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Electronic Public Service Gazette
PS25 Weekly Gazette Thursday (Vacancy Notices) - 26 June 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS25 Weekly Gazette Thursday (Vacancy Notices) - 26 June 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0759807

Australian Antarctic Division

Closing Date:Friday 27 June 2025

Australian Antarctic Division
Science Environmental Stewardship

Job Title	Environmental Scientist
Job Type	Full-Time, Non-Ongoing
Location	Kingston TAS
Salary	$92,705 -
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	On Station
Classification	APS Level 5
Position Number	TBA
Agency Website	

Job Description

https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.home&jobID=3B43225A-42CD-4

Duties

The Expeditioner – Environmental Scientist will work as part of a multidisciplinary team of environmental scientists and engineers in support of two Australian Antarctic Science projects: Reducing Environmental Impacts at Contaminated Sites in Antarctic (AAS #4503) and A Cleaner Antarctica (AAS #4622) within the Environmental Stewardship Program (Science Branch).

These projects undertake on-site assessment, remediation and monitoring of human impacts in Antarctica (primarily contamination) while also leading the Australian Antarctic Science Program's

scientific effort in contaminated site investigations, contaminant risk assessments and remediation research.

Eligibility

Personal Qualities:

During the recruitment selection process, the AAD assesses individual

personal qualities required to successfully live and work in an

isolated Antarctic/sub-Antarctic community.

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check,

referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required

probation period.

Notes

About the Australian Antarctic Division

To Apply

Position Contact	Rebecca McWatters, (03) 6232 3150
Agency Recruitment Site	https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEve

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Vacancy VN-0759809

Australian Antarctic Division

Closing Date:Friday 27 June 2025

Australian Antarctic Division
Science Environmental Stewardship

Job Title	Environmental Remediation Specialist
Job Type	Full-Time, Non-Ongoing
Location	Kingston TAS
Salary	$102,380 -
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	On Station
Classification	APS Level 6
Position Number	TBA
Agency Website	

Job Description

https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.home&jobID=3B43225A-42CD-4

Duties

The Expeditioner – Environmental Remediation Specialist will work as part of a multidisciplinary team environmental scientists and engineers in support of two Australian Antarctic Science projects: Reducing Environmental Impacts at Contaminated Sites in Antarctic (AAS #4503) and A Cleaner Antarctica (AAS #4622) within the Environmental Stewardship Program (Science Branch).

These projects undertake on-site assessment, remediation and monitoring of human impacts in Antarctica (primarily contamination) while also leading the Australian Antarctic Science Program's scientific effort in contaminated site investigations contaminant

risk assessments and remediation research.

Preference will be given to those applicants holding an approved engineering or science degree relevant to polar environmental remediation and site assessment and/or highly relevant technical skills.

Eligibility

Personal Qualities:

During the recruitment selection process, the AAD assesses individual personal qualities required to successfully live and work in an isolated Antarctic/sub-Antarctic community.

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check, referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required probation period.

Notes

About the Australian Antarctic Division

To Apply

Position Contact	Rebecca McWatters, (03) 6232 3150
Agency Recruitment Site	https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEve

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Vacancy VN-0759869

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

Closing Date:Thursday 10 July 2025

Australian Charities and Not-for-profits Commission
Reporting & Red Tape Reduction

Job Title	Australian Charities and Not-for-profits Commission Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$125,291 - $136,595
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/ACNC, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_ACNC_440_2025
Agency Website	https://www.acnc.gov.au/about

Job Description

https://ato.nga.net.au/?jati=8E19F2AC-54A9-7055-3779-E3F0BF92F3A2

Duties

We are seeking a motivated manager to join our Reporting and Red Tape Reduction team.

As a Manager at the Australian Charities and Not-for-profits Commission (ACNC), you will manage a small team, lead initiatives relating to the ACNC's reporting framework and lead projects that enhance understanding of the data held by the ACNC. Additionally, you'll be accountable for planning, coordinating and delivering projects that contribute to the agency's strategic outcomes.

You will support charities and advisers in meeting the ACNC's reporting requirements while driving continuous improvements to improve regulatory outcomes. You'll engage with the sector, providing timely professional advice on reporting enquiries and represent the ACNC in interactions with other government agencies.

Eligibility
Notes

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

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

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

To Apply

Position Contact	Tim Liu, (03) 8612 6935
Agency Recruitment Site	https://ato.nga.net.au/?jati=8E19F2AC-54A9-7055-3779-E3F0BF92F3A2

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Vacancy VN-0759756

Australian Children's Education and Care Quality Authority

Closing Date:Friday 04 July 2025

IT & Cyber Security
IT

Job Title	Technical Support Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$85,925 - $95,820
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Successful candiate will be able to work from home 1-2 days a week
Classification	
Position Number	469
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=469

The Technical Support Analyst provides broad-ranging tier 2 internal and remote support with some tier 1 responsibilities to users utilising a range of media (including the infrastructure environment and software) to troubleshoot and resolve issues of moderate complexity across ACECQA's corporate IT environment and supported business applications.

This role is responsible for service desk tasks including provisioning of computer hardware and desktop equipment, application support including Microsoft 365, assisting with user training, co-ordination and distribution of key procedures, and IT support for the team. The Technical Support Analyst will have excellent problem-solving skills, demonstrable experience in a Service Desk or IT support role with a strong focus on customer service.

This role is full time and fixed-term (12 months) at ACECQA Band 4 ($85,925- $95,820).

Duties

Key Accountabilities

· Utilise appropriate tools and methods to address moderately complex user support queries and return user's IT systems, networks, printers and supported applications to optimum efficiency.

· Use the JIRA Service Desk application to record all support tasks, ensuring all relevant information is captured.

· Provide desktop support of workstation hardware and software, including peripherals, to internal users.

· Provide user support in the creation of accounts, onboarding and inductions.

· Provide core business application support to internal users including assisting with the creation and maintenance of system, procedures, support, and training materials (e.g., Microsoft 365 suite, Salesforce, Anywhere365).

· Set-up and support the various IT and Audio-Visual systems, including monitoring and reporting of acceptable levels of performance.

· Assist with the management of IT assets as part of ACECQA's asset management plan.

· Develop and maintain detailed knowledge of multiple, complex platforms and technologies to enable effective integration and utilisation of enterprise applications and services.

· Create and maintain support documentation to assist others in restoring services and reduce the impact of unplanned outages.

Eligibility

About You

To be successful in this role you will need:

· Proven experience in the provision of business application support with a focus on Level 2 IT support and some Level 1 support to users.

· Experience in Salesforce Tier 1 customer support (basic administration tasks) or ability to rapidly acquire Salesforce Tier 1 support skills.

· Proven experience in internal and remote support to users via a range of collaboration tools including (but not limited) to Microsoft Teams, Atlassian JIRA and secure remote access tools.

· Demonstrated experience in the provision and decommissioning of computer hardware and desktop equipment.

· Demonstrated experience in registering and managing IT assets as part of an organisation's asset management plan.

· Demonstrated experience in the support of Microsoft 365 suite, including (but not limited to), the creation and maintenance of system, procedures, support and training materials.

· Demonstrated experience in a service desk environment, including the use of incident tracking software.

· Highly developed written, verrbal and customer service skills whilst proactively resolving problems.

Notes

How to apply

The closing date for applications is **4 July 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Technical Support Analyst vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages

All complete applications will be acknowledged.

Targeted Questions

1. Share an example of a complex technical problem you solved. What steps did you take to identify and resolve the issue?
2. How do you handle challenging or frustrated customers seeking technical assistance?

More information

If you have any questions about the role specifically, please email Con Mougios at

Con.Mougios@acecqa.gov.au

If you have any questions about the recruitment process, please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

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

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Vacancy VN-0759893

Australian Children's Education and Care Quality Authority

Closing Date:Wednesday 09 July 2025

People and Workplace
Human Resources Development

Job Title	Manager Human Resources Development
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$118,578 - $156,463
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from home 1-2 days a week
Classification	
Position Number	470
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=470*

Manager Human Resources Development

· **Help children have the best start in life through high quality education & care.**

· **Improve outcomes for children and families in early education and care.**

· **Join an expert team working across governments at the national level.**

About ACECQA

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

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Manager Human Resources Development leads a small team (2-3 direct reports) of human resources professionals responsible for providing human resources advice and services in learning and development, performance, employee wellbeing, organisational development, HR policies, and employee relations.

This role reports to the Senior Manager People & Workplace and works closely with the Manager Human Resources Operations to ensure the efficient, compliant, and effective execution of HR practices in alignment with relevant legislation, the ACECQA Enterprise Agreement and best practice standards.

This role is full time and ongoing at ACECQA Band 6/7 ($118,578 - $156,463).

Duties

About You

To be successful in this role you will need:

· Demonstrated experience in human resource management and/or business partnering with a strong track record across learning and development, performance frameworks, wellbeing, and organisational development.

· Demonstrated expertise in employee and industrial relations, including case management, enterprise agreement interpretation, performance management, grievances and dispute resolution.

· Proven ability to develop and implement HR policies and ensure compliance with employment legislation and regulatory frameworks.

· Highly developed interpersonal and communication skills including skills in building relationships, providing advice and supporting senior leaders with strategic and operational matters.

· Highly developed critical thinking and problem-solving skills, demonstrating the ability to manage complex and sensitive people-related issues, lead projects and evaluate impacts.

While not essential, the following attributes will greatly assist you in the role:

· Knowledge and understanding of trends, issues and requirements for managing people in public sector organisations.

· Tertiary qualifications in Human Resources or a relevant discipline.

