise and technical knowledge to review supplier project proposals from a financial compliance perspective and process supplier claims and invoices.

You will procure and undertake contract management activities relating to external services, software and infrastructure whilst maintaining the integrity of our IT contract processes and transactions. You may also be required to lead a small team.

These positions will be located within one of the following streams:

- IT Services stream – undertake the procurement and contract management activities for IT Professional Services, Software and Infrastructure
- Contract and Vendor Management stream – manages the commercial aspects of contracts a relationships with our major service providers
- Technology Sustainment Management stream – responsible for managing all aspects of IT commercial finance functions including, planning, budgeting, reporting and internal assurance Infrastructure and Software procurement initiatives.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process. **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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Tara McCann, (02) 6216 3358
Agency Recruitment Site	https://ato.nga.net.au/?jati=7C9BE295-2A0F-8A35-338C-E3EE317629AE

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Treasury

Vacancy VN-0759611

Australian Taxation Office

Closing Date:Thursday 03 July 2025

Smarter Data Program
Data Management

Job Title	Data Management Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Dandenong VIC, Moonee Ponds VIC, Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	Executive Level 2
Position Number	EXT_SDP_413_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DE9D5398-2526-A6A4-C3A1-E3EE699415F3

Duties

We are seeking experienced and highly motivated leaders to take on the role of Director within the Data Management branch, overseeing key responsibilities.

As a Data Management Director, you will drive the development and implementation of leading data management practice and policy across the data lifecycle. You'll oversee the acquisition, utilisation, analysis, and sharing of data, ensuring compliance with legal, ethical, and governance standards.

You will be accountable for:

• the strategic direction, enablement and delivery of major data and analytics related initiatives

• planning, coordinating and directing the work of Assistant Directors in your portfolio

• supporting site-based leadership initiatives, along with growing a high-performing branch culture

• managing performance and developing the capability of staff to ensure operational efficiency and effectiveness.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	SDPBOM@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DE9D5398-2526-A6A4-C3A1-E3EE699415F3

Treasury

Vacancy VN-0759660

Australian Taxation Office

Closing Date:Thursday 03 July 2025

ATO People
Workforce Analytics

Job Title	Workforce Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Box Hill VIC, Brisbane QLD, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Sydney NSW, Upper Mount Gravatt QLD
Salary	$125,291 - $136,595
Future Merit Locations	Sydney, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_ESCO_397_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C7DB747F-E72C-60BD-3420-E3EF1E9A3154

Duties

We are seeking experienced Workforce Analysts to join our Workforce Analytics team.

As a Workforce Analyst, you will utilise your deep expertise in reporting, data analysis, and human resources to address workforce business needs. Leveraging your skills using a variety of tools, languages, and systems, you'll research, extract, analyse, and interpret data to drive data-driven decisions for the ATO's workforce.

You will have experience in one or more areas including data management/governance, data curation/wrangling, human resource reporting, data visualisation, or analysis. Your exceptional data storytelling skills enable you to translate complex insights into compelling narratives that empower clients to make informed, strategic decisions.

Additionally, you will be instrumental in strategically leading, and developing the capability of others, fostering an environment of collaboration and professional excellence.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Bradley Whatmore, (07) 3149 5105
Agency Recruitment Site	https://ato.nga.net.au/?jati=C7DB747F-E72C-60BD-3420-E3EF1E9A315

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Treasury

Vacancy VN-0759671

Australian Taxation Office

Closing Date:Thursday 03 July 2025

ATO People
Workforce Analytics

Job Title	Workforce Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Penrith NSW, Sydney NSW, Upper Mount Gravatt QLD
Salary	$97,816 - $112,312
Future Merit Locations	Sydney, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_396_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=27A8C346-E2C9-F2C7-5268-E3EF1E225F9F

Duties

We are seeking talented Workforce Analysts to join our Workforce Analytics team.

As a Workforce Analyst, you will use your experience in reporting, data analysis, and human resources to address workforce business needs. You'll use a variety of tools, languages, and systems to research, extract, analyse, and interpret data to support data-driven decisions for the ATO's workforce.

You will bring your expertise in one or more areas, such as data management/governance, data curation/wrangling, human resource reporting, data visualisation, or analysis. Strong data storytelling skills are key to this role, enabling you to communicate findings effectively to clients across various formats.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Bradley Whatmore, (07) 3149 5105
Agency Recruitment Site	https://ato.nga.net.au/?jati=27A8C346-E2C9-F2C7-5268-E3EF1E225F9F

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Treasury

Vacancy VN-0759674

Australian Taxation Office

Closing Date:Thursday 03 July 2025

ATO People
Workforce Analytics

Job Title	Workforce Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Sydney NSW, Upper Mount Gravatt QLD
Salary	$90,596 - $96,042
Future Merit Locations	Sydney, Upper Mount Gravatt, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_ESCO_395_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=99781E99-2490-49EC-4993-E3EF1DA83610

Duties

We are seeking motivated individuals to join our Workforce Analytics Team.

As a Workforce Analyst, you will use your knowledge of reporting, data analysis, and human resources to address workforce business needs. You'll use a variety of tools, languages, and systems to research, extract, analyse, and interpret data to support data-driven decisions for the ATO's workforce.

You will utlise your capabilities in one or more areas, such as data management/governance, data curation/wrangling, human resource reporting, data visualisation, or analysis. Strong data storytelling skills are key to this role, enabling you to communicate findings effectively to clients across various formats.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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To Apply

Position Contact	Bradley Whatmore, (07) 3149 5105
Agency Recruitment Site	https://ato.nga.net.au/?jati=99781E99-2490-49EC-4993-E3EF1DA83610

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759190

Bureau of Meteorology

Closing Date:Thursday 03 July 2025

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60000561
Agency Website	

Job Description

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

The role is part of the DevSecOps team within the Application Services Program of the Data and Digital Group at the Bureau. This team supports the Bureau throughout the entire software development lifecycle, ensuring the consistent release of quality products that align with the Bureau's strategy. The DevSecOps team is responsible for defining, supporting, and delivering the Bureau's software development lifecycle framework, standard DevSecOps processes and practices, and automation tooling to ensure efficient, modern, high-quality, and secure software development and deployment.

As a Software Engineer, you will leverage your skills and experience to architect, develop, deploy, maintain, and support software in various enterprise environments, including High-Performance Computing (HPC). A high-level capability in software development, particularly with Python, including the use of third-party and open-source packages, is essential. Practical application of sound software architecture and design principles is required to ensure the development of robust, documented code suitable for deployment on 24x7 operational systems.

You must demonstrate expertise in Linux systems, web services, APIs, Python, and BASH scripting. Skills in modern collaborative software development practices, including automated testing and deployment, version control, code reviews, agile methodologies are also essential. The ideal candidate will have demonstrated experience using continuous integration platforms (GitLab-CI) for testing and release management. This individual will require a drive to develop and

maintain operational excellence with governance and processes within secure and mission critical environments.

