



Commonwealth of Australia
APSJobs - Vacancies Daily
PS24 Daily Gazette Wednesday - 14 June 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS24 Weekly Gazette Thursday - 15 June 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS24 Weekly Gazette Thursday - 15 June 2023.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0725156

Australian Competition and Consumer Commission

Closing Date: Monday 24 July 2023

National Anti-Scam Centre

Job Title	APS6/EL1 National Anti-Scam Centre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Perth WA, Townsville QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Darwin NT, Canberra ACT
Salary	\$92,228 - \$126,815
Classification	APS Level 6;Executive Level 1
Position Number	EA2023/202
Agency Website	https://www.accc.gov.au/

Job Description

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

About the National Anti-Scam Centre

In May this year, the ACCC was allocated \$58 million in funding to establish the National Anti-Scam Centre. This includes \$44 million for a technology build which will enable the Centre to rapidly share scam information with private and public entities to drive disruption activities.

The remaining funding will be used to resource the Centre to deliver fusion cells (taskforces); provide education and communications activities in collaboration with the private sector and support the ongoing data analysis; intelligence gathering, and disruption.

The aim of the Centre is to make Australia a much harder target for scammers. It will deliver better protection for Australian consumers and businesses by improving cooperation between government and industry to respond to increasingly sophisticated scam activity.

Duties

About the roles

We're looking for people from diverse backgrounds to join the National Anti-Scam Centre for a variety of roles. These roles will include both ongoing and non-ongoing placements, offering candidates the opportunity to share their experience and expertise both in the Centre and the wider ACCC.

To fill immediate vacancies, we will be considering candidates for short term (non-ongoing) placements, while this recruitment process is being finalised. Please refer to the [anticipated timeline](#) for further information.

EL1 and APS6 level roles are available across all teams in the Centre. Successful candidates will be required to obtain at least a baseline security clearance.

The ideal candidates and specific duties

Do you have experience in community engagement and empowering people to identify and avoid scams? Do you enjoy research and identifying issues in data? This is an opportunity to bring your expertise to the National Anti-Scam Centre and work with a diverse range of colleagues who want to make a difference and reduce the harmful impact scams have including on First Nations people.

We are looking for people with an understanding or experience in fraud, scams, or cybercrime and/or in financial payment systems; telecommunications and/or digital platforms. Each team requires something a little different.

Scams Data & Insights team

- Experience in intelligence, fraud analytics and trend reporting
- The ability to identify emerging scam trends and action the intelligence. This might include recommending who to contact (reporters, private sector, government agencies or law enforcement)
- You will be confident presenting at intelligence sharing forums, have strong technical skills as well as good communication skills
- Conduct high level quantitative and qualitative analysis of information and data sets. Use this to generate insights and identify trends and patterns to formulate conclusions to support informed, evidence-based decision-making
- You will be able to contribute to and make recommendations relating to the Centre's technology build to automate more processes and facilitate high frequency data sharing
- You may also lead people who are reviewing and cleaning data; working closely with the outreach team to respond to victims of scams and refer them to services that can offer support.

Education & Outreach team

- Experience in communications; education and engagement
- The ability to develop and implement engagement strategies targeting consumers, including in culturally and linguistically diverse communities; First Nations communities; older consumers and people with disability
- Working closely with our strategic communications branch, you will be able to draft content about scams for the website, publications (like the Little Black Book of Scams), education resources, social media, media and communications campaigns
- You will be able to present and participate in forums, including community outreach
- You will be able to respond quickly to requests from the media and stakeholders about scams issues
- You will prepare communications, draft reports and other materials for the Scams Awareness Network and other internal and external communications.

Partnership & Liaison team

- Experience in building relationships with stakeholders from government, law enforcement, the private sector, consumer organisations and international organisations to support the activities of the Centre
- You will develop and lead the partnership engagement strategy, including Memoranda of Understanding (MOU) and Terms of Reference (TOR) for working groups and forums that support the Centre
- You will be confident leading meetings and have strong understanding of the subject matter
- You will contribute to scams policy initiatives.

Projects & Fusion Cell team

- Experience in intelligence, investigations, cyber security and project management
- You will be a lateral thinker with a collaborative, practical approach to problem-solving in all aspects of scam mitigation
- You will contribute to the Centre's planning and evaluation of fusion cells which involve setting up taskforces with private sector, other government organisations and law enforcement to tackle complex scams problems
- You will build relationships with law enforcement agencies and develop processes for sharing information
- You will coordinate fusion cells and deliver the Centre's key projects. This will include disruption activities such as identifying and removing scam websites, interviewing victims, liaison with government organisations to facilitate data sharing, drafting of MOUs.

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

How to apply

When applying you will be required to upload your resume (maximum 2 pages) and respond to the following behavioural question, with a maximum response of 500 words.

- **How can your experience help us build the National Anti-Scam Centre and make Australia a harder target for scammers?**

When submitting your application, you will be asked to indicate whether you wish to be considered for roles as an APS6, EL1 or both.

Salary: APS6 \$92,228 - \$103,370 per annum (plus 15.4% superannuation)

EL1 \$114,589 - \$126,815 per annum (plus 15.4% superannuation)

Contact Officer: Jayde Richmond, Executive Director jayde.richmond@accc.gov.au

This role is available on a full time, part time or job share basis.

**Eligibility
Notes**

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Jayde Richmond, (02) 6243 1013
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725157

Australian Competition and Consumer Commission

Closing Date:Monday 24 July 2023

National Anti-Scam Centre

Job Title	APS6/EL1 National Anti-Scam Centre (Affirmative Measures)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Sydney NSW, Melbourne VIC, Perth WA, Townsville QLD, Darwin NT, Canberra ACT, Brisbane QLD, Hobart TAS
Salary	\$92,228 - \$126,815
Classification	APS Level 6;Executive Level 1
Position Number	EA2023/203
Agency Website	https://www.accc.gov.au/

Job Description

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

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Salary: APS6 \$92,228 - \$103,370 per annum (plus 15.4% superannuation)

EL1 \$114,589 - \$126,815 per annum (plus 15.4% superannuation)

Contact Officer: Jayde Richmond, Executive Director jayde.richmond@accc.gov.au

**First Nations contact officer: Jolene Couzens, Indigenous Outreach Officer
jolene.couzens@accc.gov.au**

This role is available on a full time, part time or job share basis.

Eligibility

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Australian Competition and Consumer Commission

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community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Jayde Richmond, (02) 6243 1013
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725145

Australian Curriculum, Assessment and Reporting Authority (ACARA)

Closing Date: Tuesday 27 June 2023

Communications and Strategic Relations
Communications Strategic Relations

Job Title	Stakeholder Engagement and Communications Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$90,380 - \$93,361
Classification	APS Level 6
Position Number	SEC
Agency Website	

Job Description

<https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=y1vd2WsL-XE2rtONHjSTYwxx>

Duties

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is an independent statutory authority with a vision to inspire improvement in the learning of all young Australians through world-class curriculum, assessment and reporting.

We are an organisation with strong passion, pride, and commitment to our work. Our work culture is highly collaborative and supportive.

ACARA currently has an exciting opportunity for a Stakeholder Engagement and Communications Officer to join our Communications and Strategic Relations team in the Sydney Office. The primary purpose of the role is to provide high-quality support for community and stakeholder engagement and communications.

The Communications and Strategic Relations business unit leads ACARA's internal and external communications and engagement strategy. It plans and delivers expert communication and engagement initiatives to support ACARA's program of work and develop positive relationships across ACARA's stakeholder spectrum.

Key activities of the role:

- Manage process for responding to community and stakeholder enquiries in a timely and professional manner. This includes drafting responses, analysing and reporting on trends.
- Maintain stakeholder details and interactions in Salesforce and assist the team to integrate the enhanced use of Salesforce across the organisation.
- Coordinate briefing packs for the Executive and organise meetings and events (both online and in person), including RSVP coordination, presentation preparation, minute taking and follow up actions.

Eligibility

Success criteria:

- Strong system administration and project management skills, with a high level of experience using Salesforce, SharePoint and PowerPoint.
- Proactive, organised, attention to detail and experience coordinating events and meetings,
- Excellent verbal and written communication and the ability to build rapport with internal and external stakeholders.

Notes

Minimum commencing salary is \$90,379 base per annum plus superannuation. There is some flexibility dependent on the skills and experience of the successful candidate.

ACARA’s employment conditions include attractive annual remuneration increases, a 35-hour work week and a commitment to continuous learning and development.

Applications will close at11.59pm, 27 June 2023.

ACARA embraces a diverse workforce culture and is an Equal Employment Opportunity (EEO) Employer that welcomes applications from Aboriginal and Torres Strait Islander people.

Any offer of employment will be subject to satisfactory verification of your right to work in Australia and a police clearance check and may include a working with children check.

About the Australian Curriculum, Assessment and Reporting Authority (ACARA)

To Apply

Position Contact	People and Culture, 02 8098 3100
Agency Recruitment Site	https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=y1vd2WsL-XE2rtONHjS

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Vacancy VN-0725094

Job Title	Divisional Project Officer, Victoria Operations
Job Type	Full-Time, Ongoing
Location	Grovedale VIC
Salary	\$70,982 - \$77,785
Classification	APS Level 4
Position Number	2023-194 15125
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzNzU2Nzg3OTA4OTIh-MS9lZGll>

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

Duties

The AEC is seeking a motivated and resilient person with the demonstrated ability to contribute to organisational outcomes and work collaboratively, supporting the Divisional Office Manager and working within a small team. A demonstrated commitment to building sustainable relationships with internal and external stakeholders whilst working collaboratively with peers and staff is also required.

The Divisional Project Officer will be responsible for general administrative tasks, project management, team leadership, and delivery of staff training. At the direction of the Divisional Office Manager, you will also assist with other duties as required to support the successful delivery of the election.

Responsibilities during specific periods include:

- **Non-Election Period**

During the non-election period the focus is firmly on enrolment management, comprehensive election planning and other ongoing projects leading up to the announcement of the election. The Divisional Project Officer will actively train and mentor staff to ensure they are undertaking their work according to legislation, policy and procedure, whilst also making broader contributions to the review and refinement of internal policies and procedures.

- **Election Period**

When an election is announced the workload for all divisional staff increases substantially for a period of 8-12 weeks. The Divisional Project Officer is responsible for managing projects during the election, as advised by the Divisional Office Manager. Some of these projects may be high risk and large-scale, with pressure to complete work within short and immutable timeframes and may be subject to public and media scrutiny.

To excel you'll have:

- Resilience and positivity, with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Catherine D'Andria, (03) 8639 4814
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzNzU2Nzg3OTA4O

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Vacancy VN-0725144

Australian Electoral Commission

Closing Date: Sunday 02 July 2023

Electoral Integrity and Operations Group
Western Australia State Office

Job Title	Western Australia State Office, Various Positions
Job Type	Full-Time, Non-Ongoing
Location	Various locations - WA WA
Salary	\$70,982 - \$123,331
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	2023-196 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

We offer a unique opportunity to be part of a passionate team that together deliver world class electoral services at the core of our Australian democracy. We have people, with a wide range of expertise and experience, working in a diverse range of roles, in many locations around the country. Where we are similar is that we all support Australians to actively participate in our democracy – and this is something that we think really counts.

In the months and weeks prior to an election event the AEC's workforce expands exponentially as it prepares for voting day and the weeks following. As a result, the AEC requires temporary support in a range of capacities in order to meet the significant logistical challenges and short timeframes associated with delivering an election or referendum.