Eligibility

How to apply

The closing date for applications is **09 July 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Manager Human Resources Development vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

1. Please describe your approach to business partnering and internal consulting. How do you ensure your advice is accurate, helpful and increases the skill level of staff in dealing with HR and organisational development issues?

2. Can you provide examples of your experience in implementing organisational development initiatives in previous roles? How do you stay updated with the latest trends and best practice in organisational development?

3. Please outline your experience leading HR professionals and fostering a high-performance culture. What steps do you take to build the culture and how do you ensure that your team feels supported and engaged in their work?

All complete applications will be acknowledged.

Notes

More information

If you have any questions about the role or the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

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

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Vacancy VN-0759729

Australian Competition and Consumer Commission

Closing Date:Sunday 06 July 2025

Corporate
Executive Office

Job Title	Senior Secretariat Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Brisbane QLD, Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Darwin NT, Perth WA, Adelaide SA
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/100
Agency Website	https://www.accc.gov.au/

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to support continual business improvement at the ACCC by providing a range high-level of secretariat services?**

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

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

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

Duties

What you will do as the Senior Secretariat Officer

As a member of the Executive Secretariat team, you will provide a high standard of administrative support to the ACCC and support continual business improvement.

As the Senior Secretariat Officer, you will:

- Provide high quality secretariat services to ACCC's decision-making committees (this may include, but not limited to, the coordination of meetings, coordination and compilation of papers, drafting agendas and minutes, and updating action item registers).
- Understand and comply with governance and decision-making requirements, policies and procedures, and contribute to business improvements.
- Liase across the ACCC and with various external stakeholders, including with the ACCC's Commissioners and senior leaders, to anticipate and respond to business needs.
- Supervise team members, assist team members during absences and complete other tasks as required to support the work of the broader Executive Office.

Eligibility

About you

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

- Relevant work experience in a secretariat, governance or administration role.
    - A demonstrated ability to effectively:plan, organise and prioritise various work tasks with minimal supervision
    - communicate complex issues simply, clearly and effectively in different mediums
    - engage and work collaboratively with other people, including the ability to supervise more junior secretariat team members and influence, persuade and inform people
    - apply sound judgement, analytical, and problem-solving skills, with the ability to interpret and apply policies and procedures
    - use a range of office technologies and computer applications, including Microsoft Word and Excel, as well as records management systems and databases.

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

Notes

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

About the Australian 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	Luci Kennedy, (02) 6243 3014
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759761

Australian Competition and Consumer Commission

Closing Date:Sunday 06 July 2025

Corporate
Information Management and Technology Services Branch

Job Title	Test Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$123,702 - $136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/99
Agency Website	https://www.accc.gov.au/

Job Description

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

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

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

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

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

Duties

What you will do as the Test Manager

Your role as the Test Manager will be to develop, coordinate and implement an organisational testing strategy whilst building a permanent capability of professional highly skilled testing resources.

Working under broad direction you will:

- Lead, manage and grow the testing team.
- Oversee test planning, development & execution of test cases, defect management and reporting across multiple projects or initiatives.
- Promote test automation to improve coverage and efficiency.
- Collaborate with Project Managers and other project stakeholders to embed quality into all stages of delivery.
- Establish and maintain test environments and support continuous improvement initiatives.

Eligibility

About you

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

- Demonstrated experience in a Test Manager role, overseeing testing teams responsible for application development projects and infrastructure initiatives, including system and integration testing of large-scale systems, using both manual and automated testing methods.
- Demonstrated experience leading a testing team or similar role in a fast-paced and large complex people-centred organisation, and with the ability to implement and direct changing priorities.

- Experience in establishing new team processes and procedures to achieve outstanding results.
- Applied experience with Agile testing methodology.
- ISTQB Certification is highly desirable.

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

Notes

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

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To Apply

Position Contact	Cherish Cherian, 02 6243 1286
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759825

Australian Competition and Consumer Commission

Closing Date:Monday 21 July 2025

Specialist Advice and Services Division

Job Title	Senior Policy and Strategic Advisor
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Townsville QLD
Salary	$143,411 - $168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work a minimum of 2 days in the office
Classification	Executive Level 2
Position Number	EA2025/104
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of an exciting period implementing a new mergers regime with the ACCC?**

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

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

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

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

Duties

What you will do as the Senior Policy and Strategic Advisor:

- assisting with the significant change management program being undertaken and identifying areas to improve internal and external useability of the new regime.
- providing strategic advice and assistance on nuanced issues around mandatory regimes, including on efficient assessment of notification requirements based on the thresholds and monitoring and enforcing mandatory notification.
- identifying opportunities and providing advice and insights into how to triage high volumes of applications, ensuring the process is efficient and risk based with appropriate resources allocated.
- assisting the ACCC to refine its approach to merger assessment, analysis, and evidence gathering, drawing on global best practices in testing propositions/theories of harm efficiently and robustly.
- assisting with the consideration of acquisitions notified under the mandatory regime, including during pre-notification and subsequent review.
- assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies and ensure the Commission is well equipped to make decisions on high-level policy matters and submissions.

About you

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

- exceptional knowledge of merger regimes globally, to ensure that the ACCC is learning from best practice overseas.
- experience in senior advisory and management roles within regulatory agencies, including international regulatory agencies.
- demonstrate experience in influencing and persuading to outcomes that promote competition.
- deep knowledge of internal workings of administrative competition regimes.
- very strong communication, advocacy and influencing skills, and the ability to work collaboratively and collegiately across teams and with people at different levels.
- senior leadership and management skills (including organisational and intellectual leadership) and superior people management skills, including supporting learning and capability development in a highly complex and fast paced environment.
- at least the equivalent of one-year full-time work experience in a policy analyst / advisor role related to competition regulation / enforcement either in Australia or overseas. Preference given to applicants with 10+ years of experience.
- tertiary qualification/s in a relevant field such as Law or Economics.

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

Eligibility

Notes

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

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	Clare O’Reilly, 02 9230 3854
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759418

Australian Electoral Commission

Closing Date:Thursday 10 July 2025

DEC
DEC Parliamentary, Governance and Assurance

Job Title	Senior Governance Officers, Parliamentary, Governance and Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,603 - $106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangement.
Classification	APS Level 6
Position Number	Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

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

Duties

As Senior Governance Officers, you will be playing a vital role in supporting the team and broader section's objectives in maintaining effective corporate governance and operational excellence within the AEC. In this role, you will manage all aspects of committee meetings, including oversight of meeting administration, paper coordination and development of meeting minutes for key corporate committees, subcommittee's and working groups.

You will contribute to and support continued improvement of AEC governance arrangements. This includes preparing moderately complex correspondence, papers, briefings, and reports that help support a culture of continuous improvement, identifying issues and innovative solutions. You will make and communicate decisions using professional judgement, evaluating risk and in the context of a complex and dynamic environment.

If you enjoy building relationships from senior management to operational stakeholders, you will thrive on the opportunity to provide expert technical and operational advice and guidance to key management committees and agency stakeholders. Contributing to various agency priorities and supporting a high performing team will enable you build on both your personal and staff development skills.

To excel you'll have:

- Knowledge and experience in the areas of corporate governance and a willingness to obtain qualifications in this area.
- Demonstrated ability to complete work and projects within dedicated timeframes, using problem solving skills and identify areas for improvement and suggest innovative solutions.
- Ability to supervise team members at lower classifications, ensuring effective and efficient outputs, capacity building and development.

- Ability to build effective relationships and communicate effectively with stakeholders, whilst anticipating their needs and expectations across a geographically dispersed network.
- Ability to apply analytical skills to solve complex problems and use well-developed communication skills to provide clear concise advice, propose and facilitate change and contribute to business improvement strategies.
- A high degree of integrity, judgement and professionalism, with demonstrated ability to exercise good judgement and impartial advice to make decisions based on legislation, guidelines, policy and best practice.

Desirable

- Relevant tertiary qualifications in corporate governance, public administration or similar.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Jade Woodhouse, jade.woodhouse@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0759768

Australian Law Reform Commission

Closing Date:Monday 30 June 2025

Job Title	Senior HR Manager
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$119,752 - $138,828
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0209/25_ALRC-EXT
Agency Website	

Job Description

https://agcareers.nga.net.au/?jati=E4DCE7C8-7856-3AA3-07D6-E3EFCFE8C673

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

Duties

Our Opportunity

We are seeking a **Senior HR Manager** to join our dynamic team. This **part-time role (0.6 FTE)** will report into the Director of Operations and Finance, be part of the Operations team and is based in Melbourne. The successful candidate will lead key HR projects, develop and implement HR policies and strategies across the organisation, and provide expert advice and support to the organisation's people managers and leadership team.

The role demands good knowledge of the legal and regulatory environment governing a small Commonwealth agency, excellent organisational and interpersonal skills, and the ability to manage competing priorities while maintaining a high standard of professionalism and confidentiality.

Who are we looking for?

We seek a candidate passionate about working in a hands-on, highly varied and proactive role, operating in a fast-paced and agile environment.

Key Responsibilities:

- Provide proactive HR leadership, helping managers to grow and develop their teams.
- Drive HR-related projects and positive change across the ALRC, including the further strengthening and implementation of HR policies, processes and strategies.
- Maintain and improve HR systems and support services, including leading on all aspects of leave, recruitment, retention and induction.
- Provide advice on relevant HR laws and regulations and ALRC policies / the Enterprise Agreement, to guide the leadership team, people managers and employees.
- Manage and lead the effective delivery of payroll, including liaison with the payroll provider.
- Build relationships across the organisation and APS more broadly, championing diversity, collaboration and professionalism.
- Other administrative support duties as required to support the efficient operation of the organisation.