To excel in this role, you should have exceptional communication skills, both technical and non-technical, be highly motivated, self-driven, and demonstrate strong analytical and problem-solving abilities. Experience in software development, operational support, testing, and implementing new applications— whether on-premises or in cloud environments like AWS—along with familiarity with ITIL frameworks, will be highly advantageous. You will be joining a highly innovative and talented section that contains both Software and DevSecOps Engineers, working on a wide range of projects supporting Bureau development and operational teams. The team manages the Bureau's Workflow Schedulers (Cylc and Airflow).

The successful candidate will be required to obtain, and maintain, a Negative Vetting 1 security clearance from the Australian Government Security Vetting Agency. The successful candidate will report to the Software Infrastructure Support Lead.

Duties

The responsibilities of the role (under broad direction) include but are not limited to:

1. Plan, Develop, Test, and Deploy: Contribute to the planning, building, implementation and support of both software/infrastructure to enable efficient and secure development and release.
2. Collaborate on Complex Issues: Diagnose, debug, and resolve issues with software applications and software libraries/dependencies in various enterprise environments including HPC. Work closely with architects and DevSecOps Engineers to support the investigation and analysis of new development environments and technologies.
3. Project Support: Contribute to various projects from initiation through to in-flight and operational transition stages. Engage with software and DevSecOps engineers, system administrators, scientific programmers, researchers, project managers, general users, and operators to deliver successful project outcomes.
4. Workload Management: Plan, prioritise, and manage work backlogs and issue management systems such as Jira, GitLab, or Cherwell, ensuring adherence to support SLAs and agreed timelines.
5. Continuous Improvement: Drive continuous improvement initiatives for systems, standards, and processes, ensuring adherence to best practices.
6. ITIL Service Management: Promote and instil ITIL Service Management principles, ensuring compliance with Technology Policies and Procedures, including Incident, Problem, and Change Management.
7. Technical Escalation: Act as a key escalation point for technical issues within the application domain, liaising with the IT Command Centre, resolver groups, Bureau software partners, project managers, and application owners to ensure prompt issue resolution.
8. Outage Management: Manage end-to-end production outages and escalations, involving appropriate stakeholders to drive resolution, communicating with impacted business units, gathering data on system and business impacts, and reporting to leadership teams.
9. Documentation and Education: Play a key role in educating and training team members and other stakeholders. This includes preparing and presenting training materials, such as slide decks, tutorials, and hands-on workshops, to help others understand and adopt modern software development practices.
10. After-Hours Availability: Be available for after-hours roster restrictions as required.
11. Compliance and Safety: Adhere to the Bureau’s Social Justice Strategy, APS Values, and Code of Conduct, and ensure compliance with Bureau work health and safety policies, taking reasonable care for your own and others' safety in the workplace.
12. Other Duties: Perform additional duties as required.

Eligibility

Australian Citizenship
Available for After-Hours roster restriction.
Successful candidates will be required to obtain, and maintain, an NV1 security clearance from the Australian Government Security Vetting Agency.
A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jacinta Richardson, Software Infrastructure Support Lead, DevSecOps, jacinta.richardson@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759400

Bureau of Meteorology

Closing Date:Thursday 26 June 2025

Science and Innovation
Research

Job Title	Senior Research Scientist (Aviation Meteorology)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	$135,402 - $159,165
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 2
Position Number	60019126
Agency Website	

Job Description

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

Senior Research Scientist (Aviation Meteorology)

EL2 (SRS)
Location: Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Salary: $135,402 - $159,165 plus an additional 15.4% superannuation
As part of the Bureau's Research Program, the Forecast Innovation Team (FIT) undertakes research and development applicable to the weather forecast process, in particular the use of ensemble model output to underpin probabilistic forecasts, leveraging guidance from large-scale and convection-allowing modelling systems including processed Numerical Weather Prediction (NWP) model output such as IMPROVER. The team also leads the development of improvements to forecast production tools with a focus on severe and high-impact weather, including hazardous conditions for aviation. Overall, FIT is facilitating a more efficient forecast process and the production of more reliable and accurate NWP-based guidance products with a strong operational focus.
The team's research delivery and support capability is expanding to include the support of the Volcanic Ash Advisory Centre (VAAC). The VAAC is tasked with volcanic ash monitoring / detection and the dissemination of short-term predictions of hazardous plumes of volcanic ash following a volcanic eruption for the benefit of safe and economical air travel. This function involves the accurate diagnosis of volcanic eruption details based on remote sensing data and the use of numerical dispersion modelling to predict the time evolution of a diagnosed ash plume. A state-of-the-art dispersion modelling system for volcanic ash has been implemented at the Bureau's VACC to support this function: the Dispersion Ensemble Prediction System version 2 (DEPS-2). Gaining a deep understanding of the operational system with its strengths and

weaknesses and the ability to initialise the systems with accurate initial conditions will form an essential component of the VAAC support role.
The Bureau is now seeking an able and highly motivated person to become the scientific focal point for the ash advisory service and its underpinning research and development. The successful applicant will need to engage closely with (1) operational staff in order to ensure their current and future requirements are met; (2) other staff in the Research Program with expertise in NWP and/or observations science; and (3) software engineers who support the DEPS-2 system.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.
Your application will consist of a resume, contact details for two referees and a statement against the selection criteria (maximum of 300 words per criterion).

Duties

The responsibilities of the role include but are not limited to:
1. Under limited supervision, perform scientific research into the generation of volcanic ash plumes and their dispersion through the atmosphere with the goal of improving automated volcanic ash guidance (satellite-based ash retrievals and ash dispersion modelling). Such research benefits from originality, creativity and innovation and the application of knowledge and skills gained from a demonstrated compatible research background.

2. Lead the development and transition to operations of volcanic ash systems, and/or the generation of uplifted or new products. Provide scientific expertise and advice to the Bureau-operated Volcanic Ash Advisory Centre, the Aviation, Land and Maritime Transport program, and the Research program leadership.

3. Liaise with other teams in the Science and Innovation Group (SIG) to provide science advice for improving satellite-based volcanic ash retrievals and for the implementation of volcanic ash guidance system upgrades into an operational production environment.

4. Publish research results in peer-reviewed journals, technical or research reports. Present results at internal meetings and seminars, and at external fora.

5. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values and Code of Conduct.