Duties

The AEC invites you to register your interest for non-ongoing employment opportunities at the APS 4 to EL1 classification in the Western Australian State Office. We are specifically looking for enthusiastic self-starters for roles covering.

Procurement/ Contract Management

This team is instrumental in the delivery of an election event. In addition to undertaking procurement and contract management for state-wide services.

Finance

The finance team play an important role preparing event budgets and tracking and monitoring expenditure at division and state levels and ensuring compliance with relevant policies and procedures. The team works closely with internal and external stakeholders and assists in facilitating the payment of invoices and responding to finance-related queries.

Public Affairs/ Communications

This role will work on several project tasks ranging from coordinating information to respond to media enquiries to supporting local internal communication activities and developing written communication materials. This role works closely with the state executive team in a fast-paced operational environment.

Materials/ Logistics

Our Material/ Logistics staff assist in arranging the movement and monitoring of all election materials and logistics. You will assist in the design and tracking of delivery schedules and work closely with a range of internal and external stakeholders to meet deadlines and achieving compliance and regulatory requirements.

Workforce/ Recruitment

The workforce team provides crucial staffing support to recruit, onboard and train our election event workforce. This team works in a highly agile environment where no two days are ever the same.

Remote Operations

These roles will review, improve and expand the AEC's remote and very remote service offering for the Referendum and future electoral events. A significant number of Indigenous and culturally and linguistically diverse voters reside in rural and remote Western Australia noting the importance of delivering appropriate services to these voters.

If you have experience working in the area of Aboriginal and Torres Strait Islander people engagement, you are strongly encouraged to apply.

Positions are likely to be available across most APS levels for the above role types and are based in the Perth metro area.

Please note: our APS 6 roles are typically team leader positions with responsibility for managing staff and ensuring all team work items are delivered.

The length of employment varies in duration (depending on the role), but you could be engaged from 3 months up to 12 months.

Skills and Capabilities:

- We would love to hear from you if you have skills/ experience in a relevant area and can:
- Remain positive and respond to pressure in a calm manner.
- Thrive in an agile, fast-paced work environment.
- Communicate effectively with a broad range of stakeholders at all levels of seniority.
- Deliver results within planned timeframes and on budget.
- Work autonomously and harmoniously with others, acting with personal drive and integrity.
- Lead and manage staff (for APS Level 6).

Eligibility

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

Notes

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To Apply

Position Contact	Dione Tonts, 0423847956
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0725107

Australian Skills Quality Authority (ASQA)

Closing Date: Tuesday 27 June 2023

Education and Services Service Delivery

Job Title	Service Delivery Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA, Melbourne VIC, Brisbane QLD
Salary	\$71,747 - \$75,886
Classification	APS Level 4
Position Number	Various
Agency Website	https://www.asqa.gov.au/

Job Description

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

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

The Education and Services Team is responsible for developing and delivering internal and external communication strategies, enhancing ASQA's stakeholder engagement, and delivering education and guidance for stakeholders in the VET sector.

Duties

The Opportunity

The Service Delivery Team is responsible for providing a customer-centric gateway to ASQA through a centralised 'service centre' approach that brings together key information channels including website and publications, provider support, student services and decisions.

The **Service Delivery Officers** provide guidance and support to external and internal stakeholders through multiple communication channels. More specifically they:

- provide advice and education on a variety of matters within ASQA's jurisdiction, through the ASQA Infoline and email enquiries, to a range of stakeholders
- research appropriate sources of information to respond to enquiries and contribute to the development of Service Centre team knowledge
- perform a range of administrative tasks, including contributing to team projects and developing internal guides, while working independently with little or no supervision
- support the training and development of other Service Centre staff
- developing a knowledge and appreciation of the team's key relationships, internally and externally.

Who we are looking for...

Our ideal candidates will have:

- a demonstrated ability to work effectively, flexibly, and collaboratively with all stakeholders to contribute to the achievement of team goals
- a high level of interpersonal, written, and oral communication skills, including the ability to understand and adapt to a diverse audience
- a demonstrated ability to draw on information from multiple sources, using initiative and critical thinking to provide accurate advice on issues
- the ability to proficiently use IT systems, such as CRMs and Microsoft Office products, and to be able to provide support for ASQA's external system users.
- the ability to proactively manage workloads and prioritise tasks to meet deadlines
- a strong attention to detail.

Working with us...

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

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

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

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

Eligibility

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

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

Notes

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

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

If you have questions about this exciting opportunity, please contact **Angus Boag, Service Delivery Lead** on (03) 8664 6078 or

via recruitment@asqa.gov.au

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

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

Applications close at 11:30pm AEST on Tuesday, 27 June 2023.

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

About the Australian Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Angus Boag, (03) 8664 6078
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0725148

Australian Transport Safety Bureau

Closing Date: Wednesday 12 July 2023

Operations
Dark

Job Title	Rail Transport Safety Investigator
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD
Salary	\$96,259 - \$124,648
Classification	APS Level 6;Executive Level 1
Position Number	2023/05
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

(Other locations may be considered)

About the ATSB

Here at the Australian Transport Safety Bureau (ATSB) our vision is 'Transport without accidents'. Our mission is to improve transport safety for the greatest public benefit through our independent investigations and influencing safety action.

The ATSB improves safety and public confidence in aviation, marine and rail transport through:

- independent 'no blame' investigation of transport accidents and safety occurrences;
- safety data recording, analysis and research; and
- influencing safety action through fostering safety awareness.

The ATSB is an independent statutory agency of the Australian Government. The ATSB is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers.

The ATSB is established by the *Transport Safety Investigation Act 2003* (TSI Act) and conducts its investigations in accordance with the provisions of the Act. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability. The ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

About the role

As a Transport Safety Investigator (TSI) you will be required to lead and drive your own investigations and work as a team member on other investigations. You will quickly find that no two investigations are the same as you use your technical and/or industry knowledge to undertake research, collect evidence, analyse evidence, prepare your findings in a way that meets the needs of different audiences, and build and maintain effective internal and external cooperation and partnerships. **Duties**

Our ideal person will demonstrate:

- a passion for advancing rail safety
- relevant industry training, tertiary qualifications and/or rail infrastructure or rail operations experience
- research, analytical and writing skills, to produce unbiased transport safety investigation reports (preliminary, interim and final)

- project management skills to scope and achieve defined outcome, working on more than one project/investigation at a time, with agreed resources and timeframes
- collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an ability to apply technical and industry knowledge impartially and without bias
- an understanding of, or an ability to quickly acquire and apply a knowledge of, relevant legislation and supporting regulations
- communication and stakeholder management skills capable of professionally representing the ATSB's interests with persons directly involved in accidents and incidents and their family members, government and private sector organisations, and the general public
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Important information about the role

- Transport Safety Investigators (TSI) attend transport accidents that may involve fatalities or serious injuries to people. It is part of the TSI role to undertake interviews with the injured people and/or next of kin where a fatality has occurred.
- For health and safety reasons, our TSIs are vaccinated against Hepatitis A and B, Tetanus and in some cases Typhoid before attending accident sites. The ATSB encourages all employees to be vaccinated against COVID-19. Additional inoculations may be required when travelling and/or if attending overseas accident sites.
- TSIs will need to maintain a good level of physical and mental fitness to be capable of undertaking field deployments, including to remote locations under hazardous and arduous environmental conditions and terrain, and including attending accident sites where there have been fatal injuries and interacting with relatives of accident victims.
- TSIs will receive extensive training before any participation in an on-call after hours deployment roster arrangement whereby they are on-call to respond to an accident, the roster runs on a one week on, three weeks off arrangement.
- New TSIs will be enrolled by the ATSB to complete a Graduate Certificate in Transport Safety Investigation, within the first 18 months of their employment. Satisfactory completion of the Graduate Certificate in Transport Safety Investigation is a requirement to progress through the TSI broadband to higher salary points or classifications.

Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Peta Nisbet, 02 6122 1632
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0725149

Australian Transport Safety Bureau

Closing Date:Wednesday 12 July 2023

Operations

Job Title	Marine Transport Safety Investigator
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$96,259 - \$124,648
Classification	APS Level 6;Executive Level 1
Position Number	2023/06
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

About the ATSB

Here at the Australian Transport Safety Bureau (ATSB) our vision is 'Transport without accidents'. Our mission is to improve transport safety for the greatest public benefit through our independent investigations and influencing safety action.

The ATSB improves safety and public confidence in aviation, marine and rail transport through:

- independent 'no blame' investigation of transport accidents and safety occurrences;

- safety data recording, analysis and research; and
- influencing Safety action through fostering safety awareness.

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About the role

As a Transport Safety Investigator (TSI) you will be required to lead and drive your own investigations and work as a team member on other investigations. You will quickly find that no two investigations are the same as you use your technical and/or industry knowledge to undertake research, collect evidence, analyse evidence, prepare your findings in a way that meets the needs of different audiences, and build and maintain effective internal and external cooperation and partnerships. **Duties**

Our ideal person will demonstrate:

- relevant marine industry experience, this may include: an AMSA-issued or recognised unrestricted (Class 1) certificate of competency as a master or chief engineer with at least 2 years of recent experience as a master, chief engineer, chief mate or first engineer on merchant ships; or two years of current experience in a senior role ashore (e.g., ship surveyor, superintendent, pilot or similar) will be considered equivalent to recent shipboard experience.
- a good understanding of the maritime industry, ships and shipboard operations, the ability to interpret and apply legislation, regulations and standards and demonstrable involvement and interest in marine safety and safe shipboard operations.
- strong analytical reasoning and problem-solving skills and the ability to collect relevant data and evidence, conduct research and interpret information, and apply technical and industry knowledge impartially and without bias.
- a good understand of writing principles and practices and developed capability of compiling concise, logical, and technically correct written outputs.
- well-developed verbal communication and interpersonal skills, able to interact professionally with internal and external stakeholders, including those from different cultural backgrounds, and represent the ATSB's interests with Government and private sector organisations and the public.
- ability to effectively lead and work in small teams, including the ability to cultivate productive working relationships.
- a strong commitment to learning and self-development, keen interest in embracing new and challenging opportunities, and committed to an honest, ethical and professional approach to achieve objectives while adhering to legal and organisational requirements.
- project management skills to scope and achieve defined outcome, with agreed resources and timeframes
- collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an understanding of, or an ability to quickly acquire and apply a knowledge of, relevant legislation and supporting regulations
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures

- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Important information about the role

- Transport Safety Investigators (TSI) attend transport accidents that may involve fatalities or serious injuries to people. TSIs will interview the injured people and/or next of kin where a fatality has occurred.
- For health and safety reasons, our TSIs are vaccinated against Hepatitis A and B, Tetanus and in some cases Typhoid before attending accident sites. The ATSB encourages all employees to be vaccinated against COVID-19. Additional inoculations may be required when travelling and/or if attending overseas accident sites.
- TSIs will need to maintain a good level of physical and mental fitness to be capable of undertaking field deployments, including to remote locations under hazardous and arduous environmental conditions and terrain.
- TSIs will receive extensive training before any participation in an on-call after hours deployment roster arrangement whereby they are on-call to respond to an accident, the roster runs on a one week on, three weeks off arrangement.
- New TSIs will be enrolled by the ATSB to complete a Graduate Certificate in Transport Safety Investigation, within the first 18 months of their employment. Satisfactory completion of the Graduate Certificate in Transport Safety Investigation is a requirement to progress through the TSI broadband to higher salary points or classifications.

Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Vik Chaudhri, 02 6122 1640
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0725150

Australian Transport Safety Bureau

Closing Date: Wednesday 12 July 2023

Operations

Job Title	Human Factors Transport Safety Investigator
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$96,259 - \$124,648
Classification	APS Level 6;Executive Level 1
Position Number	2023/04
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

About the ATSB

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- influencing safety action through fostering safety awareness.

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About the role

As a Transport Safety Investigator (TSI) you will be required to lead and drive your own investigations and work as a team member on other investigations. You will quickly find that no two investigations are the same as you use your technical and/or industry knowledge to undertake

research, collect evidence, analyse evidence, prepare your findings in a way that meets the needs of different audiences, and build and maintain effective internal and external cooperation and partnerships. **Duties**

Our ideal person will demonstrate:

- a passion for advancing transport safety
- research and analytical skills to discover defensible and evidence-based safety findings from diverse and sometime contrary evidence
- writing skills to produce unbiased and technically accurate transport safety investigation reports
- project management skills to scope and achieve defined outcome, working on more than one project/investigation at a time, with agreed resources and timeframes
- collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an ability to apply technical and industry knowledge impartially and without bias
- an understanding of, or an ability to quickly acquire and apply a knowledge of, relevant legislation and supporting regulations
- communication and stakeholder management skills capable of professionally representing the ATSB's interests with persons directly involved in accidents and incidents and their family members, government and private sector organisations, and the general public
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Important information about the role

- Transport Safety Investigators (TSI) attend transport accidents that may involve fatalities or serious injuries to people. TSIs will interview the injured people and/or next of kin where a fatality has occurred.
- For health and safety reasons, our TSIs are vaccinated against Hepatitis A and B, Tetanus and in some cases Typhoid before attending accident sites. The ATSB encourages all employees to be vaccinated against COVID-19. Additional inoculations may be required when travelling and/or if attending overseas accident sites.
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Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Stuart Godley, 02 6122 1635
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0725151

Australian Transport Safety Bureau

Closing Date:Wednesday 12 July 2023

Operations

Job Title	Aviation Transport Safety Investigator
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$96,259 - \$124,648
Classification	APS Level 6;Executive Level 1
Position Number	2023/07
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

About the ATSB

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About the role

As a Transport Safety Investigator (TSI) you will be required to lead and drive your own investigations and work as a team member on other investigations. You will quickly find that no two investigations are the same as you use your technical and/or industry knowledge to undertake research, collect evidence, analyse evidence, prepare your findings in a way that meets the needs of different audiences, and build and maintain effective internal and external cooperation and partnerships. **Duties**

Our ideal person will demonstrate:

- a passion for advancing aviation safety
- they have more than five years of experience working in the aviation sector and have relevant qualifications in one of the following areas:
 - Commercial pilot (ATPL desirable)
 - Aeronautical or systems engineer
 - Licenced aircraft maintenance engineer

- research and analytical skills to discover defensible and evidence-based safety findings from diverse and sometime contractor evidence
- writing skills to produce unbiased and technically accurate transport safety investigation reports
- project management skills to scope and achieve defined outcomes, working on more than one project/investigation at a time, with agreed resources and timeframes
- collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an ability to apply technical and industry knowledge impartially and without bias
- an understanding of, or an ability to quickly acquire and apply a knowledge of, relevant legislation and supporting regulations
- communication and stakeholder management skills capable of professionally representing the ATSB's interests with persons directly involved in accidents and incidents and their family members, government and private sector organisations, and the general public
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Important information about the role

- Transport Safety Investigators (TSI) attend transport accidents that may involve fatalities or serious injuries to people. TSIs will interview the injured people and/or next of kin where a fatality has occurred.
- For health and safety reasons, our TSIs are vaccinated against Hepatitis A and B, Tetanus and in some cases Typhoid before attending accident sites. The ATSB encourages all employees to be vaccinated against COVID-19. Additional inoculations may be required when travelling and/or if attending overseas accident sites.
- TSIs will need to maintain a good level of physical and mental fitness to be capable of undertaking field deployments, including to remote locations under hazardous and arduous environmental conditions and terrain, and including attending accident sites where there have been fatal injuries and interacting with relatives of accident victims.
- TSIs will receive extensive training before any participation in an on-call after hours deployment roster arrangement whereby they are on-call to respond to an accident, the roster runs on a one week on, three weeks off arrangement.
- New TSIs will be enrolled by the ATSB to complete a Graduate Certificate in Transport Safety Investigation, within the first 18 months of their employment. Satisfactory completion of the Graduate Certificate in Transport Safety Investigation is a requirement to progress through the TSI broadband to higher salary points or classifications.

Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Stuart Godley, 02 6122 1635
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0725152

Australian Transport Safety Bureau

Closing Date:Wednesday 12 July 2023

Operations
Dawn

Job Title	Safety Analyst or Senior Safety Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$85,956 - \$119,283
Classification	APS Level 6;Executive Level 1
Position Number	2023/09
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

About the ATSB

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safety action.

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- influencing safety action through fostering safety awareness.

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About the role

As a safety analyst/senior safety analyst you will be required to undertake detailed analysis and propose solutions to complex safety concerns and produce statistical analysis reports; and build and maintain effective internal and external cooperation and partnerships. **Duties**

Safety Analyst experience and capabilities

Our ideal person will demonstrate:

- ability to use and develop dashboards using data visualisation tools, e.g. Power BI
- demonstrate knowledge of data extraction and analysis programming languages, for example, SQL, R, MATLAB, Python
- ability to independently extract, manipulate and interpret data
- ability to contribute to the ongoing data quality process
- demonstrate knowledge of statistical analysis methodologies
- ability to write accurate, concise analysis reports taking into account prescribed legislation (Transport Safety Investigation Act and Regulations 2003)
- have communication and stakeholder management skills capable to presenting analysis findings and professionally represent the ATSB to a variety of internal and external stakeholders including at conferences/stakeholder meetings
- have project management skills to scope and achieve defined outcomes, within agreed resources and timeframes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an understanding of, or an ability to acquire and apply a knowledge of, relevant legislation and supporting regulations
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Senior Safety Analyst experience and/or capabilities

Our ideal senior safety analyst will also be able to demonstrate the following:

- an ability to mentor other team members on statistical analysis methodologies, data extraction/analysis coding and wider collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes

- ability to review statistical analysis reports, developed data visualisation dashboards and code used for data extraction/analysis, with the ability to provide appropriate and detailed feedback.

Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Terry O'Bree, 02 6122 1671
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0725153

Australian Transport Safety Bureau

Closing Date: Wednesday 12 July 2023

Operations

Job Title	Researcher or Senior Researcher
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$85,956 - \$119,283
Classification	APS Level 6;Executive Level 1
Position Number	2023/08
Agency Website	https://www.atsb.gov.au/

Job Description

<https://www.atsb.gov.au/employment-opportunities>

About the ATSB

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The ATSB improves safety and public confidence in aviation, marine and rail transport through:

- independent 'no blame' investigation of transport safety accidents and occurrences;
- safety data recording, analysis and research; and
- influencing safety action through fostering safety awareness.

The Australian Transport Safety Bureau (ATSB) is an independent statutory agency of the Australian Government. The ATSB is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers.

The ATSB is established by the Transport Safety Investigation Act 2003 (TSI Act) and conducts its investigations in accordance with the provisions of the Act. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability. The ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

About the role

As a research/senior researcher you will be required to undertake detailed analysis and propose solutions to complex safety investigations and produce statistical analysis reports/safety studies; and build and maintain effective internal and external cooperation and partnerships. **Duties**

Researcher experience and/or capabilities

Our ideal person will demonstrate:

- highly developed research skills and the ability to extract, manipulate, analyse and interpret data with impartiality and without bias
- have industry knowledge or a high-level of interest in transport safety (aviation, marine or rail)
- an ability to contribute to ATSB data quality processes
- an ability to independently write accurate, concise and complex research/analysis reports taking into account prescribed legislation (Transport Safety Investigation Act and Regulations 2003)

- have communication and stakeholder management skills capable of presenting research/analysis findings and professionally represent the ATSB to a variety of internal and external stakeholders including at conferences/stakeholder meetings
- have project management skills to scope and achieve defined outcomes, within agreed resources and timeframes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others
- an understanding of, or an ability to acquire and apply a knowledge of, relevant legislation and supporting regulations
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Senior Researcher experience and/or capabilities

Our ideal senior researcher will also be able to demonstrate the following:

- an ability to mentor other team members on research/statistical analysis methodologies, and wider collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- ability to review research reports with the ability to provide appropriate and detailed feedback.

Eligibility

It is a general expectation that:

- employees of the Australian Public Service (APS) are Australian citizens or are attending to apply for Australian Citizenship
- you will have no impediments towards obtaining and maintaining a Baseline security clearance
- you can meet a number of pre-employment checks, including a police records check and health clearance
- that you are willing to disclose your vaccination status for COVID-19.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Terry O'Bree, 02 6122 1671
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0725111

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Monday 26 June 2023

Corporate and Business Transformation
Perth Investigations

Job Title	Principal Investigators
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$143,963 - \$178,517
Classification	Executive Level 1
Position Number	12735 and 13327
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 statutory authority and is the expert regulator of health and safety, structural integrity (including well integrity) and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry and the environment.

We are looking for experienced Investigators to join our Investigations Team at our Perth Office.

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, 15 personal leave days per annum, 15.4% superannuation and flexible working arrangements.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nation peoples, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced Investigator, apply now and take the next step in your career with these exciting opportunities.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Currently there are ongoing (permanent) / non-ongoing (fixed term) for a period of up to 18 months with the possibility of further extension opportunities available. This recruitment process will be valid for a period of 18 months and may be used to fill ongoing (permanent) and non-ongoing (fixed term) positions at this level or similar during this period.

Duties

In the role of Principal Investigator, you will provide specialist investigation skills, advice and guidance to NOPSEMA with a focus on non-compliance with occupational health and safety (OHS), well integrity (WI) and environment management (EM) legislation.

You will possess a Diploma in Government (Investigation) and/or other appropriate tertiary qualifications. Your role will involve the investigation of accidents, dangerous occurrences, complaints and reportable environmental and well integrity incidents.

You will also compile briefs of evidence including submission of the briefs to the Commonwealth Director of Public Prosecutions (CDPP) or other Prosecuting Agencies as specified by NOPSEMA and build investigation capability through the training and mentoring of NOPSEMA inspectorate staff using contemporary investigation techniques and best practice.

An understanding of the offshore petroleum industry is desirable.

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.

You must be able to obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character 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.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0725120

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Sunday 09 July 2023

Environment, Renewables and Decommissioning
Perth

Job Title	Environment Specialists
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$213,006 - \$213,007
Classification	Executive Level 1
Position Number	13417
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers/find-opportunity>

NOPSEMA is seeking experienced marine environmental management specialists across a range of disciplines to join our growing team of professionals within the Environment, Renewables and Decommissioning Division.

Successfully navigating the energy transition is one of the biggest challenges currently facing Australia. As the National Offshore Petroleum Safety and Environmental Management Authority and Australia's Offshore Infrastructure Regulator, our purpose is to assure the protection of the offshore workforce and the environment. As an Environment Specialist, you will be at the forefront of our efforts to ensure that the offshore energy industry operates in an environmentally responsible manner.

Are you passionate about protecting the environment and ensuring that marine developments are implemented in an ecologically sustainable manner? Do you have a strong background in marine environmental assessment and management of offshore projects and activities? Would you like to apply these skills to improve environmental outcomes for offshore petroleum, greenhouse gas storage and

offshore renewables activities?

Why work for NOPSEMA?