Eligibility

Selection Criteria

In addition to senior human resources experience, you will have:

- Experience working with relevant HR laws and regulations, as they relate to a small Commonwealth agency.
- Experience in identifying HR issues, developing and implementing solutions, and providing quality and strategic HR advice to support the leadership team and other people managers.
- Ability to introduce and lead HR / people management projects and change in a proactive, positive, and dynamic way.
- Outstanding organisational skills and the ability to build and maintain professional relationships.
- Ability to operate across a range of business applications and improve operational processes.
- Curiosity and lateral thinking skills for problem-solving; and a commitment to an inclusive and collaborative workforce.

An Australian HR Institute (AHRI) Certification or similar certification such as a Certificate IV in Human Resource Management is *desirable*.

The range and nature of work within the ALRC requires a workforce that reflects our diverse society, and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment;
- receive a generous starting salary and work conditions; and
- benefit from supportive learning and development.

Notes

How to Apply

Applications are to be emailed to**HR@alrc.gov.au.**

Applications close at**11:30pm AEST on Monday 30 June 2025.**

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

- your current résumé (no more than three pages)
- a statement of claims (max. 500 words) explaining why you are suited to the role and the ALRC with reference to the Selection Criteria as outlined above
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email yvonne.hong@alrc.gov.au.

About the Australian Law Reform Commission

To Apply

Position Contact	Mandeep Bahia, Not applicable
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E4DCE7C8-7856-3AA3-07D6-E3EFCF

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Vacancy VN-0759849

Australian Signals Directorate

Closing Date:Sunday 13 July 2025

Access and Effect Operations

Job Title	ASD 4 & 5 Radio Frequency (RF) Signals and Access Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$80,743 - $95,481
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	ASD/05357/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Access Operations branch consists of multiple operational and technical teams who find innovative solutions to enable ASD access operations that consistently deliver world class outcomes for the Australian government. Our work is at the cutting edge of access technologies in support of national security, support to military operations, and intelligence outcomes.

Our team comprises of a multi-disciplinary, integrated workforce that conducts in-depth Radio Frequency (RF) signals analysis of complex foreign communications systems, which can include reverse engineering radio frequency RF signals to discover underlying technology and foundational data associated with foreign capabilities that may harm Australian interests. With the outcomes from these teams routinely informing a diverse range of customer sets both nationally and internationally.

About the Role

ASD 4 & 5 Radio Frequency (RF) Signal and Access Analysts enjoy working in small to medium-sized teams to solve intelligence problems, and are motivated to learn new skill specialisations. They operate under minimal direction to achieve outcomes for their team, while also providing guidance, encouragement and mentoring to less experienced staff.

Our RF Signal and Access Analyst roles vary, and can cover areas such as communications signals and/or protocol analysis, radio frequency systems operations and/or analysis, data processing, programming or scripting, business analysis, risk management and access operations management.

Key duties include:

- Work effectively within and across teams, and actively participate in teamwork and group activities.
- Investigate and interpret through the research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Record and maintain accurate files and records within information systems in relation to business decisions and intelligence functions.
- Accountable to produce signals intelligence, whilst complying with legislative, policy and security frameworks.
- Utilise and apply a variety of information communication technology systems including data entry and query functions in order to produce signals intelligence.
- Operate and apply signals intelligence related systems to maintain capabilities to achieve business outcomes.
- Evaluate and interpret collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Instruct, train and develop signals intelligence analysts and provide guidance to less experienced staff.
- Utilise a variety of hardware and software systems, databases, and analysis tools in order to produce signals intelligence.
- Be innovative to develop business process for signals intelligence production.

Duties

We are looking for Radio Frequency (RF) Signal and Access Analysts to work across multiple missions within ASD and use their understanding of the RF spectrum, technical and analysis skills, as well as their stakeholder engagement/management abilities to conduct complex collection, analysis, and production of signals intelligence.

We want to hear from people who are innovators and creative but are ready to contribute, adapt or evolve ideas into new solutions, while also considering the continuous improvements to systems and processes. Our ideal candidate will also be able to work productively and positively within a team based environment, and have the capacity to recognise and draw links between team members' skillsets – as they would understand that in the most difficult tasks, teamwork and the application of all available knowledge is required to achieve success.

Throughout your career as an RF Signal and Access Analyst, you will use sophisticated intelligence or technical analysis to produce vital and valued intelligence for the Australian Government. All roles will involve leveraging or building your specialist expertise against our most difficult intelligence problems. As part of our team, you will deliver meaningful and personally rewarding contributions to Australia's national security.

While demonstrated RF technical experience would assist you in completing the functions of this role, we are highly interested in any candidate who has the attitude and aptitude to engage (and persevere) with complex problems and work within a multidisciplinary team to find creative solutions within the RF Spectrum domain.

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

There are no mandatory qualifications required for this position. ASD is looking for resilient, motivated, curious analysts from a diverse range of backgrounds with a positive, self-starting ‘can do’ approach to challenging times and problem sets.

Successful candidates will receive RF Signal and Access analysis development courses and on-the-job training as part of an RF Signal and Access analyst career and skills pathway that will shape the candidate towards becoming a master in their respective RF signals analysis tradecraft.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759852

Australian Signals Directorate

Closing Date:Sunday 13 July 2025

Access and Effect Operations

Job Title	ASD 6 Radio Frequency Signals Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$98,345 - $110,996
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	ASD/05393/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

We work at the cutting edge of access technologies to deliver national security, support to military operations, and intelligence outcomes.

We value staff with a diverse range of backgrounds and experiences, and provide support and training—both formal and on-the-job—to develop mission specific skills and our staff more generally.

Our team comprises of a multi-disciplinary, integrated workforce that conducts in-depth Radio Frequency (RF) signals analysis of complex foreign communications systems, which can include reverse engineering radio frequency RF signals to discover underlying technology and foundational data associated with foreign capabilities that may harm Australian interests. With the outcomes from these teams routinely informing a diverse range of customer sets both nationally and internationally.

About the Role

ASD 6 Radio Frequency (RF) Signal Analysts enjoy working as an expert in, or leading, small to medium-sized teams to solve intelligence problems, and are motivated to learn new skill specialisations. They operate independently under minimal direction to achieve outcomes for themselves and their team, while also providing guidance, encouragement and mentoring to less experienced staff.

Our RF Signal Analyst roles vary, and can cover areas such as communications signals and/or protocol analysis, radio frequency systems operations and/or analysis, data processing, programming or scripting, business analysis, risk management and access operations management.

Key duties include:

- Mentoring and/or managing less experienced staff to develop their skills and achieve organisational outcomes.
- Be accountable to allocate work, resources and tasks, set work area priorities, develop strategies and evaluate business outcomes.
- Apply technical knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- Build and sustain positive relationships with team members, actively participate in team work and motivate and mentor developing technicians.
- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Provide detailed signals intelligence, technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Accountable to produce signals intelligence whilst complying with legislative, policy and security frameworks.
- Manage and maintain accurate files and records within information repositories in relation to business decisions and intelligence functions.
- Utilise a variety of hardware and software systems, databases, and analysis tools in order to produce signals intelligence.
- Be innovative for development of business process for signals intelligence production.
- Work collaboratively with internal ASD teams as well as across the intelligence community, to meet their requirements, manage expectations, and provide general signals intelligence advice.
- Prioritise collected data and information to develop further collection, processing, and analysis to support future mission outcomes.
- Be accountable to build productive working relationships across ASD and the wider National Intelligence Community in order to deliver on business and intelligence outcomes.

Duties

Our ideal candidate will be intrinsically curious, imaginative, and not deterred by difficult challenges as they will need to overcome and defeat some of the most testing, ground breaking and formidable technologies and capabilities on the planet. Additionally, you will have an innate desire to challenge yourself as you persevere to investigate how highly technical communication and RF systems work with limited available information. We are looking for RF Signal Analysts to work across multiple missions within ASD and use their understanding of the RF spectrum, technical and analysis skills to work with others to achieve critical intelligence outcomes for Australia.

These roles will require you to possess strong skills in innovation and signals analysis to undertake complex collection, analysis, and production of signals intelligence. You will need to contribute, adapt and evolve often abstract and challenging concepts or ideas into new solutions, while also considering the potential application to broader systems and processes.

You will need to rely on your ability to draw links between team members' skillsets, as you will recognise that some of the most difficult challenges, require teamwork and the precise application of all available knowledge, in order to be overcome.

While demonstrated RF technical experience would assist you in completing the functions of this role, we are highly interested in any candidate who has the attitude and aptitude to engage (and persevere) with complex problems and work within a multidisciplinary team to find creative solutions to complex and challenging problems.

If you have some of these skills and are looking for a new challenge that makes a significant and meaningfully positive contribution towards Australia's National Security, we want to hear from you!

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

There are no mandatory qualifications required for this position, as ASD is looking for resilient, motivated, curious analysts from a diverse range of backgrounds with a positive, self-starting ‘can do’ approach to challenging times and problem sets. Successful candidates will receive RF signals analysis development courses and on-the-job training as part of an RF signals analyst career and skills pathway that will shape the candidate towards becoming a master in their respective RF signals analysis tradecraft.

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

About the Australian Signals Directorate

To Apply

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

Australian Signals Directorate

Closing Date:Sunday 13 July 2025

Portfolio & Transformation
C&T

Job Title	ASD 6 and EL1 Procurement Business Partners
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$98,345 - $138,388
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	On site, Flexible
Classification	APS Level 6;Executive Level 1
Position Number	ASD/05450/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

Join our small supportive team, where your contribution is truly valued. We are part of a dynamic and innovative branch that is rapidly growing, filled with passionate individuals who want to make a positive difference in ASD people culture.