Immediate Supervisor: Forecast Innovation Team Leader (Position ref: 6001 5510)

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Harald Richter, 0425 826 526
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759407

Bureau of Meteorology

Closing Date:Thursday 26 June 2025

Enterprise Services
Portfolio Management

Job Title	Procurement and Contracts Pricing Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 1
Position Number	60019127
Agency Website	

Job Description

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

Procurement and Contracts Pricing Analyst

EL1

Salary: $115,443 - $125,832 plus an additional 15.4% superannuation
Location: Melbourne (preferred) or All Bureau capital city locations will be considered

The Procurement and Contracts Pricing Analyst is responsible for leading the pricing analysis and financial components of strategic and complex ICT, managed services and scientific equipment procurements and contract management matters across the Bureau. The role plays an integral part in the overall effectiveness of the Procurement & Contracts function, in accordance with practices consistent with legislation, Government policy and enterprise processes, ensuring both strategic priorities and governance requirements are balanced to support delivery of Bureau strategy.
The role is responsible for leading, development and modelling of financial and non-financial inputs required during the procurement and contract management lifecycles across a broad range of strategic, complex RFxs and contracts, spanning across a range of procurement categories .This includes RFx development and statement of requirements pricing, commercial evaluation, negotiation, and drafting of pricing terms through to contract execution and / or contract variations of existing agreements.
The role is also responsible for supporting Procurement and Contracts reporting requirements, including the maintenance and continuous improvement of the Bureau's contract register, and other regular reporting requirements using the PowerBI service.
The role reports through and provides support to the Manager, Commercial and Contracts, and works cross functionally in collaboration with Procurement Operations, taking direction from the Procurement and Contracts Lead from time to time. The successful candidate will need to demonstrate high level critical

thinking, problem solving,influencing skills and subject matter expertise in order to ensure strategic and governance requirements are met for the Bureau. The successful candidate will also have the ability to work under limited supervision and direction.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.
Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

- position overview
- job responsibilities
- selection criteria

Duties

The responsibilities of the role include but are not limited to:
• Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
• Provide leadership and support for the pricing, commercial and financial evaluation of tender responses, including the development of quantitative scenario analysis as input to evaluation reports for review and endorsement; consistent with legislation, Government policy and enterprise processes.
• Providing pricing analysis and financial support, including scenario development and analysis to quantitative inputs into the negotiations strategy, deal parameters, and executive briefing papers.
• Collaboration with negotiation team members including the lead negotiator, technical subject matter experts, and Procurement and Probity advisors.
• Lead and deliver expert pricing analysis advice and support in collaboration with contract/vendor managers. Act as a source of pricing contract interpretation for key stakeholders.
• Establish and maintain strong business relationships with stakeholders and suppliers including effectively managing pricing contract enquiries, issues, disputes, variations, risks and undertaking negotiations with suppliers as required.
• Support and contribute to Bureau negotiations team across a number of RFTs and / or variations to existing agreements, in accordance with the approved deal parameters, including updates to negotiations gap lists and associated documentation.
• Collaboration with negotiations team members including technical subject matter experts, Legal advisor and legal support, Procurement and Probity advisors.
• Provide input as necessary to executive briefing and approval papers necessary for finalisation and agreement execution.
• Provide advice and guidance to project delivery teams in relation to commercial and contract management processes, procurement and probity.
• Provide technical support for Procurement and Contracts reporting requirements, including maintaining the Bureau's contract register, undertaking continuous improvement activities for the register, and other regular reporting requirements using the PowerBI service.

Eligibility

• A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.
• Experience leading pricing analysis and quantitative modelling in complex IT systems integration and managed services for large, complex, distributed programs and/or organisations.
• Strong commercial, legal and contracts and vendor management acumen.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Michelle Wickham, michelle.wickham@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759414

Bureau of Meteorology

Closing Date:Thursday 26 June 2025

Enterprise Services
Portfolio Management

Job Title	Manager, Commercial and Contracts
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 2
Position Number	60019128
Agency Website	

Job Description

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

Manager, Commercial and Contracts

EL2L
Location: Melbourne (preferred) or All Bureau capital city locations will be considered
Salary:$135,402 - $152,073 plus an additional 15.4% superannuation

The Manager, Commercial and Contracts is responsible for leading the Bureau of Meteorology's commercial, contract and vendor management activities consistent with legislation, Government policy and enterprise processes. The role plays an integral part in the overall effectiveness of the Procurement & Contracts function, providing thought leadership and authoritative advice on a range of complex commercial issues ensuring both strategic priorities and governance requirements are balanced to support delivery of Bureau strategy.
The role is responsible for leading and managing the Commercial, Contracts & Vendor stream and will be responsible for ensuring the Bureau's contract managers understand and comply with the defined frameworks leading activities for uplifting the Bureau's contract and vendor management capability.
The successful candidate will also provide expert commercial advice to support RFT and statement of requirements development, commercial evaluation, negotiation, and drafting of resulting statements of work and commercial negotiation terms through to contract execution and / or contract variation of existing agreements, across a range of strategic, complex IT systems integration and managed services based RFTs and agreements.
The role reports to the Procurement & Contracts Lead and will need to demonstrate high level critical thinking, problem solving, collaboration and influencing skills in order to ensure strategic and governance requirements are met for the Bureau. The successful candidate will develop and maintain productive relationships with the Bureau Executive and Managers to ensure strategic priorities are delivered in conjunction with maintaining ongoing Bureau operations.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.
Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria

Duties

The responsibilities of the role include but are not limited to:
• Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
• Lead the formulation of commercial principles, leveraging specialised expertise to shape commercial positions that contribute to a robust and effective commercial framework.
• Drive key aspects of the procurement process, ensuring the delivery of timely outcomes that align with project timelines.
• Provide valuable commercial support throughout all stages of the procurement process.
• Offer strategic, commercial and financial advice to address complex issues that may arise during the project.
• Engage with stakeholders, manage expectation and solicit input effectively as needed.
• Input into government approvals processes.
• Pro-actively identify, plan for, resolve and present complex commercial and strategic issues
• Effectively oversee the administration of the Bureau's contracts, in compliance with policies, procedures and the contract management framework.
• Establish and maintain strong business relationships with stakeholders and suppliers including effectively managing contract enquiries, issues, disputes, variations, risks and undertaking negotiations with suppliers as required.
• Support the commercial evaluation of complex and strategic RFT responses (subject to volumes), the development of negotiations strategy, deal parameters and briefing papers for Delegate approval prior to commencement of negotiations.
• Where required, lead, support and contribute to Bureau negotiations team across a number of complex and strategic RFTs and / or variations to existing agreements, in accordance with the approved deal parameters, including updates to negotiations gap lists and associated documentation.
• Collaboration with negotiations team members including technical subject matter experts, Legal advisor and legal support, pricing and financial analysis, Procurement and Probity advisors.
• Provide input as necessary to executive briefing and approval papers necessary for finalisation and agreement execution.

Eligibility

• A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.
• Minimum 5 years experience leading strategic or complex procurements or managing contracts for large, complex, distributed programs and/or organisations.
• Strong commercial, legal and contracts and vendor management acumen.
• Demonstrated experience managing strategic procurements and or major contracts in industries such as (but not limited to) Government, Utilities, Mining or Transport.

Notes

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undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Michelle Wickham, michelle.wickham@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759597

Bureau of Meteorology

Closing Date:Tuesday 15 July 2025

Business Solutions Group
National Security and Space Program

Job Title	Senior Defence Meteorologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Bungendore NSW, Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirement
Classification	Executive Level 1
Position Number	60017028
Agency Website	

Job Description

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

We are seeking a dedicated professional to fill the role of the Senior Defence Meteorologist.

