



Commonwealth of Australia
APSJobs - Vacancies Daily
PS24 Daily Gazette Monday - 16 June 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS24 Weekly Gazette Thursday - 19 June 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS24 Weekly Gazette Thursday - 19 June 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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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=464

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Vacancy VN-0759443

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.ag.s.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	Pymont NSW
Salary	\$94,563 - \$105,910
Future Merit Locations	Pymont
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-do

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](https://www.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

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%20people/Work%20with%20us

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Vacancy VN-0759596

Job Title	Volunteer Systems Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Pymont
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-do

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](https://www.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%20people/Work%20with%20us

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Vacancy VN-0759590

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.

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-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](https://www.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.

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

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Vacancy VN-0759591

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](https://www.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-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

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	Stan Veitsman, STAN.VEITSMAN@HOMEAFFAIR
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138103/

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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](https://www.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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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

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).

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Strawberry Kreutzer, (02) 9581 7414
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C2C18CE9-986A-89C6-9019-E3EE6AC6FF37

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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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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-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

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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:

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- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
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In turn, we:

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- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

Eligibility

Security Clearance:

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Notes

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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-E3EC52297FCA

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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

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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	Rob Holland, 07 3075 0024
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0FE96CD1-3B77-E505-437D-E3EC5270B8B6

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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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Eligibility

Security Clearance:

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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-E3EC506DA4E3

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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 level 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-E3ECC904F23B

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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	

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-E3EDB455415B

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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-E3EDB6DD39DF

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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 (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

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

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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-E3EDF09AFA39

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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

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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-E3EDF41BA058

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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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Jo Wardle, 07 3512 0005
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7EDD295-BB2F-2427-6DB6-E3EE2F2012B6

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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.

About the Department of Defence

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

To Apply

Position Contact	Tegan Davis, 02 6243 0480
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=46463EF3-13AE-8B49-818A-E3EE67CD3117

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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	

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Berman, 02 5108 8618
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67D38B88-8EF1-4831-9B2D-E3EE697D6B8C

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Defence

Vacancy VN-0759588

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Craig Swan, 03 9200 0647
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4ABDA87-3685-BDC2-4321-E3EC16D5F57F

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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

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.

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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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.

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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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	Pymont 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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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 of 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-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-E3EE2FE76145

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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 30 June 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/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=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/?audiencecode=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/careers

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-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 spokesperson 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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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 (EL1), 2026 Census Inclusive Strategy (Affirmative Measure – Aboriginal and Torres Strait Islander peoples)** in the 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 occupant 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 people 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 stakeholder engagement and Inclusive Strategies and Engagement field workforce has 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 people and communities in urban and regional areas
- help build the representation of Aboriginal and Torres Strait Islander people 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 people
- 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. National-level experienced desired but not necessary.

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.

Applicants will be required to provide their 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 have trouble with this, the Recruitment Team and 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 listed above, 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 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-E3EE6A29C572

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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-E3ECC9A70543

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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-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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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 perspectives 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 Jagers, (02) 6121 3964
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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