The functions have been establishing over the past few months and we are seeking talented and motivated people to assist us in progressing key priorities of the branch, which includes contract management and procurement.

About the Role

The Contractor Workforce & Portfolio Branch is responsible for delivering robust enterprise labour hire and commercial procurement outcomes for ASD. This recruitment process is seeking to fill roles across a number of teams (Labour Hire Support, Procurement Delivery and Commercial Procurement).

While interest and experience in procurement is favourable candidates looking to use their business management, finance, workforce or stakeholder engagement skills to make a difference are strongly encouraged to apply.

ASD6 – Procurement Business Partner

Would you like to support ASD in shaping its workforce, working closely with a range of business areas to deliver best practice Contractor, Consultant and Outsourced Service provider procurement and management?

Key Duties of this Role:

- Engage with a range of teams across ASD, and be confident in communicating with a diverse range of stakeholders adjusting your style and approach to individual needs.
- Work closely with the EL1 Account or Procurement Managers to understand ASD Business areas contractor workforce needs.
- Support business improvement – have an eye for opportunity and creating efficiencies in team processes and with ASD business areas when it comes to contractor procurement and management.
- Enable the Labour Hire Delegate role by reviewing Labour Hire procurement documentation and supporting ASD business areas to complete this documentation in line with the strategic policy direction.
- Provide administrative and process support to your team and ASD business areas as required.
- Build, sustain and encourage productive relationships with team members and actively participate in teamwork and group activities.
- Provide advice and support for procurement planning, tendering and contract formation and contract management activities while ensuring compliance with Commonwealth Procurement Rules, instructions, legislation, procurement policies, processes and procedures.
- Draft and review contracting correspondence including commercially sensitive reports, submissions, proposals and other documents as required.
- Work collaboratively with the team, stakeholders and subject matter experts to establish and finalise contracts and resolve contracting issues that may arise.

ASD EL1 – Procurement Business Partner

Are you after a role where no two days are the same…. where you work with a diverse range of stakeholders, and are part of a supportive team, enabling key areas of ASD to deliver their missions?

Procurement Delivery, Commercial Procurement and Labour Hire Support Teams are looking for procurement specialists and strategic problem solvers to lead small teams to efficiently and effectively fill contractor vacancies across ASD or provide commercial procurement advice and support to key agency projects.

Key Duties of this Role:

- Act as a key point of contact for ASD business areas to engage with Contractor Workforce, and ensure business areas efficiently and effectively navigate the enterprise labour hire procurement process in line with policy requirements.
- Manage and lead a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Drive business improvement – have an eye for opportunity and driving efficiencies throughout team processes and with ASD business areas when it comes to contractor procurement and management.
- Manage, lead and be accountable for procurement planning, tendering and contract formation and contract management activities. While ensuring compliance with legislation, procurement policies, processes and procedures.
- Develop and implement procurement related documentation including templates, schedules, correspondence, reports, submissions, plans and strategies, risk and performance reviews and other contract documentation.
- Manage, lead and provide expert advice, assistance and services for procurement policy, technical, commercial, legal, financial investigation and other requirements as applicable in order to support contract management outcomes.
- Translate and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements related to procurement and contract management.

Duties

ASD6 – Procurement Business Partner

Under broad direction, our ideal candidate will perform a range of contracting and procurement activities, demonstrating their experience, knowledge of and compliance with legislative frameworks, government decision-making and the Australian Signals Directorate’s mission and policy requirements.

You will work independently with a high degree of autonomy and accountability for the achievement of agreed outcomes. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

You will have well-developed written and verbal communication skills, including negotiation skills. You will have a sound knowledge of the Commonwealth Procurement Rules and supporting instructions.

ASD EL1 – Procurement Business Partner

Our ideal candidate is a strong people leader with several years’ experience leading procurement outcomes in a Commonwealth Agency. You will have well-developed leadership skills, written and verbal communication skills, including negotiation skills. You will have in-depth knowledge of the Commonwealth Procurement Rules and supporting instructions.

Across both roles, candidates should possess the following skills and strengths:

- Enjoy working as part of a team in a highly dynamic environment
- High level attention to detail and problem solving skills
- Well-developed Communication skills
- Excellent interpersonal skills
- Independent thinker and analytical skills
- Have a positive attitude in the face of change and enjoy learning new things, or evolving processes to deliver the best outcome
- Have a Positive Vetting Security Clearance, or the ability to successfully gain and maintain one.

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training:

- Knowledge of the Commonwealth Procurement Rules (CPRs) and associated instructions.
- Certificate IV in any of the following:

a. Government (Procurement)

b. Business Management

c. Consolidated Complex Procurement

- Diploma or Masters of Business
- Diploma or Masters of Procurement and Contract Management
- Legal, auditing or accounting background – highly regarded

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759741

Australian Submarine Agency

Closing Date:Sunday 13 July 2025

Australian Submarine Agency
DDG Program & Policy

Job Title	Assistant Project Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Perth WA
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Canberra, Perth
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/05247/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=6BF9401E-A6C5-1BE3-D9C3-E3EFCE002299

Duties

The Role

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

The Assistant Project Manager roles are highly varied and contribute to assisting in leading and developing high performing teams to deliver a range of objectives for the Australian Submarine Agency. On a daily basis, your team's work could range from translating policy into programs to deliver industry skills, planning and implementing programs to enable the development of new capability, or developing domestic or overseas infrastructure.

Your support as an APS 6 Assistant Project Manager will actively contribute to the whole of nation effort to safely and securely deliver the cutting edge nuclear powered submarine program, which will transform Australia's economic and national security landscape for the future.

The duties of an APS6 Project Manager occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identify risks and opportunities and take account of these in planning, decision making and priority setting.
- Build and sustain stakeholder engagement including the ability to communicate with influence and negotiate effectively.
- Work collaboratively by building effective relationships with team members and actively participating in group activities.
- Analyse project performance against agreed plans and develop and initiate strategies to achieve project outcomes.
- Resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.
- Provide input into the development of project planning, performance, cost and schedule documents and work breakdown structures in accordance with agreed procedures and performance standards.
- Prepare correspondence, briefs and reports as directed including submissions and documents for higher delegate and committee consideration.
- Analyse and ensure compliance with legislative, policy and regulatory frameworks.

Some positions may incur an additional payment of a Building Capability Payment (BCP) 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 BCP position must consider the following. BCPs 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 BCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BCP is no longer necessary, as determined by Defence. Should the BCP be ceased you will be advised and your BCP additional payment will cease.

About our Team

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

Within the Project Management function, an APS 6 Assistant Project Manager is accountable under broad direction to perform and achieve complex to very complex project management work within an integrated workforce.

They will be responsible for assisting in leading and managing a range of project activities, including coordination of project inputs in accordance with organisational practices to achieve outcomes. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and ASA’s mission and policy requirements.

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

Our Ideal Candidate

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

Our ideal candidates will be able to bring or further develop the following attributes and skills to the role:

- A strong commitment to Australia's national interest
- Adaptability, resilience and flexibility in the face of changing and competing priorities
- Strong commitment to teamwork and collaboration
- Excellent time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities
- Strong analytical and research skills and an ability to interpret and apply legislation in defining business requirements
- Experience in project management and an understanding of project management processes and methodologies is essential
- Sound judgement with an open and innovative approach to problem-solving
- Demonstrate effective people skills as well as excellent written, interpersonal and verbal communication skills
- Candidates must be able to demonstrate stakeholder relationship skills as this is fundamental to the success of the Agency

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6BF9401E-A6C5-1BE3-D9C3-E3

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Vacancy VN-0759932

Australian Submarine Agency

Closing Date:Sunday 13 July 2025

Australian Submarine Agency
DDG Program & Policy

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Canberra ACT, Adelaide SA, Perth WA
Salary	$139,681 - $167,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 2
Position Number	ASA/05401/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=B4A6882D-23EA-B718-0A46-E3F0FB11ED44

Duties

The Role

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

The EL 2 Project Director roles are highly varied and contribute to leading and developing high performing teams to deliver a range of objectives for the Australian Submarine Agency.

Within the Project Management function an EL2 Project Director works with considerable independence and is accountable to perform and achieve very complex project management work within an integrated workforce. They will require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

An EL 2 Project Director will exercise a significant degree of independence and perform an important leadership role. They will be responsible for influencing and developing strategies,

policies, priorities and operational practices in support of Defence objectives based on high level decision making and judgement. They will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work or sensitive projects or work programs that have strategic, political or operational significance.

An EL 2 Project Director is accountable to lead a work team or teams, plan and manage a range of human and physical resources and exercise the associated people and financial responsibilities. They will provide strategic direction to the work unit, including developing business plans, strategies and priorities and monitor work flow and performance. They are accountable for developing, coaching and reviewing individual, team and business performance, and will identify opportunities for building team capability and continuous improvement. They will set work aligned with strategic objectives and communicate expected outcomes.