Who are you?
You enjoy working in a customer focussed national security environment, high performing supportive team embedded on the customer site in the Canberra region.

Who are we?
The National Security & Space Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental intelligence to national security agencies, specifically the Australian Defence Force (ADF). Services provided by this Program enhance Australia's national security agenda through the provision of accurate, timely and relevant environmental intelligence, including space weather, meteorological, oceanographic services, and climate data. Services to Defence and the ADF specifically include the provision of forecasts, real-time observations, climatological data, and oceanographic data and services, meteorological training, professional advice to assist decision-making and planning, and direct support to operations and activities.

The position reports to the Manager Defence Operations – HQ Joint Operations Command and assists in the operational service delivery of the Meteorological Intelligence Support Team (MIST) in support of the ADF operations management at Joint Operations Command (JOC).
The MIST operates from the Australian Defence Force (ADF) Headquarters Joint Operations Command (HQJOC) near Bungendore, NSW. This position operates as part of 24/7 shift activity and acts as the central point of contact for the ADF by providing meteorological support to Defence operations and exercises. Presence on site at HQJOC is essential and will be required to build partnerships and communicate effectively with the ADF senior intelligence and planning officer community, and the ADF meteorological community. The MIST also acts as the Incident Management Hub for meteorological operations nationwide and provides a central point of contact for Defence Weather Services (DWS) operations. The role may develop to support other National Security agencies.

The position is part project work combined with operational shift work including night shifts, day shift and weekend rostering as part of a structured roster. The project work provides support to the MIST by responding to Defence requests and through assisting the MDO-HQJOC. As a senior meteorologist, the operational role supervises products and services produced by junior meteorologists, and in the absence of junior meteorologists, provides weather watch for Australia and other areas of ADF operations worldwide, provides guidance to senior ADF personnel on meteorological and BoM specialised products and services for security and intelligence briefings. The position also ensures the efficient production of meteorological forecasts in support of Defence

operations and exercises.

The Senior Defence Meteorologist acts in accordance with Bureau and Defence governance frameworks and prescribed National Security Program plans, policies and procedures.
The occupant is required to liaise internally to manage incidents that arise in the course of Defence
Weather Service operations as per the Bureau's HS&E policies and procedures. This position is Canberra/Bungendore based and remote options would be challenging to support due to the need to be embedded in a customer location. Candidates are encouraged to approach the point of contact to discuss if they believe a flexible arrangement might be possible.

Duties

The responsibilities of the role include but are not limited to:

1. Use wide professional knowledge to analyse complex meteorological data and interpret numerical weather prediction models. Prepare aviation, marine and land-based forecasts and warnings for ADF global operations, bases and exercise locations as required, monitoring forecasts against observed conditions, and making timely amendments as necessary.
2. Provide a meteorology central point of contact with the ADF. Provide forecasts, briefs and/or advice to the ADF on various BoM products and services including but not limited to, meteorology, space weather, climate, tsunamis, volcanic ash and earthquakes. Assist the ADF in planning for exercises and operations throughout Australia and overseas, where guidance may be limited or unavailable. Provide an advisory service to the ADF and other National Security agencies to optimise national security, safety, reliability and reduce economic impacts.
3. Manage, supervise, guide and provide administrative support to junior meteorologists.
Provide a central point of contact within Defence Weather Services for incident management, including but not limited to, HS&E for all DWS staff, observation and infrastructure outages and Post Event Review Management. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
4. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
5. Prepare and supply reports, and undertake investigations and studies on Defence and aviation weather related issues that affect ADF operations. Provide feedback to staff, management and the ADF to ensure optimal service provision and continuous improvement. Provide policy advice as necessary to the program office.
6. Participate in ensuring the quality and effectiveness of DWS and [as appropriate] the
ongoing development, implementation and maintenance of the quality management system
and, where appropriate, the associated AS/NZS ISO 9001quality management standard certification.
7. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors.

Eligibility

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

Qualification as a meteorologist is required. Candidates should hold a a Basic Instruction Package for Meteorologists (BIP-M), as defined by the World Meteorological Organisation (WMO). Demonstrated experience in forecasting, atmospheric sciences or science may be considered in place of the BIP-M.

Notes

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customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Andrew Bernie, 0421 841 064
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759606

Bureau of Meteorology

Closing Date:Wednesday 02 July 2025

Data & Digital
Observing Systems & Operations

Job Title	In-Situ Measurement: Intelligent Sensor Integration Team Technical Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	APS Level 6
Position Number	60011501
Agency Website	

Job Description https://bomcareers.nga.net.au/cp/

In-Situ Measurement: Intelligent Sensor Integration Team Technical Officer

APS Level 6

Location: Melbourne

Salary: $94,563 - $105,910 per annum plus an additional 15.4% superannuation

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

• Radar and Wind Profilers

• Automatic Weather Stations

• Solar Radiation

• Ozone

• Flood Warning

• Sea Level

• Aircraft Based Observations

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

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

To succeed in this role, you will have:

• Proven ability to work within a team environment.

• Demonstrated experience in prioritising and managing numerous concurrent tasks.

• Strong communication and liaison skills.

• Enthusiasm and drive.

• Experience in equipment testing, verification and operationalising and the ability to communicate these outcomes through written procedures, drawings and reports, presentations and phone support.

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

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

Duties

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

• Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.

• Investigate, evaluate and report on Bureau instrumentation and equipment operational problems, etc.

• Participate in the development, implementation, maintenance, documentation and evaluation of hardware and software systems and make recommendations regarding those suitable for current and future systems.

• Prepare specifications and technical reports and assess and evaluate tenders and submit recommendations on the suitability of tenders.

• Contribute to the production of guidance material for operational networks, equipment and systems maintenance. Draft and maintain handbooks, instructions and observational aids.

• Participate in the development, evaluation and introduction and management of new observations systems, equipment, procedures, practices and standards. Develop and investigate new methods of measurement and investigate alterations to design, construction and manufacture of instruments and equipment.

• Liaise with outside organisations and other Bureau Groups on the more involved aspects of network and equipment development, including providing phone and remote support to Regional Resources to assist them in maintenance and trouble shooting.

• Translate and apply high level goals and outcomes, identifying issues and uncertainties and incorporate these into advice, planning, decision making and implementation.

• Availability to undertake domestic travel (up to 10%) to facilitate onsite installation/upgrade of equipment.

• Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.

• Exercise Financial Delegation in accordance with Bureau Policies including holding a Commonwealth Government Credit Card.

• Evaluate activities to understand critical factors for success and engage in continuous improvement and innovation.