As a highly skilled, agile, and expertise-based regulator, our people are our number one asset. We offer a competitive remuneration package, above industry 15.4% super, a great work-life balance with flexible working options which include a nine-day fortnight, five weeks annual leave and purchase leave options.

If you are ready to take on this exciting challenge, we want to hear from you! Apply now to become an Environment Specialist at NOPSEMA and join us in our mission to create a safer and more sustainable future in the offshore energy sector.

How to apply:

For more information and to apply for these exciting opportunities visit:

[Find an opportunity | NOPSEMA](#)

We are committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nation peoples, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Please note that the closing date for applications is Sunday 9 July 2023.

Applications must be submitted by the closing date. Applications received beyond the closing date will not be considered.

This recruitment process will be used to fill roles on an Ongoing or Non-Ongoing basis for a period of up to 18 months with the possibility of a further extension and/or permanency. This recruitment process will be valid for a period of 18 months and may be used to fill Ongoing (permanent) and Non-Ongoing (fixed term) positions at this level or similar during this period.

Duties

About the roles

You will join a Perth based collaborative team of dedicated professionals who share your commitment to protecting the marine environment. In this role you'll be making a real difference by helping to ensure that environmental impacts and risks from offshore energy activities are effectively managed. These roles will support and lead reviews of environmental assessment and management proposals, will visit business premises and offshore locations to monitor the implementation of important environmental management measures, and take action where compliance issues are identified.

Eligibility

To be eligible for employment you:

- must be an Australian Citizen
- will be required to undertake pre-employment checks including health, character and conflicts of interest
- must satisfy any mandatory qualification or security clearances.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	HR Adviser, (08) 6188 8707
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers/find-opportunity

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Agriculture, Water and the Environment

Vacancy VN-0724965

Bureau of Meteorology

Closing Date: Wednesday 28 June 2023

Data and Digital
Service & Infrastructure Management

Job Title	Change, Configuration & Problem Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Perth WA, Hobart TAS, Adelaide SA, Brisbane QLD, Darwin NT
Salary	\$103,085 - \$116,115
Classification	Executive Level 1
Position Number	Multiple Positions
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=332D4859-636F-D751-8624-D1BCA3C9490B>

Duties

Position overview

The Bureau of Meteorology's Data and Digital Group manages Change, Configuration & Problem Management capability to ensure that any modification to the technology environment is controlled and aligned with the Bureau's overall technology strategy. We are seeking suitably qualified persons to carry out the duties of Change, Configuration & Problem Management within this area.

The successful candidate will be required to coordinate the Change, Configuration & Problem Management processes to align to approved Policy, Process and Procedures to ensure management and risk assessment of technical changes including configuration items are managed within the Bureau. This position also requires the ability to liaise between many different levels of the organisation across varied technical domains.

The appointee will be expected to have a wide-ranging understanding of technology and engineering and be articulate across the domain to successfully analyse and coordinate the processes of change and release management.

The successful incumbent should have:

- Experience and qualifications in Service Management as it relates to the implementation and operational use of Technology Change, Configuration & Problem Management.
- Knowledge of current and emerging technologies, technology directions, and strategic application to business needs.
- Demonstrated planning, time management skills and self-motivation, and with the capacity to work autonomously to meet deadlines.
- Ability to work effectively in a team-based environment.
- Demonstrated excellence in communication skills (written, oral and listening) and ability to engage with internal and external partners and stakeholders.
- Knowledge, understanding and commitment to apply and practice the various elements of the Bureau's Social Justice Strategy and the APS Code of Conduct in all environments, with an appreciation of cross-cultural settings and gender sensitivity

Eligibility Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Steve Kotaidis, 03 9616 8453
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=332D4859-636F-D751-8624-D1BCA3C9490B

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Agriculture, Water and the Environment

Vacancy VN-0725018

Bureau of Meteorology

Closing Date: Wednesday 28 June 2023

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 2 - Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD
Salary	\$61,449 - \$71,917
Classification	APS Level 3
Position Number	60009181 & 60009188
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=E5340353-DC0E-3CC7-8662-D1BCDD13D524>

Duties

Position overview

We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work field experience to undertake a Voluntary Remote Posting on Willis Island, located 450 km to the east of Cairns in the Coral Sea, for approximately 6 months as a part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in October 2023.

Willis Island is the only permanently inhabited island in the Coral Sea Islands Territory, an external territory of Australia, located beyond the Great Barrier Reef in the Coral Sea. The island is located some 450 kilometres east of Cairns, Queensland. It is the southernmost of the Willis Islets, a group of three islands which with their associated sandy cays stretch in an NNE to SSW line for about 12 kilometres. Willis Island itself is aligned NW to SE and is about 500 metres long by 150 metres wide, 7.7 hectares (19 acres) in area, rising to about 9 metres above sea level. Willis Island is home to an abundance of wildlife and is an important Green Turtle nesting site.

To operate effectively as the Technical Officer Level 2 (TO2) at Willis Island, you will undertake moderate to very complex operational and network support tasks whilst working under the general guidance of the Willis Island Technical Officer Level 3 (TO3) Station Manager, Manager Observing Operations Hub - Cairns and the Cairns Hub Leads.

Recent graduates and candidates with a few years of industry experience from engineering, technicians, trades, hydrography, applied science, metrology and/or measurement science background are encouraged to apply.

The Willis Island TO2 undertakes operational and network support tasks and facilities maintenance whilst working under the general guidance of the Willis Island Technical Officer Level 3 Station Manager, the Manager Observing Operations Hub – Cairns and the Cairns Hub Leads.

The Willis Island TO2 ensures adherence to the approved observations program and practices, quality control of data collected and providing support to teams working in remote environments.

All Willis Island staff have a responsibility for adherence to the Bureau's workplace health and safety policy and procedures, environmental management plan and the Willis Island safety operating procedures relevant to station activities and will advise Willis Island Technical Officer Level 3 Station Manager and the Manager Observing Operations Hub Cairns of any hazard or incident that occurs on station.

You will be expected to participate in station cleaning and general household duties and contribute to a local work culture that supports staff to live and work in an isolated environment, building resilience in other staff and managing relationships with staff

and supervisors.

The successful applicant will be required to undertake network support tasks, technical administration and liaise with stakeholder groups on operational aspects of the Willis Island observing networks, review and contribute to working documentation, prepare and deliver reports and provide input on operational and station procedures where required.

As a member of a small team living and working in an isolated environment, there are several personal qualities and technical requirements that will determine suitability for this position.

Applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working arrangement. This is an opportunity for the successful applicant to gain experience working in a remote location and enable personal development.

Whilst limited internet access is available at Willis Island for personal use, these satellite-based facilities are provided primarily by NBN satellite services and may be restricted at times.

Where required, the Bureau will provide relevant training to successful applicants with travel required to undertake this training in Melbourne and Cairns.

Employees stationed at Willis Island receive remuneration as detailed in the Bureau's Enterprise Agreement 2018.

Eligibility Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Cathie Young, (07) 3239 8637
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=E5340353-DC0E-3CC7-8662-D1BCDD13D524

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Agriculture, Water and the Environment

Vacancy VN-0725067

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 27 June 2023

Digital Services
Digital Enabling Services Business Engagement

Job Title	Business Relationship Manager
Job Type	Full-Time; Part-Time, Ongoing
Location	Canberra ACT
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/361
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling information and communication technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy.

The Digital Enabling Services Branch supports the operations of the Digital Services Division, through the delivery of corporate services and continued digital transformation. The branch includes business engagement services, a program management office, human resource services, financial management and support, commercial services, records management, ERP Systems, Web Systems, and the Ways of Working (WoW) Enablement Centre. The branch also includes the Shared Services Centre supporting administration of memorandum of understanding (MoU) with participating entities including cost-allocation, formal governance and drives efficiencies in the delivery of shared services.

The Business Engagement Section is the "front door" into the division for new ICT proposals. The section works closely with other divisions and departments regarding their requests and is responsible for cross collaboration and engagement with all relevant DSD teams to assist with analysis and solution design. Following this early engagement, the section is also responsible for the DSD Costing process (Request for Service (RFS)).

Duties

The Job

Duties will include, but are not limited to:

- working with staff at all levels, including Senior Executive Service, ensuring early engagement of DSD to improve understanding of business problems and work with the relevant DSD teams and service providers/partners to identify the most appropriate ICT solutions

- identifying opportunities for ICT to improve outcomes for other divisions, including through innovation
- contributing to ICT investment planning and the department's investment governance process/es, including effective transition into the delivery pipeline
- contributing to the management and reporting of ICT demand
- the completion of costings for ICT solutions for New Policy Proposals and Business Cases
- working closely with the Director and broader team to identify and implement process improvement regarding the functions of the Business Engagement Section
- the opportunity for acting at the director level when the director is on leave and includes representing the division at various meetings including taskforces and governance committees.

Eligibility

What we are looking for

Knowledge and experience

- Experience working with a broad range of customers and stakeholders, at all levels.
- Experience working in an ICT environment.
- Whilst not essential, ICT/technical knowledge would also be desirable.
- Demonstrated experience in building and maintaining effective working relationships.
- Knowledge and understanding of the Digital Transformation Agency (DTA) Service Design and Delivery process.
- Experience supervising staff and leading a team.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tania Baker, 02 262723757
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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

Closing Date: Wednesday 28 June 2023

Parks Australia
Booderee, Uluru-Kata Tjuta & Joint Management Support UKTNP

Job Title	Operations Ranger
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Uluru NT
Salary	\$63,867 - \$71,444
Classification	APS Level 3
Position Number	2023/2096
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

The park operations section is looking after the park and its visitors. The operations section is carrying out maintenance to visitor infrastructure and regular early and late patrols. Part of the job is the response to emergencies like first aid, search and rescue, firefighting, compliance activities and other matters.

Duties

The Job

Share the Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.

Participate in incident response operations such as fire suppression, search and rescue, working at heights and first aid response; and apply safe working practices to all activities as per Park Operating Procedures

Under general supervision and at the direction of the Senior Ranger, duties will include.

- implementing visitor management and works programs
- exercising risk, compliance and enforcement duties under the Environment Protection and Biodiversity Conservation Act 1999 and regulations
- supervising staff in a across cultural and remote environment
- undertaking interpretative walks and park patrols including early, late and weekend shifts
- undertaking infrastructure repairs and maintenance
- adhering to park operating procedures.

Eligibility

What we are looking for

Knowledge and experience

- Experience and knowledge of protected area management programs with an emphasis on:
 - implementing natural, cultural and visitor management programs
 - incident management including firefighting, search and rescues and provision of first aid
 - supervising staff from in a remote and cross-cultural workplace
 - infrastructure repairs and maintenance
 - application and promotion of safe working practices.
- Awareness of issues affecting Indigenous people in remote locations and the ability to contribute sensitively and effectively to the joint management of the park as well as developing and supporting relationships based on mutual trust, respect and consideration of values and culture.

Skills and capabilities

- Effective verbal, interpersonal and written communication skills including the ability to consult and negotiate sensitively with Aboriginal and non-Aboriginal people; and ability to produce clear and soundly based reports in a timely manner.
 - Ability to understand and interpret legislation; experience with compliance procedures; and experience assisting with the development and implementation of strategies and plans.
- We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training and skills. All criteria will be assessed in relation to the candidate's ability to perform in accordance with:
- the APS Values, APS Code of Conduct and APS Employment Principles
 - the principles of equity and workplace diversity
 - workplace health and safety.