An EL 2 Project Director will have extensive knowledge relating to the methodology, systems and procedures within the Project Management function and have the ability to translate this into strategy. They will provide a strategic level of specialist, professional and technical expertise, potentially relating to the work of different function areas. They will initiate, establish and maintain strong relationships with a network of stakeholders internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

The duties of an EL 2 Project Director occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Manage and lead a program for the delivery of a broad range of very complex project activities.
- 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 the interpretation of Government and Defence policies, concepts and strategies applicable to the development of projects and project documentation across the project life cycle.
- Advise and support senior management and project managers on a broad range of very complex and diverse issues associated with the management and delivery of programs.
- Translate strategy into operational goals and appropriate tasks for others, creating a shared sense of purpose within the business unit.
- Represent Defence at external forums and liaise on behalf of Defence on significant, very complex or technical project management issues with external practitioners, industry representatives and government agencies.
- Build and sustain collaborative working relationships and networks with colleagues and stakeholders.
- Interpret and adapt guidelines to specific situations arising in the execution of work plans and devise solutions to very complex policy or operation problems where guidelines are lacking.

- Assess and analyse very complex project issues, applying expertise to identify and recommend courses of action.
- Deliver endorsed capabilities that are on time, to cost and to the required levels of quality, providing oversight on trends and advising management of risks and issues associated with desired project outcomes.
- Develop project managers to maintain and improve project performance and commit to the continuous improvement of quality management systems.
- Motivate and mentor teams, aligning complementary skills and allocate resources in a manner that delivers results.

Some positions may incur an additional payment of a Building Capability Payment (BCP) which enables ASA to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BCP position must consider the following. BCPs provide remuneration in addition to the ASA 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 BCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BCP is no longer necessary, as determined by ASA. Should the BCP be ceased you will be advised and your BCP additional payment will cease.

About our Team

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

Within the Project Management function an EL2 Project Director is accountable under broad direction to perform and achieve complex to very complex project management work within an integrated workforce.

They will be responsible for leading and managing a range of project activities, including coordination of project inputs in accordance with organisational practices to achieve outcomes.

They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and ASA’s mission and policy requirements.

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

Our Ideal Candidate

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

Our ideal candidate will demonstrate effective leadership and people skills as well as superior written and verbal communication. We are seeking candidates with sound judgement with an open and innovative approach to problem solving. Candidates must be able to demonstrate stakeholder relationship skills as this is fundamental to the success of the Agency.

Our ideal candidates will be able to bring or further develop the following attributes and skills to the role:

- The ability to lead and develop a high performing team
- A strong commitment to Australia's national interest
- Adaptability, resilience and flexibility in the face of changing and competing priorities;
- Strong commitment to teamwork and collaboration
- Outstanding time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities
- Strong analytical and research skills and an ability to interpret and apply legislation in defining business requirements
- Experience in project management and an understanding of project management processes and methodologies is essential
- Sound judgement with an innovative approach to problem-solving
- Excellent written, interpersonal and verbal communication skills
- Ability to develop, maintain and strengthen strategic relationships, engage and liaise across a broad range of stakeholders including government representatives, officials, other diplomatic missions, academics and industry/private sector representatives to support the work of the Australian Submarine Agency.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B4A6882D-23EA-B718-0A46-E3I

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Vacancy VN-0759772

Defence Housing Australia

Closing Date:Thursday 03 July 2025

Service Delivery
Property Developments

Job Title	Development Manager
Job Type	Full-Time, Ongoing
Location	Berrimah NT, South Townsville QLD
Salary	$122,963 - $150,065
Future Merit Locations	Berrimah, South Townsville
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	493648
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Development Manager to join the Development and Construction Team. Join us today on the frontline of property development!

About us

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

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

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

Duties

About your team

Sitting within the Property Group, the Development and Construction team is responsible for delivering residential developments which satisfy and fulfil the requirements of DHA's Corporate Objectives, managing construction of properties to meet provisioning requirements and overseeing property sales.

About the role

As the Development Manager you will plan and lead complex development projects to achieve business objectives, on time and on budget. This includes the delivery of green or brown field residential development projects, including rezoning processes, managing and evaluating project risks, as well as influencing business outcomes to align with DHA's goals and objectives.

You will be responsible for leading and motivating a diverse, cross-functional project team to identify and deliver residential developments in accordance with DHA's Corporate Objectives and manage the construction of properties to meet provisioning requirements. This will include developing and implementing marketing communications and develop and implement investment marketing activities to drive new leads.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

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

Note: All successful applicants are required to hold a valid Driver Licence and be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA).

How to apply

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

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

Applications close: 11:55pm AEST Thursday 3 July 2025. Any questions? Please contact Peter Gurkin, National Manager Developments T: 0421 041 129 E: peter.gurkin@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Peter Gurkin, 0421041129
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759814

Defence Housing Australia

Closing Date:Sunday 06 July 2025

Service Delivery
Service Operations Regional Operations

Job Title	Operations Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Berrimah NT
Salary	$74,907 - $83,000
Future Merit Locations	Berrimah
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 3
Position Number	493649
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking an Operations Support Officer to support the efficient operations of the Regional Operations team

About us

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

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

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

Duties

About your team

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

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

About the role

The Operations Support Officer will work across various regions to support both Property Managers and Senior Property Managers to ensure efficient operations and business continuity.

You will provide administrative and organisational support to local and regional offices across DHA and manage correspondence via email and phone calls, proactively engaging with customers, DHA team members and other stakeholders to maintain DHA's excellent customer service standards.

Our ideal candidate will have well-developed administrative and organisational skills and a keen attention to detail, as well as experience in the use of the Microsoft Office suite.

This is a **Non-ongoing Engagement** for an initial period of 12 months.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

How to apply

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

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

Applications close: 11:55pm AEST Sunday 6 July 2025. Any questions? Please contact Heather Morrow, Assistant Regional Operations Manager T: 08 8901 7101 E: heather.morrow@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Heather Morrow, 0889017101
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759821

Defence Housing Australia

Closing Date:Sunday 06 July 2025

Service Delivery
Service Operations Regional Operations

Job Title	Assistant Regional Operations Manager
Job Type	Full-Time, Ongoing
Location	South Townsville QLD
Salary	$101,295 - $116,452
Future Merit Locations	South Townsville
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 6
Position Number	493639
Agency Website	https://www.dha.gov.au/

Job Description

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

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

About us

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

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

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

Duties

About your team

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

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

About the role

You will lead, motivate and provide clear direction, as well as manage the daily program of work of your team, focusing on staff performance and ensuring the resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service

Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

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

Applications close: 11:55pm AEST Sunday 6 July 2025. Any questions? Please contact Shane Humphreys, Regional Operations Manager T: 07 4726 1802 E: shane.humphreys@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Shane Humphreys, 0747261802
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759875

Defence Housing Australia

Closing Date:Monday 07 July 2025

Business Solutions & Technology
Technology Program Business Analysis

Job Title	Director Application Development and Integration
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	$152,378 - $187,494
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	493665
Agency Website	https://www.dha.gov.au/

Job Description

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

Lead people & tech innovation at DHA as Director, App Dev & Integration—drive excellence, align with strategy, and support Defence members.

About us

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

providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

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

Duties

About your team

Business Solutions and Technology (BS&T) are responsible for all software related business analysis, business solutions, software development, telephony, IT services, infrastructure and cyber security. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation.

About the role

The Director, Application Development and Integration provides technical leadership and strategic direction to the Software Engineering, Testing, and Integration and Salesforce Solutions teams. Working with technologies including Java, .NET, Jira, Salesforce, MuleSoft, Azure DevOps, Oracle BI and Tableau, you will play a pivotal role in ensuring the technical development environment roadmap is fit for purpose in the context of DHA's strategic priorities. The Director will contribute technical expertise as part of the Architecture Board, the Technology Prioritisation Committee and lead decisions with respect to the implementation and sustainment of new technologies and sustainment of legacy systems. In addition, you will hold responsibility for ensuring continuity of appropriate technical skills across the team through the Technology Group's strategic workforce plan in the context of both the current and future programs.

We are seeking an exceptionally optimistic candidate with outstanding interpersonal skills who can maintain high team morale and is willing to make decisions while accepting the possibility of failure. A technical background is beneficial for understanding the technical challenges and various solutions that exist to make informed and pragmatic decisions.

Note: Applicants must be based in Canberra.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

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

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

Applications close: 11:55pm AEST Monday 7 July 2025. Any questions? Please contact Kirsten Ricetti, T: 02 6268 3766 E: kirsten.ricetti@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

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To Apply

Position Contact	Kirsten Ricetti, 0262683766
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0759823

Department of Finance

Closing Date:Wednesday 09 July 2025

Procurement
Procurement Policy and Systems Procurement and Grants Information
Systems - Technical and Operations

Job Title	Operations Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$98,022 - $119,634
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	2025/100
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Procurement Policy and Systems Branch is responsible for procurement policy development, providing advice to the Government on the procurement policy framework and developing supporting guidance for Commonwealth entities. The Branch provides technical advice to support international trade negotiations and/or obligations on government procurement.

To simplify procurement for both suppliers and Commonwealth government entities, the branch develops and maintains Whole of Government contracting and grants systems, tools and templates, including AusTender, GrantConnect and the Commonwealth Contracting Suite. The Procurement Policy and Systems Branch consists of five sections:

- Procurement & Grants Information Systems – Technical and Operations
- Procurement & Grants Information Systems – Projects
- Procurement Policy
- Trade Policy
- Information Capability Enhancement

Duties

THE OPPORTUNITY

The Operations Supervisor will be responsible for planning, supervising and coordinating the daily operations of the Australian Government Government's centralised procurement and grant information systems (AusTender, GrantConnect and the Commonwealth Contracting Suite). You will be responsible for ensuring accurate and timely advice is given to various stakeholders including government entities, suppliers and individuals seeking to do business with government. In this position you will manage a small team of help desk operators to achieve key performance targets, including overseeing requests and incidents whilst prioritising and coordinating urgent or critical issues. Your responsibilities extend to delivering system enhancements including developing and documenting new system requirements, test management and release planning. You will have the opportunity to promote new ways of working, and continuous learning, shaping the future state of procurement and grant information systems.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Lina Pizarro, (02) 6215 1551
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0756677

Department of Home Affairs

Closing Date:Thursday 10 July 2025

Onshore Operations
Detention Operations Detention Management and Planning

Job Title	Border Force Supervisor Detention National Coordination Unit (Shift)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	137461
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/137461/

Detention Operations Branch is responsible for the operational management of Australia's onshore immigration detention network (IDN), comprising of immigration detention facilities and alternative places of detention across mainland Australia and Christmas Island.