• Comply with all Bureau Health Safety and Environment Policies, procedures and reporting requirements. Take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your actions and systems of work.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Bureau of Meteorology

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

and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Matthew Carr, matthew.carr@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759649

Bureau of Meteorology

Closing Date:Thursday 03 July 2025

Enterprise Services Group
Organisational Resilience Program

Job Title	Meteorological Compliance Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018125
Agency Website	

Job Description

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

Are you skilled at audit and investigations? Do you possess a keen eye for detail and an understanding of regulatory policy along with interpreting legislation and technical documentation? If so, we have an exciting opportunity to join the Meteorological Authority Office Team as a Meteorological Compliance Lead.

The Meteorological Authority Office resides in the Organisational Resilience Program and represents the Bureau as the designated Meteorological Authority for Australia and assists the Director of Meteorology in the approval of automatic weather observing systems for the purpose of civil aviation safety regulations.

The Meteorological Compliance Lead is an important and challenging role that jointly coordinates the aviation meteorological compliance activities for the Meteorological Authority Office. This includes the delivery of compliance activities including audits, issues management, and customer engagement. The successful candidate will apply a risk-based approach to the development of compliance audit priorities and provide strategic and operational guidance to ensure execution of all compliance activities.

Using excellent attention to detail, strong analytical skills and an ability to communicate effectively, the Meteorological Compliance Lead will make decisions and provide customer education on compliance related matters. Working collaboratively with the other Meteorological Compliance Lead, they will ensure alignment between compliance, team and program activities using strong management, planning and strategic management skills. The Meteorological Compliance Lead will have a proven track record of engagement with a diverse range of stakeholders and demonstrate a strong commitment to leading by example and building a shared sense of purpose and direction in a cohesive and high performing team.

Duties

The responsibilities of the role include but are not limited to:

1. Jointly coordinate the compliance activities in relation to the approval of automatic weather observing systems for the purpose of Civil Aviation Safety Regulations, including auditing, and oversight activities.

2. Providing expert advice and guidance relating to automatic weather observing systems for the purpose of Civil Aviation Safety Regulations and in alignment with the Bureau policy position.

3. Contributing to the planning, organisation, administration, and coordination of the Meteorological Authority Office.

4. Assisting with compliance activities in relation to Annex 3 to the Chicago Convention, specifically aviation meteorological observing and reporting systems, including the provision of expert advice.

5. Maintaining knowledge and expertise of relevant legislative, policy and international standards relating to aviation meteorological observing and reporting systems and apply this as an authority in the discipline.

6. Collaborating with relevant agencies, such as Airservices Australia and the Civil Aviation Safety Authority and other industry partners, to develop and implement policies and regulations in line with national and international aviation meteorological requirements.

7. Managing the implementation of strategies to ensure the quality and effectiveness of Meteorological Authority Office products and services.

8. Contributing to the ongoing development, implementation and continual improvement of the quality management system to maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.

9. Representing the Bureau at inter-departmental, national, and international conferences and committees.

10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications:

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

Desirable qualifications, experience and knowledge:

• Formal qualification in Safety or Quality Management of at least lead auditor level or equivalent.

• Formal qualification as an investigator.

• Experience with meteorological observing processes and systems.

• Experience working in the aviation industry.

• Understanding of the Australian aviation regulatory system.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Amber Raman, 0498 001 319
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759706

Bureau of Meteorology

Closing Date:Thursday 03 July 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Field technical officer will need to be based out of Hub
Classification	APS Level 5
Position Number	60014375
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=BDF59DEC-98D8-4EB6-857B-E3EF92EF62C0

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

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

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

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

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

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

The responsibilities of the role include but are not limited to:

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.

- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- **Supervision:** Mentor, manage, supervise and develop junior staff.
- **Data Quality:** Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.

Eligibility

- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Judy Calleja, 0428 986 224
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=BDF59DEC-98D8-4EB6-857B-E3EF

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759446

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

Closing Date:Monday 07 July 2025

Australian Antarctic
Operations & Logistics Operations Management Centre

Job Title	Senior Antarctic Operations Supervisor (Watch Keeper)
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $108,360
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	You will be expected to work in the office or onsite in Kingston TAS.
Classification	APS Level 6
Position Number	2025/1556
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are
The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Antarctic Operations and Logistics Branch, plan, coordinate, facilitate and deliver operations for the Australian Antarctic program by safely resupplying and sustaining the Antarctic stations and building operational capacity to deliver future Antarctic Operations.

The Operations Management Centre (OMC), as part of the AAD Operations & Logistics Branch, is responsible for the direction and coordination of program-wide operations and provides a year-round 24/7 incident management capability. The OMC is based in a state-of-the-art operations room located at AAD Headquarters. **Duties**

Key duties will include, but are not limited to:

- gathering, assessing and disseminating information from diverse sources across all of the AAD, DCCEEW and other Whole of Government agencies

- supporting the Watch Supervisor in assembling and disseminating information between the OMC and deployed elements such as Antarctic and sub-Antarctic Stations, ships, aviation elements, expeditions and deep field camps
- supporting the Watch Supervisor in the development of high-quality briefing material to the General Manager, AAD Operations Branch, Departmental Executive, Ministerial Offices, external Programs and Agencies, other key stakeholders and delivery partners, such tasking which may include gathering information for talking points, assisting with short notice briefs or situation reports relating to Antarctic Operations
- contributing to the synchronisation and management of the Antarctic, sub-Antarctic and Southern Ocean operations and other activities, which includes working under the guidance of the Watch Supervisor to enable 24-hour coverage during certain periods (operations will dictate when these surge periods will occur)
- maintaining a complete and accurate list of notifiable incidents and critical information requirements in order to escalate issues and events to the Chief of Operations
- providing administrative support to the Watch Supervisor in the event of an incident; ensuring all incident management operations across the AAP are planned for, responded to and reported in a timely and well-coordinated manner in consultation with primary incident response stakeholders
- assisting the Watch Supervisor in coordinating response efforts for crisis in the area of AAD operations or other international events
- acting periodically in the Watch Supervisor role to provide management and oversight of the effective delivery of key OMC functions and services
- working closely with the Watch Supervisors to effectively coordinate the handover of OMC staff to ensure that continuous situational awareness and continuity of operations is maintained
- monitoring reporting tools and materials including AAD Common Operation Picture (COP); critical infrastructure, ICT systems, weather, communication lines for other National Antarctic Partners' and official AAD social media chat rooms and email systems.

What you'll gain from the experience
The successful applicants will work in a highly collaborative and professional team who provide critical support to nationally significant goals with a clear social and environmental impact. This role offers career development opportunities and operates in a supportive and inclusive culture in one of Australia's most unique government programs. You will gain an in-depth knowledge of the monitoring and delivery of operational activities in Antarctica and the Southern Ocean (i.e. including vessel movements for station resupply, cargo and transport aircraft operations and major field activities) against season, station and project plans for the Australian Antarctic Program. You will also gain training and experience in Australian Government incident response processes and protocols.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.
Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

- Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:
  - demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
  - demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment
  - be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.
- The ability to perform shift work is a requirement when applying for this position(s).
- The position may require you to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.