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

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle
- hold and maintain a valid Australian motor vehicle drivers licence
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed
- note that relocation assistance is subject to negotiation
- note that the ability to perform shift work is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you may be required to perform occasional out-of-hours and weekend work
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles.
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- participate in the Park's Duty Officer Roster involving after hours monitoring of emergency alarms and phones
- the ability to obtain and maintain a working with children and vulnerable people check
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 6 months with the possibility of extension up to a maximum period of 3 years in total. Should a non-ongoing position become ongoing then the merit pool established through

this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

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

To Apply

Position Contact	Alex Eberli, 0428 580 579
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0725097

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

Closing Date: Wednesday 28 June 2023

Australian Antarctic
Antarctic Operations & Safety Supply Chain

Job Title	Senior Import Export Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/1786
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 and McDonald Islands.

Antarctic Operations and Safety 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 projects.

The Supply Chain Operations Section is a key element of the branch's three logistics arms (the others being aviation and shipping) and carries responsibility for the effective planning, coordination, management and delivery of a range of coalface cargo and supply chain services in support of seasonal operations within the Antarctic, sub-Antarctic and the Southern Ocean.

Duties

The Job

The Senior Import Export Officer will operate from the Cargo Biosecurity Centre at the Hobart waterfront.

Key duties will include, but are not limited to:

- preparing and submitting documentation associated with the import and export of all south or north bound cargo within the Australian Antarctic Program (AAP) including the production and quality assurance of manifests using the AAD's electronic cargo management system (eCon) to meet specific deadlines
- leading coordination with the Australian Border Force and State or Commonwealth biosecurity personnel for all cargo related reporting, inspection and clearance activities to ensure compliance with relevant State and Commonwealth government customs and biosecurity requirements
- working with the Senior Logistics Officer – Cargo Operations to maintain the 77G Customs Depot Licence and relevant Approved Arrangements for the facility
- providing quality assurance of manifests and declarations for the movement of dangerous goods by road, sea or air transport
- providing advice and guidance to AAD cargo consignees on the requirements for the import/export of cargo, including special permit requirements and other customs and biosecurity related matters
- leading the preparation and submission of relevant import permits in support of the AAP
- supervising the import/ export cell providing oversight, advice and training to other import/ export officers
- assisting in the coordination of packing, processing and despatch of cargo by intermodal transport
- assisting in the supervision of personnel and activities for the preparation of facilities, plant and equipment in advance of seasonal operations
- promoting a safe working environment at all AAD cargo handling and warehousing facilities
- actively supporting the implementation of best-practice biosecurity procedures.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in the administration of Australian customs requirements for the import/export of goods.
- Demonstrated experience in the administration and application of biosecurity measures and requirements for the import/export of goods.
- Experience in the Integrated Cargo System or similar software interface for the tracking of cargo under ABF control.
- Experience working in warehousing/inventory management roles, containerised cargo handling or comparable cargo handling positions.
- A strong level of familiarity with the employment and manipulation of cargo or inventory management data within cargo or resource tracking/management systems.
- Experience performing as a member of a professional team within an operationally-focussed supply chain environment, including supporting a harmonious work environment.
- Familiarity with the requirements for preparing dangerous goods for transport by air and/or sea in compliance with relevant Australian and International standards (e.g. the IMDG code).
- An awareness of the importance of a strong safety culture and the need for compliance with relevant Work Health & Safety standards.

Skills and capabilities

- Strong analytical skills and attention to detail.
- Proven ability to effectively prioritise, coordinate and control work flow.
- Strong computer literacy including working with cargo tracking software, inventory management and Microsoft Office (e.g. Word, Excel).
- Well-developed communication skills and the ability to liaise effectively with a range of stakeholders.
- A proven capability to manage, mentor and train small teams.
- At times the nature of the work, timings and scheduling will have a high degree of unpredictability therefore applicants need to be flexible, resilient and have the ability to adapt and refocus in response to changing priorities.

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

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

Notes

The successful applicant must:

- obtain and maintain an Aviation Security Identification Card (ASIC), Maritime Security Identification Card (MSIC) and an Airside Licence.
- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you may be required to perform occasional out-of-hours and weekend work
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

To Apply

Position Contact	Kyle Travers, 03 6232 3571
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0725128

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

Closing Date: Wednesday 28 June 2023

Australian Antarctic
Antarctic Operations & Safety Supply Chain Operations

Job Title	Senior Logistics Officer - Cargo Operations, Cold Chain and Samples
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/1524
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 and McDonald Islands.

Antarctic Operations and Safety 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 projects.

The Supply Chain Operations Section is a key element of the branch's three logistics arms (the

others being aviation and shipping) and carries responsibility for the effective planning, coordination, management and delivery of a range of coalface cargo and supply chain services in support of seasonal operations within the Antarctic, sub-Antarctic and the Southern Ocean.

Duties

The Job

The Senior Logistics Officer – Cargo Operations, Cold Chain & Samples will operate primarily from the Cargo Biosecurity Centre at the Hobart waterfront. Key duties will include, but are not limited to:

- providing oversight of safe working environments at all AAD cargo handling and warehousing facilities,
- supporting the administration of the AAD's container fleet, related plant and cargo-handling equipment, including through the management of annual certification, service and repairs,
- providing supply chain technical advice and support to AAD cargo stakeholders and expeditioners,
- providing training and technical support for the entry of cargo data in to, and related reporting from, the AAD's cargo consignment system (eCon),
- managing the safe and effective receipt, handling, packing, transfer and distribution of Australian Antarctic Program (AAP) cargo – between the Kingston warehouse and the Cargo Biosecurity Centre - including the transfer of cold chain, sensitive, hazardous or dangerous goods in accordance with relevant procedures,
- managing the safe and effective receipt, handling, packing, transfer and distribution of samples in support of AAP projects including the Antarctic Infrastructure Renewal Program and Million Year Ice Core,
- participating in the annual review of the AAD's cargo-related Standard Operating Procedures and biosecurity management practices,
- maintaining positive and productive working relationships on behalf of the section with a range of internal and external stakeholders and suppliers,
- in conjunction with the Senior Logistics Officer - Cargo Biosecurity Centre, providing effective management of the cargo personnel falling under their supervision,
- advising the Operational Cargo & Biosecurity Manager of any incidents, issues and emerging risks related to the provision of core supply chain services that may require early action or escalation, as well as highlighting opportunities for business improvements.

What we are looking for

Knowledge and experience

- A strong appreciation of the needs and challenges encountered in the provision of logistic support in remote and/or complex operational environments.
- Experience working in senior warehousing/inventory management roles, or comparable cargo handling management positions, including experience in the safe management of personnel and physical assets in support of diverse shipping, aviation or other transport-related operations.
- Experience working within an operationally-focussed supply chain environment, including demonstrated experience in the effective management of a small team, resolving conflict within the workplace and supporting a harmonious work environment.
- A sound knowledge of the administration and management of containerised cargo, including the use of cargo-related tracking and/or inventory management systems.
- Experience handling and preparing cold chain and/ or sensitive cargo with strong adherence to process and procedures.
- A sound knowledge of contemporary workplace health and safety practices and confidence in their application within cargo handling or warehouse working environments.
- An awareness of effective procurement and contract management practices.

Skills and capabilities

- A proven capability to manage, mentor and train small teams.
- At times the nature of the work, timings and scheduling will have a high degree of unpredictability therefore applicants need to be flexible, resilient and have the ability to adapt and refocus in response to changing priorities.
- Well-developed communication skills and the ability to liaise effectively with a range of stakeholders.
- Proficiency with the Microsoft Office suite (e.g. Word, Excel).

Eligibility

Eligibility and other requirements

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

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

Notes

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence,
- obtain and maintain a Maritime Security Identification Card (MSIC),
- obtain and maintain an Aviation Security Identification Card (ASIC),
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

To Apply

Position Contact	Kyle Travers, 0439 595 315
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0725132

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

Closing Date: Wednesday 28 June 2023

Australian Antarctic
Antarctic Operations & Safety Supply Chain Operations

Job Title	Senior Logistics Officer - Cargo Operations
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/1523
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:

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- 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 and McDonald Islands.

Antarctic Operations and Safety 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 projects.

The Supply Chain Operations Section is a key element of the branch's three logistics arms (the

others being aviation and shipping) and carries responsibility for the effective planning, coordination, management and delivery of a range of coalface cargo and supply chain services in support of seasonal operations within the Antarctic, sub-Antarctic and the Southern Ocean.

Duties

The Job

The Senior Logistics Officer – Cargo Operations will operate interchangeably between the AAD's Kingston warehousing facilities and the Cargo Biosecurity Centre at the Hobart waterfront. Key duties will include, but are not limited to:

- Safety - actively contributing to, and providing oversight of, the safe working environments at all AAD cargo handling and warehousing facilities,
- Biosecurity - ensuring that all physical resources and facilities, including container fleet, plant and cargo-handling equipment, are safely prepared and maintained for the commencement of seasonal operations,
- Technical Leadership - providing warehousing & supply chain technical leadership, advice and support, as required, to the Antarctic Operations Branch's aviation, shipping and supply chain team leads,
- People Management - providing effective management of the cargo personnel throughout the season, including developing and managing rosters for cargo personnel engaged in the delivery of key cargo evolutions including aircraft departures/arrivals and vessel port calls,
- managing the safe and effective receipt, handling, packing, transfer and distribution of all Australian Antarctic Program (AAP) cargo including for the transfer of cold chain, sensitive, hazardous or dangerous goods in accordance with relevant procedures.
- Compliance - ensuring the AAD's compliance with relevant customs and biosecurity obligations and reporting requirements,
- Stakeholder Management - maintaining positive and productive working relationships on behalf of the Supply Chain Operations Section with a range of internal and external stakeholders and suppliers including the Australian Border Force and State or Commonwealth biosecurity personnel, suppliers of shipping or aviation capabilities, waste removal contractors, port authorities and shipping and customs agents,
- Standard Operating Procedures - participating in the annual review of the AAD's cargo-related Standard Operating Procedures and associated biosecurity management practices,
- Continuous Improvement – driving improvement projects and contributing to strategic logistics planning considerations, including with respect to new resupply capabilities and major transformational developments.

What we are looking for

Knowledge and experience

- At least 5 years' experience working in senior warehousing/inventory management roles, or comparable cargo handling management positions, including experience in the safe management of personnel and physical assets in support of diverse shipping, aviation or other transport-related operations.
- Experience working within an operationally-focussed supply chain environment, including demonstrated experience in the effective management of a small team, resolving conflict within the workplace and supporting a harmonious work environment.
- A sound knowledge of the administration and management of containerised cargo, including in through the use of cargo-related tracking and / or inventory management systems.
- Experience handling and preparing dangerous goods for transport by air and/or sea in compliance with relevant Australian and International standards (e.g. the IMDG code).
- A sound knowledge of contemporary workplace health and safety practices and confidence in their application within cargo handling or warehouse working environments.
- Experience in procurement, financial and contract or resource management.

Skills and capabilities

- A proven capability to lead, mentor and train small teams.
- At times the nature of the work, timings and scheduling will have a high degree of unpredictability therefore applicants need to be flexible, resilient and have the ability to adapt and refocus in response to changing priorities.
- The position requires well-developed communication skills and the ability to liaise extensively with internal and external stakeholders.
- Proficiency with the Microsoft Office suite (e.g. Word, Excel).