The Detention Management and Planning Section (DMP) supports the IDN through a number of key lines of effort, which include:

- Ensuring the appropriate placement of detainees across the IDN, utilising a risk-based, intelligence-led approach to detainee placement
- Leading operational and strategic planning as it relates to the IDN
- Maintaining contemporary picture of high profile detainees, including gang and organised crime members
- Collaborating with partner agencies to leverage information-sharing arrangements, intelligence and enforcement capabilities, and provide capability uplift, and
- Providing real-time reporting, operational coordination and situational awareness for the IDN.

DMP comprises four teams:

- National Detention Placements
- Detention Security
- Detention Planning, and
- Detention National Coordination Unit (DNCU).

Located in the Australian Border Operations Centre (ABOC), DNCU are the detention representative, coordinating cross command operational activity, providing real time reporting, incident response and de-confliction for the IDN and Senior Executive.

DNCU works seven days a week, from 0600-2200hrs, with an on call function providing 24/7 support and coverage.

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

Our ideal candidate

We are seeking candidates with strong written communication skills, preferably with extensive experience working in areas that prepare written reporting products, briefs and minutes. The ideal candidate will be adaptive and responsive to a fast-paced environment, and strong verbal communication, stakeholder engagement and organisational skills. They must exhibit a high-level of integrity and professionalism in representing the Command, and deliver quality outcomes, maintain attention to detail, engage proactively with stakeholders on issues, problem-solve, and drive innovation and continuous improvement.

Their strengths will be in their ability to:

- Prioritise workload in a fast-paced environment, responding to rapidly evolving situations
- Engage proactively with stakeholders on various issues and representing the Command's priorities/interests
- Display a high-level of integrity and professionalism in all times
- Well-developed written and verbal communication skills in communicating effectively with a wide range of internal and external stakeholders, including ABF Senior Executive
- Maintain attention to detail and situational awareness in a shift working environment
- Demonstrate adaptive leadership
- Engage proactively on issues, risks, opportunities for improvement and innovation to deliver quality outcomes.

Duties

The role of an ABF Supervisor within DNCU includes:

- Building and sustaining collaborative relationships across a network of internal and external stakeholders
- Representing the Command at various forums
- Supporting immigration detention intelligence functions
- Delivering effective operational support to both internal and external stakeholders during high profile and politically sensitive matters with far reaching implications for the IDN
- Incident response and coordination that may include the stand up of Incident Command Centres (ICC), participation in multi-stakeholder syncs and coordinating and managing operational responses to issues affecting the IDN
- Providing effective out-of-hours support to critical functions, including significant and sensitive incident reporting and required notifications to external agencies
- Supporting operational planning and delivery as required
- Facilitating a high level of situational awareness for the Command
- Gleaning information from relevant departmental systems
- Proactive stakeholder engagement
- Maintaining contemporary knowledge of safety, security and good order-related issues impacting the IDN including but not limited to incidents, events, operations and capacity
- Reviewing the ABOC handover brief, Daily Australian Border Situation Update (DABSU) to identify issues relevant to the Command and action as necessary
- Representing the Command at the daily ABOC watch floor briefings
- Monitoring the DNCU mailbox and triaging and actioning as required
- Preparing quality, accurate and timely daily reports for the ABF Senior Executive
- Preparation of Hot Issue Briefs (HIB), Event Reports (EVREP) and/or Situation Reports (SITREP) to provide timely, accurate and detailed reporting to executive and stakeholders.

Additional information

Designated positions within Detention Operations require the occupant to meet all Border Force Officer essential qualifications. If successful for one of these positions, you will be required to:

- Be operationally ready (by meeting and sustaining the medical, fitness and psychometric requirements necessary for a role)
- Be sworn (through subscribing the ABF oath or affirmation)
- Be uniformed (unless their position requires them to wear business attire)
- Maintain essential and role-specific qualifications such as technical qualifications
- Actively participate in career management (ABF postings and deployments)
- Be able to be deployed at short notice across a range of operational domains, including inter and intrastate travel
- Position to fill within DNCU is subject to shift work.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	DNCU Duty Inspector, 02 5127 8103
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137461/

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Vacancy VN-0759684

Department of Home Affairs

Closing Date:Sunday 06 July 2025

Integrity Security & Assurance
Audit & Assurance Organisational Compliance and Assurance

Job Title	Fraud Control Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138401
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138401/

The Audit and Assurance Branch is responsible for delivering audit and assurance activities to provide the Secretary, Minister and Australian Government with confidence that the Department of Home Affairs and the Australian Border Force (ABF) are operating effectively, efficiently and lawfully.

The Organisational Compliance and Assurance Section includes the following functions and teams:

- Public Interest Disclosures

- Fraud and Corruption Control
- Policy, Procedure and Control Framework

The Fraud and Corruption Control Team ensures that the department meets its obligations under the Commonwealth Fraud and Corruption Control Framework 2024. This includes delivering a Fraud and Corruption Control Plan, providing tools and methodologies to enable business areas to assess their exposure to fraud and corruption risks, testing the effectiveness of the key controls used to prevent and detect fraud or corruption.

Our ideal candidate

The position is responsible for working with stakeholders across the Department of Home Affairs and external partners to maintain the Department of Home Affairs Fraud and Corruption Control Plan, develop and maintain tools to support business areas in identifying and managing risks of fraud and corruption. The position supports the development and analysis of reporting products as they relate to fraud and corruption.

The role may also be required to test individual fraud and corruption controls corruption data and prepare reports to key governance committees and the department's senior executives.

Duties

- Provide advice about the requirements of the Commonwealth Fraud and Corruption Control Framework 2024.
- Assist with improving and updating fraud and corruption control policies, procedures and training.
- Identify, analyse, and advise on fraud and corruption risks and impacts.
- Conduct assessments of the department controls used to prevent, detect respond to fraud and corruption.
- Possess a high level of attention to detail and have highly effective written and oral communication skills.

Additional information

The following would be considered highly desirable:

- Broad knowledge of risk management and its application
- Diploma in Government (Fraud Control or equivalent) or the ability to obtain within 12 months of commencement

Eligibility

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

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

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

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

Notes

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

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

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

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

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About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the

Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Alison Haines, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138401/

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Vacancy VN-0759685

Department of Home Affairs

Closing Date:Sunday 06 July 2025

Major Capability
Sourcing & Vendor Management Vendor Contracts & Project Engagement

Job Title	Project Request and Service Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	138500
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138500/

The Sourcing & Vendor Management Branch (SVMB) provides expertise to ICT and non-ICT capability areas concerning the ongoing identification and management of key relationships with vendors, delivery partners, service providers and partner agencies.

The SVMB provides specific expertise in undertaking sourcing and procurement activities and managing subsequent contracts, panels of providers and strategic partnerships.

The Section also manages the Project Coordination Unit (PCU) front door. This unit is responsible for the management and administration of the Vendor Project Engagement Model (VPEM), which describes the engagement responsibilities between the department and the Vendors for the delivery of ICT infrastructure projects. The PCU is the first point of contact and is the conduit between the department and our Strategic Vendors for the delivery of IT Infrastructure projects. The PCU also administers all Vendor general service and quote requests for the department via the Connected Services portal together with the validation of invoicing.

Our ideal candidate

- Solid written and verbal communication skills

- Ability to work collaboratively with a range of stakeholders
- Experience in finance is highly desirable

Duties

The Project and Service Request Administrator will be able to provide contractual and financial administration support to the Project Coordination Unit Subject Matter Expert including:

- Weekly Meetings with Strategic Vendors and Stakeholders for Project review with all vendors and monthly Financial and Contractual meetings for all Vendors and internal Contract Managers
- Review of all project documentation together with verification in line with department's IT Contracts for each Vendor - contracted rates and financial verification, Business as Usual (BAU) service delivery vs project and administering of all vendor projects' Monthly pricing Explanation charges together with financial expenditure management
- Verification, review and approval of all strategic Vendor Quote and Service Requests
- Monthly Vendor contractual Service Level Agreement (SLAs) verification
- Provide quality information and services to Stakeholders and/or their representatives, with an emphasis on an ability to communicate effectively and under general direction, coordinate correspondence, corporate documentation, submissions and other communication

Additional information

- Certificate IV in Government (Procurement and Contracting) and previous experience in Contract Management is not essential but highly desirable
- Preferred knowledge of connected services tool and the Vendor Project Engagement Model (VPEM)

Eligibility

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

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

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

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

Notes

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

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

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To Apply

Position Contact	Julie Turnbull, 02 6254 3979
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138500/

- 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-0759686

Department of Home Affairs

Closing Date:Monday 07 July 2025

People
Payroll & Conditions Payroll Assurance & Analysis

Job Title	Payroll Data Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	138491
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138491/

Payroll Assurance and Analysis directorate provides an environment focused on efficiency and continuous improvement, resolving complex payroll issues and implementing large scale payroll changes. The directorate provides oversight of the department's payroll services through the Controls and Assurance Framework, including audit management, HR data hygiene and collaboration with Finance. Payroll analysis drives the development of data solutions for payroll system updates and policy changes.