We currently have a vacancy available for immediate filling in Kingston TAS. A merit pool for filling the same or similar position in Kingston TAS may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Simon Owen, (03) 6218 2289
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759488

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

Closing Date:Thursday 26 June 2025

Environmental Permitting and Compliance
Compliance & Enforcement Atmosphere and Waste Investigation Section and Environmental Crime Section

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	working from home some days each week and this may be negotiated. The employee will need to work in the office/onsite regularly.
Classification	APS Level 6
Position Number	2025/1538
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=C4A4BF18-57B9-8C1D-5488-E3EE2BBE284A

The Environmental Permitting and Compliance Division (EPCD) plays a pivotal role in protecting and sustainably managing our land, water, air and wildlife for the benefit of the Australian and international community. The division oversees regulatory schemes and undertakes monitoring and compliance activities integral to environmental protection, including wildlife trade, air quality, contaminated sites, waste management, sea dumping, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999. EPCD works with business, industry, government and the community to improve compliance with national environmental laws.

The Compliance and Enforcement Branch provides a centralised compliance and enforcement capability for environment regulation. The branch works closely with internal permitting and licencing areas, with business, industry, government, and community to understand and improve compliance with national environmental laws. The branch focusses on serious non-compliance with a range of legislation relating to protection of threatened plants, animals and ecosystems, wildlife trade, hazardous waste and air quality, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999.

The Atmosphere and Waste Investigations Section engages with internal and external stakeholders to detect, deter and deal with non-compliance with national environmental law. Regulatory responses range from education and preventative measures through to civil litigation and criminal prosecution. We primarily undertake compliance and enforcement for the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 and the Recycling and Waste Reduction Act 2020. This can involve working through and applying appropriate compliance outcomes such as administrative actions, enforceable undertakings, civil penalty prosecutions, and consideration of criminal offences.

The Environmental Crime Section is primarily responsible for investigating criminal offences under Commonwealth environmental law. The section works autonomously and with state and federal law enforcement and regulatory partners to conduct

investigations, make arrests and submit briefs of evidence for criminal prosecution. The section also works closely with internal intelligence capabilities and key domestic and international agencies to identify criminal offending and take disruptive and deterrence measures for long-lasting impact on criminal offending.

Duties

As a Senior investigator you will be responsible for leading investigations into potential non-compliance under various national environmental laws.

Activities in this role include:

- conducting and managing complex investigations into non-compliance with legislation
- conducting research and desktop analysis of complex data
- conducting complex field operations, including the application for and use of investigation and monitoring warrants, collection and management of evidence
- engaging and working with expert witnesses
- preparing briefs of evidence
- liaising with other areas of the department, relevant external enforcement and regulatory agencies, industry bodies, and with regulated entities anywhere across Australia to deliver compliance outcomes
- preparing briefs and reporting to managers on the status, issues and recommendations of investigations
- performing administrative, policy and program activities, including maintenance of appropriate administrative standards, procedures and systems, and providing input into operational policies, guidelines and risk management activities.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship -** to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance -** this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks -** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have several vacancies available for immediate filling as follows:

- Positions in the Environmental Crime Section are based in Sydney only.

- Positions for the Atmosphere and Waste Investigations Section may be based in any capital citiy.

A merit pool may be established at the conclusion of this selection process and vacancies may be filled in any location in 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Amanda Morvell, 0428 071 239
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C4A4BF18-57B9-8C1D-5488-E3EE2

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759531

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

Closing Date:Monday 30 June 2025

Environmental Permitting and Compliance
Compliance & Enforcement Triage and Operations Coordination

Job Title	Senior Triage Assessment Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work. It can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/1566
Agency Website	https://www.dcceew.gov.au/

Job Description

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

- Opportunity to work in a high performing team undertaking compliance and regulatory activities under a range of Commonwealth environmental legislation.
- Opportunity to work in a hybrid team with flexible working arrangements.
- Positive and engaging team culture.

Who we are

The Environmental Permitting and Compliance Division is looking for people passionate about regulation and the environment. It is an exciting time to join the Division within the Department of Climate Change, Energy, the Environment and Water. We are a regulator that works to a high professional standard to deliver better practice regulation. We use the best scientific evidence and sound judgement, and work with a wide range of stakeholders to solve complex environmental challenges. Our work is engaging and meaningful and contributes to maintaining a resilient and healthy environment for all Australians.

The Compliance and Enforcement Branch (CEB) provides a centralised compliance and enforcement capability for the department's environmental legislation. We work with business, industry, government and the community to understand and improve compliance with Commonwealth environmental law. CEB conducts civil and criminal investigations, collects and analyses environmental intelligence, monitors compliance with environmental approvals, and engages with the community we regulate.

The Triage and Operations Coordination Section (TAOCS) serves as the frontline for receiving and assessing allegations of non-compliance under Commonwealth environmental legislation. The section plays a crucial role in:

- assessing allegations to determine the priority and most appropriate course of action, including referral to other sections within the branch for compliance and enforcement response.
- Conducting Environmental History Checks and Fit and Proper Person Checks, essential for decision-making under the Environment Protection and Biodiversity Conservation Act 1999 and other environmental legislation.
- Providing strategic executive support to the Operations Coordination Committee, the peak decision-making committee responsible for allocating resources of the branch.
- Ensuring Australia fulfills its international obligations under the Convention on International Trade in Endangered Species (CITES) in handling wildlife trade contraventions, management of seized specimens and meeting reporting obligations.
- Improving operational efficiency, leading projects designed to enhance decision-making and optimise resource allocation across the branch.

Duties

The Senior Triage Assessment Officer is responsible for conducting triage assessments on allegations of non-compliance under Commonwealth environmental legislation. Assessments are varied and span across multiple pieces of legislation. The role will also include undertaking tasks associated with wildlife seizures. Opportunities also exist to build and strengthen skills in developing Ministerial Correspondence, executive briefing and strategic reform activities. The duties may include, but are not limited to:

- assessing allegations of non-compliance against a range of Commonwealth environmental legislation
- developing an in-depth understanding of the context and operation of relevant Commonwealth and State/Territory legislation and policy frameworks
- processing notifications of seized wildlife specimens, assessing requests for return and producing detailed and accurate decision briefs
- undertaking analysis, evaluation and preparing accurate and high-quality briefing material to inform decision-makers of the potential impacts of non-compliance
- managing complex stakeholder engagement through written, online and face-to-face activities and providing accurate regulatory advice
- undertaking miscellaneous activities, including data analysis, coordinating correspondence and briefing material, and other administrative tasks
- policy development, project management, stakeholder engagement and communication, conducting quality assurance and implementing business process improvement activities
- assisting in the management, training and development of junior staff, and work with other staff within the team and across the department to achieve results.