Eligibility

Eligibility and other requirements

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

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

Notes

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence,
- obtain and maintain a Maritime Security Identification Card (MSIC),
- obtain and maintain a Aviation Security Identification Card (ASIC),
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

To Apply

Position Contact	Kyle Travers, 0439 595 315
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0725136

Australian Federal Police

Closing Date: Wednesday 21 June 2023

Job Title	Register of Interest - Executive Assistants (Band 3 & Band 4)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$69,224 - \$95,010
Classification	APS Level 3; APS Level 4; APS Level 5
Position Number	11708/11754
Agency Website	https://careers.afp.gov.au

Job Description

<https://jobs.afp.gov.au/job-opportunities/current-vacancies>

Are you enthusiastic and highly organised with great people skills? If this sounds like you, then we encourage you to submit your application for the AFP's Band 3 and Band 4 Executive Assistant Register of Interest.

This register will be used to fill positions across the following:

- Canberra - current vacancies
- All other states and territories - anticipated vacancies

Band 3 Executive Assistants provide support to AFP Managers and Commanders (SES Band 1).

The Band 4 Executive Assistant (EA) role provides support to AFP National Managers and Assistant Commissioners (SES Band 2).

Duties

As an Executive Assistant, you will perform a range of office management activities including but not limited to prioritising the workflow for the SES, arranging travel, coordinating visits for external

members, organising meetings, responding to enquiries, planning and scheduling of events, diary management and acting as a liaison point for the wider management team.

The ideal Executive Assistant:

- Will have great people skills, the ability to anticipate the needs of senior executives and demonstrate flexibility, resilience and initiative.
- Is a self-starter and able to use initiative to get the work done.
- Is able to demonstrate and promote the AFP's core values.
- Enjoys helping people and can quickly develop effective relationships with members of the AFP executive and their support staff.
- Has well-developed organisational skills including the ability to manage competing priorities and delivering a very high standard of work.
- Can use a common sense approach when dealing with problems, has good judgement, integrity and discretion when dealing with confidential and sensitive business matters.
- Is proficient in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint.
- Maintains a professional approach and high level of confidentiality.
- Can prioritise tasks, is flexible and maintains a calm approach while working under pressure.

The Perks

We provide our people with many benefits including, but not limited to:

- An attractive remuneration package as per our [Enterprise Agreement](#)
- Four mandatory rest days per year
- Six weeks annual leave
- Flexible working arrangements
- Flex time
- 15.4% Superannuation
- External and internal training opportunities

Eligibility

Essential Requirements:

- You must be an Australian Citizen at the time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Strong knowledge in Microsoft Office applications including Word, Excel, Outlook and PowerPoint
- Experience providing administrative and/or EA support
- Demonstrated ability to work effectively in a team
- Demonstrated ability to autonomously manage a high workload and show initiative

Notes

- These positions are at the AFP Band 3 & Band 4 level
- You will only be contacted by an AFP representative if they wish to discuss potential job opportunities with you. Should you wish to withdraw your interest you can do this at any time by logging into your candidate profile, via the AFP's recruitment system (MyCareer).
- There are two separate registers for [Band 3](#) and [Band 4](#) . We welcome you to apply to one or both of these registers should they interest you.
- The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	AFP Recruitment, .
Agency Recruitment Site	https://jobs.afp.gov.au/job-opportunities/current-vacancies

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Attorney-General's

Vacancy VN-0725057

Australian Human Rights Commission

Closing Date: Sunday 25 June 2023

Policy Respect@Work

Job Title	Lawyer, Positive Duty Compliance and Enforcement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$107,355 - \$120,035
Classification	Executive Level 1
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

Duties

1. Conduct legal research and prepare high level legal and related policy advice on matters relating to human rights and the Sex Discrimination Act 1984 (Cth).
2. Assist in the conduct of inquiries into a person's compliance with the positive duty, as well as, systemic inquiries under the Sex Discrimination Act
3. Conduct litigation in the Federal Courts to enforce compliance notices and enforceable undertakings issued by the Commission.
4. Represent the Commission at meetings, seminars and in court as required.
5. Work effectively with other sections within the Commission and liaise with persons having contact with the Commission.
6. Maintain office standards for timeliness, confidentiality and matter management.

Eligibility

1. Legal qualifications and current practicing certificate.
2. Demonstrated ability to conduct legal research and provide accurate, high level legal and policy advice in a timely and efficient manner.
3. Sound investigation, analytical and strategic thinking skills with a positive approach to resolving issues.
4. Experience in the conduct of litigation in the Federal Courts, or similar courts.
5. A sophisticated understanding of contemporary human rights issues with particular expertise in, sex discrimination, cultural reform and gender equality issues.
6. A demonstrated ability to work with minimal supervision, set priorities, meet deadlines and respond flexibly to changing work demands.
7. Demonstrated oral, written and organisational skills of a high order.
8. Demonstrated ability to work efficiently and effectively within, and contribute creatively to, a small team.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Prabha Nandagopal, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0725059

Australian Human Rights Commission

Closing Date: Sunday 25 June 2023

Policy Respect@Work

Job Title	Director, Positive Duty Compliance and Enforcement
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$129,072 - \$151,691
Classification	Executive Level 2
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

Duties

1. Lead the establishment of new regulatory functions at the Commission to monitor, assess and enforce compliance with the positive duty under the Sex Discrimination Act 1984 (Cth).
2. Lead the conduct of inquiries into a person's compliance with the positive duty, as well as, systemic inquiries under the Sex Discrimination Act.

3. Lead the conduct of litigation in the Federal Courts seeking to enforce compliance notices and enforceable undertakings issued by the Commission.
4. Manage multiple high-level key stakeholder relationships with regulators, the business community, and other stakeholders.
5. Collaborate with the Senior Executives, other Directors and cross Commission teams in the development and delivery of the Commission's new regulatory functions.
6. Effectively supervise a multi-disciplinary team in a sensitive and complex environment.
7. Attend consultative and other meetings and represent the Commissioner/ Commission as required.

Eligibility

1. Demonstrated experience in a regulatory or investigations/inquiry function or related area.
2. Demonstrated high proficiency to manage and deliver on large-scale projects, including inquiries/investigations, with competing deadlines and deliverables.
3. A sophisticated understanding of contemporary human rights issues with particular expertise in, sex discrimination, cultural reform and gender equality issues.
4. Demonstrated ability to manage risk as well as sensitive or contentious issues.
5. Demonstrated management ability including a capacity for leadership and experience in managing staff, projects and resources and logistical demands in a dynamic environment.
6. Highly developed written communication, liaison and interpersonal communication skills including a demonstrated ability to communicate confidently, persuasively, sensitively, articulately and publicly, on matters relevant to enforcement of the positive duty.
7. Highly developed relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Prabha Nandagopal, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Defence

Vacancy VN-0724717

Department of Defence

Closing Date: Wednesday 28 June 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division Army Aviation Systems

Job Title	Contracting and Procurement
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Oakey QLD
Salary	\$78,143 - \$97,790
Classification	APS Level 5; APS Level 6
Position Number	CASG/04968/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FA6C4C3C-5A91-0B47-685E-D1BBF1A361B9>

Duties

The Role

Exciting opportunities now exist to become a Contract Officer supporting one of the Army Aviation Systems Branch (AASB) Helicopter platforms; Cargo (Chinook) Helicopter, Armed Reconnaissance (Tiger) Helicopter, Multi Role (Taipan) Helicopter, Attack (Apache) Helicopter, Utility (Black Hawk) Helicopter, Uncrewed Aerial Systems devices or the Aviation C4ISREW Training and Support Systems (ACTSS) devices. Regardless of which helicopter platform you will support, you will work autonomously to provide Platform stakeholders comprehensive procurement, budgeting and commercial support.

You'll be expected to undertake a range of procurement activities for both simple and complex acquisitions. You will be responsible for overseeing the financial performance of the product and you will support the Program Manager by providing periodical and adhoc updates and reports on financial forecasts and expenditure. You will build strong relationships with internal and external stakeholders and a broad range of suppliers.

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

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

About our Team

The Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical uncrewed aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas.

AASB 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.

All of our Teams are multi-disciplinary and are capability bricks built to support a specific Army Aviation platform. Our Teams comprise of Public Servants, Military and Contracted staff, combined to form a professional, robust, collaborative group focused on supporting the Army Battlefield Aviation Program.

Our Ideal Candidate

Our ideal candidate will have demonstrated contract and procurement experience, with the proven ability to deliver results. They will be a strong team player with effective communication and relationship management skills.

To be successful in this role, you will have well developed organisational skills, and be able to manage competing priorities. You'll be able to communicate with, respond and provide advice to various stakeholders.

Eligibility

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

Notes

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

About the Department of Defence

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	Ms Shardai Seden, 007 3903 0248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FA6C4C3C-5A91-0B47-685E-D1BBF1A361B9

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Defence

Vacancy VN-0724944

Department of Defence

Closing Date:Wednesday 28 June 2023

Joint Capabilities Group
Joint Capabilities

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	JCG/05424/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D2036D78-7E15-BAC1-4631-D1BCA22A58EC>

Duties

The Role

Joint C4 Branch has multiple EL1 positions available in the Project management stream including the Joint Data Network (JDN) Products Sponsor and the Joint Communications Project Manager. Both positions require adaptable individuals with strong stakeholder, project and people management skills to be successful in the role.

As a Project or Product Manager in Joint C4, you will:

- Be accountable under broad direction to perform and achieve complex to very complex product management work within an integrated workforce.
- Possess an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Plan, lead and manage a range resources and exercise the associated people and financial responsibilities to achieve business outcomes.
- Manage a range of workforce, including APS, ADF and Contractors.
- Develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Set work that aligns with the strategic objectives and communicate expected outcomes.
- Actively managing key stakeholder relationships, identifying relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Be accountable to contribute towards ongoing self-improvement and professional development of their work area.
- Exercising a considerable degree of independence and perform a leadership role.
- Exercise sound decision making and judgement to provide expert policy advice.
- Possess in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

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

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

About our Team

The Joint Command, Control, Communication and Computers (Joint C4) Branch is accountable for remediating the current, and assuring the future, Joint Force's Command and Control backbone. The Joint C4 capabilities are the foundation of the Sensor Decider Effector framework and are the glue for employing the Joint Force across the Land, Maritime, Air & Space, and Information & Cyber Domains.

Joint C4 branch is accountable for:

- Warfighting Networks and Applications – to allow Commanders to coordinate and synchronise a connected Joint Force.
- Joint Data Networks – to exchange warfighting data and battlespace information.
- HF Communications – to transport battlespace information.
- Communications Security – to enable secure communications across the battlespace.
- Defence Artificial Intelligence Centre – continuous digital enablement of our Joint Force.
- Joint Network Integration Centre – to assure integration by design.

Joint C4 Branch is a mix of APS, ADF and contracted personnel, who work together in a One Defence mindset to support the war fighter and Defence outcomes.

The Joint Data Network (JDN) Directorate within Joint C4 Branch is responsible for sponsoring and preparing the capabilities, workforce and technologies that enable efficient and effective C2 for the warfighter in the tactical battlespace.

Today's tactical battlespace is almost entirely reliant on technology; be it the picture passed over the Joint Data Network, the airspace assignments managed through an ICT application or the orders for engagement coordinated and passed over an ICT network chat.

The kinetic effects that achieve the tactical missions would not be possible without the critical supporting capabilities that are the ADF Joint Data Network (JDN) and the ICT Warfighting Networks & Applications (WNA). The JDN Directorate team ensure today's warfighter is able to enact command and control in the tactical battlespace.

Our Ideal Candidate

The duties of an EL 1 – Project/Product Manager Occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- 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.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and coach less experienced employees.
- Accountable to manage a range of product management activities and coordinate inputs in accordance with procedures, methods and standards appropriate to the complexity of the product.