Our ideal candidate

- Has a problem-solving mindset with the ability to analyse and apply solutions to large datasets using tools such as Excel, Power Query, VBA and Power Bi.
- Critical thinking skills allowing one to question data and assumptions to determine the root causes of problems.
- Experience with SAP software or the ability to learn quickly.
- Well-developed communication skills. The ability to explain insights to non-technical stakeholders and work collaboratively with work areas outside of payroll.
- Adaptable and eager to learn new tools or processes to meet evolving business needs.

Duties

- Prepare and deliver regular scheduled reporting and ad hoc reports for internal and external stakeholders.
- Perform administrative duties within the team, e.g. monitoring and responding to team emails and requests and maintaining standard operating procedure documents.
- Undertake large scale data migration activities required to deliver policy and system updates for example Enterprise Agreement or Machinery of Government changes.
- Assist in the resolution of complex data issues through the design and implementation of comprehensive end-to-end solutions for data remediation and SAP data governance.
- Contribute to the implementation of the Payroll Controls Framework and Assurance processes through the use of key performance indicators to monitor, evaluate and enhance HR service delivery in line with internal and external audit obligations.

Eligibility

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

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

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

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

Notes

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To Apply

Position Contact	Matthias Kiernan, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138491/

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Vacancy VN-0759709

Department of Home Affairs

Closing Date:Thursday 03 July 2025

Integrity Security & Assurance
Security Branch Security Intelligence & Coordination

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 4
Position Number	138083
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138083/

Chief Operating Officer | Integrity Security & Assurance | Security Branch | Security Intelligence & Coordination

Security Branch sits within Integrity, Security and Assurance (ISA) Division. The Branch is responsible for developing, implementing and administering security policies and procedures that promote a secure and safe work environment for Departmental workers while providing adequate protection for the Department's information and assets.

The Security Coordination Centre (SCC) is the front door for Security Branch, responsible for central coordination of information and activities, including security incident management and reporting, physical access provisioning, first level resolution of security enquiries, and governance and secretariat support.

Our ideal candidate

- Familiarity with electronic access control systems and security alarm systems
- Familiarity with the departments Physical Access Control Policy and associated security policies
- Familiarity with ServiceNow based Request Management systems, or similar
- Certificate in Government Security (Desirable)
- Excellent stakeholder engagement.

Duties

Duties and responsibilities

- Facilitate access to Department sites using the Department's various Electronic Access Control Systems (EACS)
- Provide high level customer service to internal and external stakeholders through web, email and telephone channels
- Understand, respond and resolve basic staff requests and enquiries relating to security services and issues
- Support Senior SCC officers in the resolution of complex requests as well as security events and incidents impacting the Department's people, information or assets
- Maintain a sound understanding of the Protective Security Policy Framework (PSPF) and Department security policies, governance and practices.

Eligibility

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

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

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

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Notes

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personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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To Apply

Position Contact	Christopher Davis, 02 6264 2283
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138083/

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Vacancy VN-0759736

Department of Home Affairs

Closing Date:Sunday 06 July 2025

Maritime Border Command & OSB
MBC Chief Of Operations MBC Intelligence

Job Title	Senior Border Force Officer - Australian Maritime Information Fusion Cell (AMFIC)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138277
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138277/

DC National Operations | Maritime Border Command & OSB | MBC Chief Of Operations | MBC Intelligence

The Intelligence Directorate sits within the Chief of Operations Branch within Maritime Border Command (MBC). The team seeks to enhance the decision-making of Commander MBC and the Chief of Operations by providing information and assessments on civil maritime security threats and key characteristics of the operating environment, such as climate and weather. The MBC Intelligence Centre achieves this through the intelligence cycle; Direction of collection and analytic efforts, Collection of information from multiple sources, Processing collected information to make sense of it, and Dissemination of key assessments through briefs and graphics-based products.

Senior Border Force Officers within the Australian Maritime Information Fusion Cell (AMIFIC) are a part of a small dynamic team. Responsible for the collection, fusion and analysis of information in order to develop and maintain a civil maritime surveillance common operating picture. The surveillance picture is utilised by the ABF and MBC to respond to, mitigate or eliminate threats emanating from the maritime domain.

The AMIFIC team is comprised of rotational shift-based positions.

Our ideal candidate

- The AMIFC Senior Border Force Officer must have well developed skills with regard to detail, possess strong research and analytical skills, be able to learn and utilise advanced technology
- Officers must have a high standard of oral and written communication skills
- It is essential that the AMIFC Senior Border Force Officer is capable of working under operational conditions in a highly challenging position and is able to provide a high level of output and possess well developed interpersonal skills.

Duties

Some of the responsibilities include but not limited to:

- Assist the coordination of information sharing between the MBC-IC threat streams and broader MDA teams
- Monitoring and resolving complex issues relating to diverse classified and unclassified data feeds
- Within the limits of delegations and experience, provide assistance and advice to the ABF Supervisor, other MBC staff or approved visitors
- Develop and brief intelligence, statistical and MDA products, reports and returns required as directed
- Liaise directly with representatives from the Australian Intelligence Community, other government agencies and international partners as directed.

Additional information

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

Eligibility

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

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

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

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Notes

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To Apply

Position Contact	Luke Darmody, 02 6246 1316
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138277/

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Vacancy VN-0759744

Department of Home Affairs

Closing Date:Tuesday 08 July 2025

National Cyber Security Coord

Job Title	Executive Assistant - National Cyber Security Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138461
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138461/

National Cyber Security Coord

The National Office of Cyber Security (NOCS) works to support the National Cyber Security Coordinator (the Coordinator) in driving forward the necessary work to ensure Australia is best positioned to respond to the opportunities and threats of the digital age.

The Coordinator leads on:

- The coordination of responses to major cyber incidents
- Whole of government cyber incident preparedness efforts
- The strengthening of Commonwealth cyber security capability.

The Coordinator, through the NOCS, provides strategic direction and oversight for the Department of Home Affairs on work programs for cyber security policy development across the whole of government. This includes programs under the 2023-2030 Australian Cyber Security Strategy, the hardening of Australian Government systems and working with industry and critical infrastructure owners and operators to build a cyber-resilient Australia.

Our ideal candidate

To be successful in this role, we are looking for someone who brings:

- A high level of initiative, flexibility and resourcefulness
- Excellent communication skills, both written and verbal, with the ability to tailor high-quality reports, briefings, and correspondence for multiple audiences
- Stakeholder engagement experience, including the ability to liaise effectively with internal teams, government agencies, industry partners, and other key stakeholders
- A proactive, team-oriented approach to problem solving, with the ability to work under pressure and manage competing priorities in a fast-paced environment
- Strong attention to detail and a commitment to delivering high-quality work, with the ability to manage and prioritize multiple tasks.

Duties

The Executive Assistant (EA) reports directly to the National Cyber Security Coordinator (NCSC) and is accountable, under limited direction, to perform and achieve a wide-range of complex administrative support work within a fast-paced, high-pressure environment. This is a position of trust that requires sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

The nature of the National Office of Cyber Security means that the Executive Assistant is responsible for organising and coordinating their own, the executive's and potentially others' workflow, making decisions using good judgement, expertise and knowledge, and seeking guidance if required on a wide range of complex issues relevant to the remit of the National Cyber Security Coordinator.

The APS6 EA is required to share information/expertise, develop objectives for short-term tasks and contribute to strategic planning for longer-term initiatives. They:

- Set work priorities and contribute to business improvement strategies and change in the workplace
- Are responsible for building network capacity through mentoring, regular meetings and encouraging career development of junior EAs in their area
- Establish and foster relationships with stakeholders to achieve work area and organisational goals
- Anticipate and respond to stakeholder needs and expectations.

Additional information

Why work with us?

At the NOCS, you'll be part of a team that's at the forefront of national cyber security efforts. We are a diverse and collaborative team where every contribution counts. Here's why working with us is a great opportunity:

- Dynamic and inclusive culture - We are a close-knit team that values open communication, respect, and diversity. We support each other in achieving our goals and take time to celebrate our successes
- Professional development - You'll have access to ongoing learning and development opportunities to enhance your skills and advance your career
- Work-life balance - We offer flexible work arrangements where possible, allowing you to balance your personal and professional commitments
- Impactful work - Your work will contribute directly to Australia's national security, ensuring the safety and resilience of our digital economy
- A fun and supportive workplace - We foster a positive and supportive environment where we have fun while getting the job done. Whether it's team events or everyday collaboration, we know how to balance hard work with a bit of enjoyment.

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

Eligibility

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

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To Apply

Position Contact	Jessica Robinson, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138461/

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Vacancy VN-0759752

Department of Home Affairs

Closing Date:Monday 30 June 2025

Procurement Property & Contracts
Property Business Continuity Management

Job Title	Business Continuity Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 138299
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138299/

About our team

The Business Continuity Management (BCM) Section is responsible for administering the Department's Business Continuity Management Framework.

Through the Framework, the Section contributes to organisational resilience by enabling the Department to:

- Drive a business continuity program to strengthen the Department's BCM capability and increase preparedness.
- Maintain a Business Continuity Management Framework that clearly outlines response and recovery arrangements, including accountabilities, for all business-critical functions
- Coordinate and continuously improve business continuity management practices in the Department
- Facilitate effective responses to risks, threats and disruptions that restore critical business processes within the required maximum tolerable period of disruption
- Prepare and provide support to executive leadership to ensure effective recovery following disruption

- Advise and enable employees to engage with business continuity concepts and arrangements.