What you’ll gain from the experience

- Advanced government regulatory expertise – Working across multiple pieces of Commonwealth and State/Territory environmental legislation will build deep knowledge in environmental law, compliance frameworks, and regulatory decision-making.
- Strategic thinking and leadership development – The role will provide opportunity to strengthen analytical skills, decision-making capabilities, and the ability to influence compliance outcomes, providing a solid foundation for government leadership roles.
- Stakeholder engagement and strategic communication - Engaging with internal and external stakeholders and managing complex interactions enhances negotiation, relationship-building, and the ability to communicate regulatory decisions effectively.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there. **Eligibility**

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling in any of the above-mentioned locations. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Laura Perman, 0481182424
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759598

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

Closing Date:Sunday 29 June 2025

Parks Australia
Various

Job Title	Branch Head, Parks Australia
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Work arrangement to be agreed with the successful applicant which may include hybrid/flexible options
Classification	Senior Executive Service Band 1
Position Number	2025/1658
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Identified position

This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Parks Australia is a division of the Department of Climate Change, Energy, the Environment and Water (DCCEEW) that supports the Director of National Parks (DNP) to protect, conserve and enhance the values of Commonwealth parks and gardens for the use and well-being of all Australians. This includes working in partnership with the Traditional Owners of the three jointly managed parks, Kakadu, Uluru Kata-Tjuta and Booderee, the management of Australia’s comprehensive network of marine parks, the Australian National Botanic Gardens, and parks in our offshore territories at Christmas Island, Pulu Keeling Island and Norfolk Island. Parks Australia also works closely with the Department to provide a broad range of business and enabling services which support the management of the parks and gardens.

The DNP and Parks Australia work in partnership with the First Nations community to ensure their land, sea and culture is protected in culturally appropriate ways.

For more information about us please visit our website.

Duties

The job

There are multiple vacancies in various Branches within Parks Australia Division. As Branch Head, your responsibilities may include:

- Administering and managing Commonwealth reserves and conservation zones.
- Protecting, conserving and managing biodiversity and heritage in Commonwealth reserves and conservation zones.
- Contributing to the protection, conservation and management of biodiversity and heritage in areas outside Commonwealth reserves and conservation zones.
- Carrying out research relevant to Commonwealth reserves.
- Cooperating with other countries to establish and manage national parks and nature reserves in those countries.
- Providing, and assisting in the provision of, training in knowledge and skills relevant to the establishment and management of national parks and nature reserves.
- Working closely with Traditional Owners of the jointly managed parks.
- Managing Corporate services for Parks including as the Chief Finance Officer.
- Managing corporate services provided by Department of Climate Change, Energy, Environment & Water to Parks Australia.

Eligibility

Our ideal candidate will be a dynamic and experienced leader with a passion for environmental conservation. You will have an understanding of the key issues faced by First Nation’s people, and your exceptional collaboration skills will be essential as you work with a diversity of stakeholders in the management of Australia’s iconic national parks.

To be successful in this role you will need to meet the Senior Executive Service capability for the SES band 1 level, and you will have the following:

- Ability to demonstrate collaboration and agility with a proven record of delivering high quality and innovative outcomes in a complex and operationally diverse environment.
- Ability to drive broad transformational change, both internal and external to the department and the DNP.
- Outstanding leadership skills, a substantial record of achievement, and a reputation for innovation and delivery of results.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Demonstrated strategic perspective and ability to manage competing demands and work to tight deadlines.

- Highly developed management and stakeholder engagement skills and ability to represent the department and the DNP at a range of forums.
- Ability to communicate effectively, be articulate and persuasive, and capable of guiding negotiations to a point of resolution in a facilitative way.
- Demonstrated public service professionalism and probity.

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.

Security Clearance – These positions require a Baseline security clearance. You will be required to obtain and maintain a clearance at this level.

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

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Dan Wilson - First Grade Recruitment, 0426 477 670
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

Climate Change, Energy, the Environment and Water

Vacancy VN-0759628

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

Closing Date:Thursday 03 July 2025

Parks Australia
Science & Australian National Botanic Gardens Conservation Science

Job Title	Scientific Facilities Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/1681
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.

- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.
- Providing scientific support for Protected Areas policy and Park Management Plans.
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants.
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.
- Facilitating research and science capacity building and education.
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.

Parks Australia recently established a new Conservation Science section, the section includes the National Seed Bank whose scientists work on routine to complex research aimed at improving our capacity to conserve our native flora.

Duties

- Support procurement, maintenance and management of specialist scientific assets and facilities across the ANBG site.
- Work across teams at the ANBG to support site-wide WHS for scientific facilities and assets including development of procedures, safety checks and record maintenance, staff inductions, and participation in WHS committees.
- Use their strong interpersonal skills to build and maintain positive relationships across the ANBG site.
- An interest and enthusiasm for managing scientific and laboratory facilities to enable safe, uninterrupted and effective conservation and research will be central to your success in this role.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship -** to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks -** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- Note that you may be required to perform occasional out-of-hours and weekend work.

- Participate in the Park's Duty Officer Roster involving after hours monitoring of emergency alarms and phones.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

We currently have one vacancy available for immediate filling in Canberra. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Tom North, 02 6250 9462
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759646

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

Closing Date:Thursday 03 July 2025

People
Professional, Ethical Standards & Security Professional and Ethical Standards

Job Title	Senior Officer - Strategy, Policy and Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week and this may be negotiated, while working in the office/onsite regularly.
Classification	APS Level 6
Position Number	2025/1648
Agency Website	https://www.dcceew.gov.au/

Job Description

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

- Develop, facilitate and deliver integrity engagement events and activities
- Work in a motivated and professional team with a wide range of skill sets and backgrounds
- Develop and contribute to communication strategies

Who we are

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

Alongside contemporary HR functions, projects and strategies People Division is also responsible for:

- enhancing the department's focus on safety,
- enterprise bargaining,
- cultural and change management, and
- the department's response to Australian Public Service (APS) reforms.

The Professional, Ethical Standards and Security Branch is responsible for:

- Professional and Ethical Standards
- Personnel, Information and Capability Security
- Enterprise Change Management functions, and
- the Department's Sustainability Taskforce.

Professional and Ethical Standards sets the integrity policy framework for the department, and works to prevent, detect, and respond to internal fraud, corruption and misconduct, liaising closely with internal stakeholders to build a pro-integrity culture through positive workplace values and behaviours.

The vacancy advertised is within the Strategy, Policy and Engagement section, which is responsible for managing the department's integrity framework, including reviewing and updating integrity policies. The team are the point of contact for general integrity engagement for the department, such as developing integrity training and awareness sessions and preparing integrity communication. The team are the coordination point for all executive reporting, data reporting and trend monitoring. The merit pool established from this process may be used to fill future ongoing vacancies in the team where the duties are of a similar nature.