- Accountable for the development, implementation and monitoring of product management strategies and plans, enabling delivery and reporting on the requirements and expectations of the management of Defence assets.
- Translate, apply and implement the administrative, operational, contract management, technical and resource requirements for complex to very complex product management activities.
- Forecast, plan and manage product management workflows and resources, prepare work plans detailing measurable milestones and expected outcomes.
- Engage, negotiate and sustain working relationships on complex to very complex issues to understand and influence the stakeholder requirements.
- Build and sustain productive working relationships to enable effective transition of the Defence asset through the capability lifecycle.
- Analyse, develop and implement product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.
- Review, analyse and report on product and project performance.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mrs Kerri Todd, 02 5108 5564
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D2036D78-7E15-BAC1-4631-D1BCA22A58EC

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Defence

Vacancy VN-0725085

Department of Defence

Closing Date: Monday 10 July 2023

Joint Capabilities Group
Australian Defence College

Job Title	Training Evaluation and Compliance Officer
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/05468/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=907B2593-B75B-457A-2159-D1BCA93C2F05>

Duties

The Role

The Defence International Training Centre (DITC) provides English language training, teacher training and cultural familiarisation courses for foreign military members.

The Training Evaluation and Compliance Officer is accountable for coordinating and running mid/end-course surveys and forums, analysing and reporting survey findings and trends, and ensuring all courses are compliant as per Defence policies. This role is vital to the DITC Training Quality Assurance Committee and Curriculum Review Committee and is the subject matter expert for advice, guidance, and administration on making changes to courses. It is expected that the Training Evaluation and Compliance Officer will liaise with executive members to analyse current evaluation and compliance processes and improve current work practices.

The role will work independently with the opportunity for autonomy and accountability for the achievement of outcomes of their work. They will exercise initiative and judgement and be involved in strategic planning, change management and system improvement.

About our Team

The Training Support Section (TSS) ensures the smooth running and high quality of DITC courses and responds to their needs as they arise. The TSS comprises of a Training Evaluation and Compliance Officer, an Assessment Manager, a Flexible Learning Coordinator, an IT Officer, a Publishing Officer, a Multimedia Specialist, and an Information Resource Centre Manager.

Together, they provide support to students and staff inside and outside the classroom and ensure that all components of courses are ready and at the forefront of current educational standards. The team often provides support in developing learning material, procuring new technologies, and providing professional development to staff.

Recent TSS projects include the DITC website and the re-development of the ADF English Language Proficiency System. TSS pivots and adapts to DITC and Defence requirements as needed. Through day-to-day tasks, TSS contributes to increasing international engagement and promoting DITC beyond the completion of courses within Australia.

Our Ideal Candidate

The ideal candidate will have worked within an education setting and have experience in dealing with international students directly, inside and outside the classroom. Experience in evaluating courses and monitoring adherence to policy is essential as this role oversees the quality and compliance of courses at DITC.

They are expected to be capable of interpreting Defence policies and procedures, and assessing and improving current work processes. They will have the opportunity to lead and reshape how DITC conducts course evaluation and validation and contribute to how DITC responds to compliance requirements.

We are looking for a motivated and accountable team-player who can also work independently, set work priorities and manage workflows. They will be required to identify, anticipate and respond to the needs and expectations of fellow staff and students to achieve work unit and Defence outcomes, and they will be accountable to contributing towards ongoing self-improvement and professional development.

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	Athanassia Iosifidou Lima, 03 8850 1176
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=907B2593-B75B-457A-2159-D1BCA93C2F05

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Health

Vacancy VN-0725123

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 28 June 2023

ACSQHC
ACSQHC Healthcare Variation

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$111,929 - \$127,657
Classification	Executive Level 1
Position Number	20043290
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The Senior Project Officer will be responsible for leading the work on implementing the stakeholder engagement strategy, developing tailored reports and contributing to broader activities to support the Healthcare Variation team. This will include undertaking research and analysis, project management, stakeholder engagement, development of communication strategies and collaborating with other relevant programs within the Commission.

Duties

The duties of the Senior Project Officer will include but are not limited to:

1. With the Data and Reporting Strategy Manager, lead the development and implementation of stakeholder engagement strategies to support the work of the Healthcare Variation team.
2. Develop tailored reports, stakeholder communications, implementation resources and presentations to translate the findings from the Atlas series to improvements in clinical care.
3. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
4. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
5. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the Healthcare Variation program.
7. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
9. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated success working with a wide array of program areas in the planning, scheduling and delivery of effective communications strategies, preferably in the government sector.

- Extensive experience translating technical information into compelling communication materials for a variety of audiences.
- Excellent project management experience relevant to safety and quality, health care and/or healthcare variation.
- Exceptional oral and written communication skills including demonstrated ability to prepare a range of high-quality documents and to explain complex technical issues simply.
- Demonstrated experience in developing strategic approaches to key safety and quality issues relevant to healthcare variation.

Notes

For further information, please refer to the position description and applicant pack available from the Commission's website at: <https://www.safetyandquality.gov.au/about-us/working-us>.

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au.

PLEASE NOTE: Candidates must be Australian citizens to be eligible to apply and must have an up-to-date Covid-19 vaccination status.

Questions about the role can be directed to Myu Arumuganathan (02) 9126 3624.

Closing date for applications is **midnight, Wednesday 28 June 2023**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Myu Arumuganathan, (02) 9126 3624
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0725125

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 28 June 2023

ACSQHC
ACSQHC Healthcare Variation

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,084 - \$102,756
Classification	APS Level 6
Position Number	20043303
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The Project Officer will work with the Data and Reporting Strategy Manager and Senior Project Officers of the program on the development and implementation of Healthcare Variation program initiatives. This work will involve reviewing data and developing data visualisations for the Atlas series reports, organising and assisting with consultation processes, providing secretariat support to program committees, drafting papers across the program area and providing project support.

Duties

The duties of the Project Officer will include but are not limited to:

1. Undertake project management activities including input into project planning and documentation, assistance with monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Research, review data, develop visualisations and web based content to support the development of Atlas time series reports and presentations.
3. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
4. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
5. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.

7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions.

Eligibility

The successful candidate will have:

- Demonstrated project management skills and experience.
- Demonstrated experience using data visualisation tools.
- Demonstrated experience in developing web-based content tailored for different audiences.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem solving skills.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.

Notes

For further information, please refer to the position description and applicant pack available from the Commission's website at: <https://www.safetyandquality.gov.au/about-us/working-us>.

To apply for this position, please submit:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au.

PLEASE NOTE: Candidates must be Australian citizens to be eligible to apply and must have an up-to-date Covid-19 vaccination status.

Questions about the role can be directed to Myu Arumuganathan (02) 9126 3624.

Closing date for applications is **midnight, Wednesday 28 June 2023**.

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To Apply

Position Contact	Myu Arumuganathan, (02) 9126 3624
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Home Affairs

Vacancy VN-0725039

National Emergency Management Agency

Closing Date: Tuesday 27 June 2023

Chief Operating Officer
Data and Technology Data Analytics

Job Title	NEMA Economic Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$87,793 - \$98,660
Classification	APS Level 6
Position Number	128278
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128278/>

National Emergency Management Agency:

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life.

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Data and Technology Branch

The Data and Technology Branch is the core data science team at the NEMA. The Branch is responsible for a range of Agency functions including: data leadership, governance, coordination and analytical advice to the Agency, statistics relating to disaster recovery efforts, collaboration with Australian Climate Service (ACS), Agency IT project implementation and ongoing maintenance, change management, information management and liaison with our ICT Service Provider.

Data Analytics Team

The Data Analytics team provides a key support service to NEMA to achieve its priorities. Its responsibilities include managing a program of quantitative data analysis and research and leads innovation in data visualisation and supports Agency wide self-service of data.

Summary

The Data and Technology Branch are looking for an APS6 with experience in economic analysis to complement the current skills in the Data Analytics team. Using econometric techniques, they will support NEMA's provision of analysis, modelling and policy advice.

Our ideal candidate

Our ideal candidate will demonstrate drive to deliver policy relevant analysis that will lead to tangible outcomes. You will be passionate about finding innovative and pragmatic solutions to economic and policy issues.

Duties

The key duties of the position include:

- Taking the lead on economic analysis and advice
- Using the Australian Bureau of Statistics MADIP and BLADE Core Datasets to analyse business and community outcomes for disaster impacted communities
- Communicate results in a simple and effective manner to inform and influence policy
- Collaborate with cross-functional teams to identify and analyse complex problems and propose innovative solutions
- Supervising and providing guidance to junior staff.

Skills and demonstrable experience should include

- Experience in econometric or statistical methods
- Competence using statistical analysis programs or languages (e.g R)
- Experience working with public and ABS data (experience or knowledge of microdata would be preferable)
- Ability to convert technical information to a variety of formats to suit different audiences
- Innovative problem solving
- Resilience and flexibility to coordinate and prioritise tasks in a changing and fast-paced environment.

Qualifications

- Qualifications or experience in economics/econometrics or in social science, public policy or similar.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible

working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Christine Atyeo, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128278/

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Industry, Science, Energy and Resources

Vacancy VN-0725147

Australian Institute Of Marine Science

Closing Date:Monday 03 July 2023

Job Title	Administrative & Coordination Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	\$70,822 - \$88,786
Classification	APS Level 5;APS Level 6
Position Number	21607
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description <https://www.aims.gov.au/about/careers-aims/administrative-coordination-support-officer>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

About this exciting opportunity

With the expansion of the National Sea Simulator (SeaSim) facility providing space for a larger quantity of research projects, our SeaSim team are looking for an administrative professional to be the key liaison point for visiting researchers utilising these facilities. In this customer centric role, you will provide a professional interface between these external stakeholders and AIMS systems, processes and people, ensuring their logistical and operational requirements are met. Operating in a fast-paced environment your key accountabilities will include:

- Administering the liaison between SeaSim clients and AIMS systems, processes and people, working closely with AIMS staff and coordinating workflows and tasks to arrange logistics including site access, accommodation bookings and other logistical needs for visiting researchers and volunteers;
- Being the first point of contact for visiting researchers to AIMS's site, providing orientation to our facilities on arrival and scheduling required site, lab and equipment inductions and arranging use of facilities and equipment;
- Supporting visiting researchers and SeaSim staff in purchasing operations as required, preparing and packing equipment for dispatch and receiving freight, and assisting with scheduling and logistics planning and activities within the facility, including field trips; and
- Monitoring communication channels and responding to general enquiries, triaging and prioritising enquiries and requests.

Eligibility

About you

An excellent opportunity for an experienced administrator/coordinator, who is resourceful and adept at managing a high volume of tasks for multiple people in busy and dynamic environment. You will have extensive office-based operational and administration

experience, supported by your tertiary qualifications in a Business administrative discipline or equivalent experience. On a daily basis you display exceptional customer service with an ability to focus on solutions and remain calm under pressure. Our ideal candidate will also have:

- Experience working in a fast-paced environment with conflicting priorities, with excellent attention to detail, organisational, and problem-solving skills;
- Well-developed written communication and interpersonal skills, able to build credibility and rapport quickly with AIMS staff and clients to deliver a professional front of house experience;
- Proactiveness in identifying problems and solutions to solve problems, providing expert input to guide decisions of others; and
- Experience in Microsoft suite applications, you'll be confident using these systems to support your daily coordination and administrative support.

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 3 Enhanced salary (\$70,822 to \$88,786 per annum) plus 15.4% superannuation
- Full-time, 3-year Fixed Term opportunity
- Located in Townsville (Qld). Commuter car arrangements to site
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Relocation assistance available

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.*
2. *AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Position enquiries are to be directed to Melinda Donaldson, SeaSim Administration Coordinator at MA.Donaldson@aims.gov.au

Applications close: MONDAY, 3 JULY 2023 (midnight, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work. Notes

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Melinda Donaldson, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/administrative-coordination-support-officer

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725129

Australian Maritime Safety Authority

Closing Date: Wednesday 28 June 2023

Office of the CEO
Office of Legal Counsel

Job Title	Senior Solicitor and Legislative Counsel
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$138,821 - \$160,932
Classification	Executive Level 2
Position Number	2025
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Senior Solicitor and Legislative Counsel
\$138,821 - \$160,932 + 15.4% super
Canberra ACT
Ongoing

ABOUT THE ROLE

Australian Maritime Safety Authority (AMSA) has unusual in-house responsibility for the preparation of complex delegated legislation under a number of Commonwealth Acts.

This role, which sits in AMSA's Office of Legal Counsel, is a unique and interesting opportunity to draft in close collaboration with highly skilled policy and operational experts. It plays a part in the implementation of national and international maritime standards in domestic law, enabling AMSA to perform its functions to require, promote and support compliance with its laws as a Commonwealth regulatory agency. AMSA's mission includes ensuring safe vessel operations and protecting the marine environment — *safe and clean seas, saving lives*.

You will be responsible for:

- Providing drafting services that give effect to drafting instructions for the preparation of delegated legislation falling within AMSA's responsibility
- Liaising regularly with policy staff to give effect to drafting instructions in a timely and informed manner
- Drafting complex legislative and administrative instruments
- Drafting explanatory statements
- Providing advice on the development of administrative instruments such as exemptions and other instruments.

SKILLS AND EXPERIENCE'

To be successful in this position, you will have the following skills and experience:

- Admission to practice as a barrister/solicitor in an Australian State or Territory jurisdiction
- Minimum 5 years' post admission experience
- Significant experience in drafting complex legislation in a legislative drafting unit such as Commonwealth or State/Territory parliamentary counsel office
- Thorough knowledge of the legislative process including policy formulation
- Strong oral and written communication skills, comprehensive understanding of English grammar and ability to draft in plain language
- Demonstrated ability to work with people in a consultative, collegiate and collaborative manner
- Demonstrated ability to take instruction, plan and organise and deliver results.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **28 June 2023**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Sue Edmondson on 02 6279 5698.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Sue Edmondson, 02 6279 5698
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725088

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Wednesday 28 June 2023

Road and Vehicle Safety Division

Job Title	EL1 Assistant Directors, (Multiple) Road and Vehicle Safety Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	43108
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

Duties

\$113,631 - \$119,891 per annum plus 15.4% superannuation

EL1 IFA Salary - \$125,352 - \$129,256

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact

WorkplaceRelations@infrastructure.gov.au

What will you do?

You will be well organised and demonstrate the ability to deliver results in an environment characterised by tight timeframes and changing circumstances and priorities. You also have excellent written, verbal and numeric skills, and well-developed stakeholder management skills. Your role will require you to undertake some of the following tasks – depending on which team you work in:

- Assessing and overseeing the delivery of non-infrastructure road safety grants to which Australian Government funding has been committed, including by:
 - assessing project proposals

- managing approvals, agreements/contracts and projects variations
- participating in project governance and reviewing communications products.
- establishing and providing ongoing management of financial allocations to our delivery partners for each project, including by managing milestone payments and organising movements of funds or transfers of funds where required, in conjunction with the Program, Financial Management and supporting IT systems;
- managing core administrative functions, such as the preparation of ministerial correspondence, briefs, implementation advice and media releases, with respect to projects and policy;
- supporting whole-of-government decision-making to ensure road safety are appropriately considered, including through engagement in Cabinet submission and Budget processes;
- Building strong and constructive relationships with a broad range of stakeholders, both internal and external to the department, as well as across the branches. This includes organising and providing secretariat support to a number of intergovernmental, cross-jurisdiction and ministerial meetings.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide

range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce:

- Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.
- Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department.
- Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.
- Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world.
- Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Melony Czajor, (02) 6274 6541
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725103

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Wednesday 28 June 2023

Territories Division

Job Title	EL1 Assistant Director, Jervis Bay Territory Administration Operations
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Jervis Bay ACT
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	43141
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

Duties

\$113,631 - \$119,891 per annum plus 15.4% superannuation

EL1 IFA - \$125,352 - \$129,256

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact

WorkplaceRelations@infrastructure.gov.au

What will you do?

Working under the broad direction of the Director, the Assistant Director, JBTA Operations is responsible for the following:

- Contribute as part of the leadership team on the strategic direction of the JBT Administration.
- Manage the essential services network and the delivery of essential services to JBT through existing contract arrangements.
- Support the delivery of emergency and fire management arrangements within the JBT including the development of plans and co-ordination of joint land holder emergency and fire management committees.
- Develop capital and maintenance work plans, prepare business cases and funding applications to achieve approvals and funding to ensure the effective management of JBT's asset base.
- Manage and oversee all aspects of operational and capital project delivery from initiation, planning, budgeting, approvals, execution, monitoring and controlling, closing and reporting whilst ensuring project outcomes are achieved on time, on budget, to quality and within agreed scope.
- Accurate completion of procurement and contract management within agreed timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Maintain Geographical Information System (GIS) data of infrastructure within the JBT.
- Overseeing complex land and property management matters as required.
- Build, sustain and encourage productive working relationships with stakeholders to influence decisions and ensure alignment with broader divisional objectives.
- Support the operation of a busy regional office responsible for a number of local government, contract management and operations-type functions, including preparing and overseeing a range of written material for the Executive and Minister.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Nathan Boyle, (02) 6274 8393
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725106

National Archives of Australia

Closing Date: Sunday 25 June 2023

-
Collection Management Preservation

Job Title	Photographic Project Data Manager
Job Type	Full-Time, Non-Ongoing
Location	Chester Hill NSW
Salary	\$89,247 - \$99,025
Classification	APS Level 6
Position Number	53047
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. We carry out daily activities for the preservation of archival records in all formats and make long-term decisions to ensure that the collection will be available years from now regardless of technology.

This position is responsible for coordinating the work of a small project team undertaking photographic description and preparation of archival records for digitisation under the Defend the Past, Protect the Future Project. The Photographic Project Data Manager is required to ensure that the team are working in line with all current procedures and guidelines and that work is being done to a high standard, supporting the project and strategic objectives of the Branch. The position requires excellent attention to detail, a thorough understanding of archival description and highly developed inter-personal and training skills.

Duties

Under limited direction the main duties of the role are to:

- Manage and deliver projects to catalogue and accession archival records within a collection management system in accordance with established procedures and guidelines.
- Manage a team and its resources in accordance with the National Archives' strategic directions, outcome and outputs framework to deliver tasks involving the use of databases and physical and digital asset management systems.
- Build team capacity through coaching, training, and performance feedback.
- Develop and manage relationships with stakeholders to achieve work area and project goals.
- Undertake work activities related to strategic projects, providing support to the management team and liaising with other business units as required in a flexible and reliable manner.
- Provide regular reporting on project activities
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *The Archives Way*.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to a Baseline clearance level.

Notes

A background in archival control and sound understanding of collection management systems would also be an advantage.

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

About the National Archives of Australia

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

To Apply

Position Contact	Kirsty Johnson,, 02 9782 5352
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Treasury

Vacancy VN-0724552

Australian Taxation Office

Closing Date: Wednesday 28 June 2023

ATO Finance
Physical Security Management

Job Title	Security Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_ATOF_719_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=376919BE-0C32-FB8D-54D5-D1BB0335ADF1>

Duties

We are seeking enthusiastic and motivated individuals to join our Physical Security Management team.

As a Security Adviser, in our ATO Finance business area, you'll assist in the delivery of routine physical security management for our sites. Your role will directly impact in the day-to-day operations of our buildings and the way we conduct our business. You will also provide support to your team to deliver high-profile projects.

You will build networks with business partners to maintain knowledge of our organisation's business functions, susceptibilities and security risks. You will use various security systems such as electronic access control and incident management databases for reports and data entry. In this role you will be required to work on-site during business hours.

Eligibility

Notes

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

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

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Mel Ferrandino, (02) 4223 2020
Agency Recruitment Site	https://ato.nga.net.au/?jati=376919BE-0C32-FB8D-54D5-D1BB0335ADF1

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Treasury

Vacancy VN-0724847

Australian Taxation Office

Closing Date: Wednesday 28 June 2023

ATO People
Contingent Workforce and HR Panels

Job Title	Contract Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_ATOP_776_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=713B9FC1-B7A8-6E5A-E47E-D1BC66522EB9>

Duties

We are seeking a motivated individual to join our Contingent Workforce and HR Panels team.

As a Contract Officer, in our ATO People business area, you'll support managers in engaging and extending their Labour Hire workers. You'll use various systems such as SAP, eRecruitment and Fieldglass to issue job postings and work orders.

You will work as part of a dynamic team in a fast-paced, challenging environment and liaise with external providers and business partners to achieve beneficial outcomes for the organisation.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Sarah Osborne, (02) 6216 1353
Agency Recruitment Site	https://ato.nga.net.au/?jati=713B9FC1-B7A8-6E5A-E47E-D1BC66522EB9

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0723856

Job Title	Chief Operating Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 3
Position Number	62330358
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Chief Operating Officer, provides high quality strategic leadership across the department's corporate functions, and is responsible for the delivery and management of multiple activities that allow the department to manage its day-to-day business.

These functions include responsibility for human resources support and operations, financial management, information and communication technology, security, and portfolio and governance arrangements.

From this process, a merit pool may be established and used to fill future vacancies within the department or the Australian Public Service (APS) more broadly.

Duties

As Chief Operating Officer, you will be a collaborative and agile leader with the ability to drive broad transformational change, both within and external to the department. You will have a strong commitment to building a diverse and inclusive workforce, and work with colleagues on whole-of-government priorities to ensure the department is actively engaged in contributing to these priorities. You will perform a key stewardship role in the department as a member of the Executive Management Board.

To be successful, you will have a proven track record of achieving results and a demonstrated ability to lead complex analysis, reform and service delivery to support programs and services that are essential to improving the lives of veterans and their families. You will be committed to excellence in the delivery of enabling services, confident and comfortable working in a rapidly changing environment, and possess excellent stakeholder and people management skills.

In accordance with APS statutory obligations, the APS Integrated Leadership System, APS SES Work Level Standards, and departmental policies and guidelines, and in addition to the core selection criteria, successful candidates are expected to:

- contribute to the leadership of the department as a whole
- develop a strategic direction for the Chief Operating Officer Group that is aligned with the department's priorities and creates a shared sense of purpose
- deliver outcomes aligned with government priorities and the department's vision and purpose, within allocated resources
- provide authoritative advice on a range of areas of interest to the portfolio
- provide strategic and operational leadership to:
 - ensure human resource strategies and operations, including enterprise bargaining and workplace relations, support the department's workforce and position workforce capability to meet business needs.
 - ensure corporate services, including information and communication technology, procurement, property, security, and records management will support the department's business and deliver efficiencies required by government.
 - provide assurance to the Secretary regarding the financial operations of the department.
- Other activities as directed by the Secretary.

Eligibility

To apply you must be an Australian citizen. You will need to be assessed through a pre-employment screening process, which includes a pre-employment check and have the ability to obtain and maintain, an Australian Government security clearance at the Negative Vetting Level 1 level at a minimum.

Notes

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Alison Frame, Email preferred.
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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