Duties

As a Senior Officer – Strategy Policy and Engagement, you will be responsible for:

- Developing, facilitating and delivering integrity engagement events and activities including training and awareness sessions.
- Writing and editing various materials, including news articles, website content and internal communications.
- Developing and contributing to communication strategies to achieve specific goals, such as building awareness and promoting training regarding integrity related topics.
- Fostering a culture of professionalism, inclusiveness and respect in the delivery of high-quality work.
- Providing expert advice on matters specific to the Branch's remit, such as the department's processes for managing reports of inappropriate behaviour, early intervention and local management action, integrity policies, Public Interest Disclosure procedures and matters that may give rise to serious or systemic corruption.
- Working effectively with stakeholders across the department to drive prevention initiatives, including outreach, communication and awareness raising.

What you'll gain from the experience

You will contribute to strategic and project work within the Branch, which can include building awareness and understanding of the department's processes for managing reports of inappropriate behaviour, fraud and corruption, disclosable conduct and serious and systemic corrupt conduct.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have a vacancy available for immediate filling in any of the above-mentioned locations. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Nardi I'Anson, +61272625017
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759652

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

Closing Date:Thursday 03 July 2025

Parks Australia
Uluru-Kata Tjuta National Park and Indigenous Protected Areas Joint Management

Job Title	Joint Management Manager
Job Type	Full-Time, Ongoing
Location	Uluru NT
Salary	$124,861 - $134,295
Future Merit Locations	Uluru
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	Executive Level 1
Position Number	2025/1599
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=F2C889DD-4214-C524-4369-E3EF57719824

Identified position

This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established

under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The purpose of the Joint Management Team is to support joint management in Uluru-Kata Tjuta National Park (UKTNP). We do this by supporting and improving governance processes (the way meetings are run), building relationships between community and park through meetings and on-country trips, and working with the Mutitjulu Liaison Officer and Central Land Council Joint Management Officer. At UKTNP good governance in joint management means coordinating meetings with majority Anangu members and attendance and ensuring that meetings incorporate Anangu way decision making. This includes supporting Anangu of all ages to attend meetings, changing meeting formats and processes to suit Anangu way of thinking, talking and deciding, and being flexible in our approach to governance. This should also be reflected in our record keeping, so that actions and decisions arising from meetings reflect what Anangu and the Board want for the park and community, and are achievable, accountable and not easily undone.

Duties

- Provide leadership within the park and participate as an active member of the UKTNP senior management team to promote a collegiate and supportive workplace culture. This includes performing Duty Manager responsibilities when required.
- Provide supervision, leadership and direction for a small team of UKTNP staff and mentoring of Anangu rangers.
- Providing strategic support across the Park to drive joint management outcomes in the day-to-day operations of UKTNP. This includes:
    - overseeing joint management procurements and project management
    - any activities and duties that help meet the Joint Management objectives of the Park lease agreement and Management Plan.
- Manage delivery of Board of Management operations including:
    - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board
    - arranging Board member travel, accommodation, renumeration payments and governance training
    - facilitating and participating in Joint Management Partnership Team meetings.

- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks
- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Note that relocation assistance is subject to negotiation.
- Note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.
- Note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- Participate in the Park’s Duty Officer Roster involving after hours monitoring of emergency alarms and phones.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.
- Work with Traditional Owners who speak Pitjantjatjara and/or Yankunytjatjara as a first language

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Shaeleigh Swan, 0477 744 219
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=F2C889DD-4214-C524-4369-E3EF5

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Employment and Workplace Relations

Vacancy VN-0759504

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 30 June 2025

Technology and Services Division
Digital Workplace Information Management

Job Title	Assistant Director – Information Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0686
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Reporting to the Director, the Assistant Director oversees information management services, including information systems maintenance, support, and advice to customers. In this role you will provide expert advice on records and information management and contribute to the implementation of DEWRs' Information Management Strategy and supporting frameworks and policies. You will manage external supplier contracts, library and mail services, and lead information management projects.

Duties

Responsibilities of the Assistant Director, Information Management may include:

- Provide expert strategic direction and advice on information management policy, complex problem solving and issues management for internal and external stakeholders.
- Contribute toward the implementation of the Information Management strategy and supporting policy documents.
- Provide advice on relevant whole of government policies and strategies.
- Deliver high quality services with a focus on engaging and collaborating with stakeholders across DEWR to identify opportunities, achieve outcomes and facilitate cooperation.
- Lead, manage and mentor a small team of information management professionals fostering capability development and collaboration.
- Prepare briefing materials, reports, options papers and other correspondence, as required.
- Manage contracts and financials for service agreements with external information providers, including library subscriptions, freight, mail, and off-site physical records storage.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Chris Jaggers, (02) 6121 3964
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS24 Weekly Gazette Thursday (Vacancy Notices) - 19 June 2025.pdf
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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Communications and the Arts

Vacancy VN-0759667

Australian Communications and Media Authority

Closing Date:Tuesday 24 June 2025

Communication Infrastructure
Licensing & Infrastructure Safeguards

Job Title	Project Manager, Spectrum Management System
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$139,146 - $164,602
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 2
Position Number	2875-2025-1
Agency Website	http://www.acma.gov.au

Job Description

https://www.acma.gov.au/careers

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Communications Infrastructure Division

The Communications Infrastructure Division manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

Licensing and Infrastructure Safeguards Branch

The Licensing and Infrastructure Safeguards Branch is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.

About the role

ACMA is offering a exciting opportunity for an experienced project manager to manage the development and implementation of our new Spectrum Management System

The Spectrum Management Project (SMP) is a significant project and a critical business function for the ACMA. The main objectives of the current SMP are to improve the ACMA’s spectrum management processes; to replace the ageing and end-of-life SPECTRA system; to improve efficiency through process automation; and to reduce system administration and support costs. The project is scheduled to be completed by mid 2027.

Duties

As the Project Manager, Spectrum Management System, you will

- Lead and manage a project team to drive quality outcomes applying best practice project management disciplines and processes, ensuring that the project is delivered on time, within budget, to scope and agreed quality standards.
- Maintain effective governance structures, processes and reporting to track the progress of the project, with appropriate safeguards and escalation protocols. The project is utilising an Agile development methodology with standard Agile protocols, structures and reporting.
- Support the Project Sponsor and Project Board through regular reporting and briefing, including preparing for, attending and updating the Project Board at its scheduled formal meetings. This includes providing progress reports and briefs including tracking and effective management of risks and issues, project progress, deliverables, resourcing and other matters.
- Monitoring project performance, identifying areas requiring improvement or change and determining appropriate action.
- Monitor the project budget, actively working with the ACMA Finance Team to track actual expenditure and refine expenditure forecasts.
- Prepare ongoing reporting to other Government Agencies, including the Digital Transformation Agency as required.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. Australian Government Security Vetting Agency (AGSVA).

Notes

This position is offered as a non-ongoing appointment for an initial period of two years, with the possibility of extension up to a maximum of three years, subject to project implementation.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Allan Major, (03) 9963 6860
Agency Recruitment Site	https://www.acma.gov.au/careers

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