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

Our ideal candidate

- Strong understanding, or demonstrated ability to gain an understanding, of the Department's governance frameworks, strategic direction, role and functions
- Experience in leading a small team to deliver high quality outputs within specified timeframes
- Exceptional stakeholder engagement and liaison skills and ability to flexibly priorities in a dynamic work environment
- Excellent written and verbal communication skills, particularly the ability to communicate complex ideas in a clear and logical manner
- Excellent strategic thinking and critical analysis skills
- Sound judgement, common sense and discretion, and the ability to work quickly and with limited direction.

Duties

Duties and responsibilities

- Helping the Department to identify opportunities to make operational improvements, especially in areas not otherwise explored from a continuity perspective
- Providing leadership, and engaging and collaborating with stakeholders from across the Department, including the ABF
- Promote and assist with the full lifecycle of Business Continuity Plans
- Perform regular reporting and auditing on BCPs for the Department and ABF, checking status and quality
- Review external service provider contracts to ensure they are fit for purpose and meet departmental requirement
- Preparation within the Department for disruptions, mitigating incidents as they arise to avoid them becoming major disruptions
- Supporting the Business Continuity Controller and Business Continuity Leads during disruptive events to ensure business operations are recovered as a priority.

Eligibility

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

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

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Notes

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

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To Apply

Position Contact	Joel Goodisson, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138299/

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Vacancy VN-0759760

Department of Home Affairs

Closing Date:Tuesday 08 July 2025

National Office Of Cyber Security

Job Title	Executive Officer - National Cyber Security Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	138479
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138479/

National Cyber Security Coord | National Office of Cyber Security

The National Office of Cyber Security (NOCS) works to support the National Cyber Security Coordinator (the Coordinator) and the Deputy National Cyber Security Coordinator (Deputy) in driving forward the necessary work to ensure Australia is best positioned to respond to the opportunities and threats of the digital age.

The Coordinator leads on:

- The coordination of responses to major cyber incidents
- Whole of government cyber incident preparedness efforts
- The strengthening of Commonwealth cyber security capability.

The Coordinator, through the NOCS, provides strategic direction and oversight for the Department of Home Affairs on work programs for cyber security policy development across the whole of government. This includes programs under the 2023-2030 Australian Cyber Security Strategy, the hardening of Australian Government systems and working with industry and critical infrastructure owners and operators to build a cyber-resilient Australia.

To support the Coordinator, the Deputy oversees the day to day activities of the National Office of Cyber Security, providing strategic direction for and oversight of work programs for cyber security policy development, preparedness initiatives across government and industry, and leading deterrence activities. The position deputises the National Cyber Security Coordinator and has oversight and accountability for the Cyber Security Preparedness and Response Branch along with four other sections. The position is focused on organisational compliance and maturity, enhanced capabilities, culture uplift and advancing inter-governmental and industry relationships.

Our ideal candidate

To be successful in this role, we are looking for someone who brings:

- Strong analytical skills, with the ability to evaluate complex cybersecurity issues and provide practical, actionable recommendations
- Excellent communication skills, both written and verbal, with the ability to prepare high-quality reports, briefings, and correspondence for senior leaders
- Experience working in cyber security, information security, or technology policy, with an understanding of national and international cyber security frameworks
- Stakeholder engagement experience, including the ability to liaise effectively with internal teams, government agencies, industry partners, and other key stakeholders

- A proactive, team-oriented approach to problem solving, with the ability to work under pressure and manage competing priorities in a fast-paced environment
- Strong attention to detail and a commitment to delivering high-quality work, with the ability to manage and prioritize multiple tasks.

Duties

The Executive Officer (EO) reports directly to the Chief of Staff and is responsible for the delivery of high-level support and advice to the National Cyber Security Coordinator and National Office of Cyber Security. The Executive Officer works as part of a small team within a complex and fast-paced environment. This is a position of trust that requires sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

The nature of the National Office of Cyber Security means that the Executive Officer will often have to engage in policy discussions and provide advice on a wide range of complex issues relevant to the remit of the National Cyber Security Coordinator.rity Coordinator.

Additional information

Why work with us?

At the NOCS, you'll be part of a team that's at the forefront of national cyber security efforts. We are a diverse and collaborative team where every contribution counts. Here's why working with us is a great opportunity:

- Dynamic and inclusive culture - We are a close-knit team that values open communication, respect, and diversity. We support each other in achieving our goals and take time to celebrate our successes
- Professional development - You'll have access to ongoing learning and development opportunities to enhance your skills and advance your career
- Work-life balance - We offer flexible work arrangements where possible, allowing you to balance your personal and professional commitments
- Impactful work - Your work will contribute directly to Australia's national security, ensuring the safety and resilience of our digital economy
- A fun and supportive workplace - We foster a positive and supportive environment where we have fun while getting the job done. Whether it's team events or everyday collaboration, we know how to balance hard work with a bit of enjoyment

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

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 2 (AGSVA) security clearance, and:

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

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

Notes

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To Apply

Position Contact	Jessica Robinson, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138479/

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Vacancy VN-0759774

Department of Home Affairs

Closing Date:Monday 21 July 2025

North
Operations QLD Thursday Island District Office

Job Title	Senior Border Force Officer, AM - First Nations - Thursday Island
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138387
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138387/

About our team

Regional Operations | North | Operations QLD | Thursday Island District Office

Australian Border Force (ABF) operations in the Torres Strait are unique. The Torres Strait Treaty safeguards the cultural, familial connections and allows for traditional inhabitants of Torres Strait Island and PNG Treaty Villages and, in specific circumstances, provides for travel without passports or visas.

ABF Border Monitoring Officers (BMOs) are responsible for overseeing the movement of Traditional Visitors within the Torres Strait Protected Zone between Australia and Papua New Guinea (PNG). They implement the 'free movement' provisions as defined by the Torres Strait Treaty in combination with the Migration Act 1958, managing the customary flow of people to conduct traditional activities, meeting and assessing arrivals and departures to ensure they comply with the Treaty requirements for traditional movements of people and the movement of goods.

This position will play a critical role in providing leadership and guidance to the BMO network and maintain strategic partnerships with external stakeholders to support shared objectives.

Our ideal candidate

The Australian Border Force is seeking applications from Torres Strait Islander people who have the demonstrated ability to work closely with community stakeholders, such as elected Councillors, Community Elders, Police and Bio-security Officials and the broader local community. Successful applicants will oversee and manage the traditional flow of people and goods under the Torres Strait Treaty.

Duties

- Oversee and Support Border Monitoring Officers with the processing of all administration tasks and operational requirements
- Assist with the development of operational policies and procedures, utilising best-practice processes
- Support ongoing team improvement by identifying and monitoring risks, contribute to mitigation strategies and escalate risks as appropriate
- Liaise regularly with the elected Councillor and officials and attend and speak at community meetings as the ABF representative
- Under limited direction, set and manage day-to-day activities, contribute to work plans and set timelines, while managing effort and resources to achieve assigned tasks and outcomes.

Additional information

- Awareness of Torres Strait Treaty
- Uniformed position.

Desirable

- First Aid and CPR or ability to obtain
- Working with children check or ability to obtain
- It would be hugely desirable if the applicant speaks any of the following languages - Kalaw Kawaw Ya (KKY), Kala Lagaw Ya (KLY), Creole, Pidgin.

Eligibility

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

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

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

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

Notes

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

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

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

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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To Apply

Position Contact	Mellissa Osborne, 0408 701 627
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138387/

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Vacancy VN-0759802

Department of Home Affairs

Closing Date:Monday 07 July 2025

ICT Division
Traveller Cargo & Trade Systems Cargo & Trade Systems

Job Title	Delivery Manager
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	138276
Agency Website	www.homeaffairs.gov.au

Job Description https://jobs.homeaffairs.gov.au/job-invite/138276/

About our team

GM Technology & Major Cap Group | ICT Division | Traveller Cargo & Trade Systems | Cargo & Trade Systems

The Cargo and Trade Systems is responsible for providing ICT solutions for the Australian Border Force and the Department of Home Affairs. We provide reliable and resilient ICT solutions to facilitate the movement of legitimate goods and people across Australia's international borders. We build, enhance and support a range of systems in the trade and cargo domain, servicing both internal and external users. Our systems enable people and cargo movements and intelligence gathering around environmental threats like foreign interference. We operate by the Department`s core strategies and blueprints and directly contribute towards the Unity, Prosperity and Security of Australia.

Our key focus is developing robust technology solutions that include integration of disparate systems to reduce duplication, automation of tasks and migration to modern technologies. We provide specialist technical services and deliver bespoke and customised off the shelf products across the Cargo, Trade and Intelligence domain for border clearance.

Our ideal candidate

- An energetic leader in delivery of projects and work programs
- Experience in ICT delivery using waterfall and agile methodologies
- Apply knowledge to recognise and comprehend potential risks and issues, develop workable remediation plan and exercise judgment to make logical and balanced decisions
- Excellent written and verbal communication skills. Anticipate and identify relevant stakeholders' expectations and concerns and adapt communication style to present messages in a clear, concise manner
- Experience with and ability to quickly learn new tools and technology required for managing and tracking progress and delivery of projects and software development, including financial management tools.

Duties

- Liaise with ABF and other internal and external stakeholders to plan, coordinate implementation to timely deliver projects and work program, and manage 24/7 production support for critical operational border systems and infrastructure
- Coordinate technical assessment and triage of business requests with technical teams and plan implementation and delivery by leading team engagement with internal and externals stakeholders including business, other Government agencies, technical SMEs, vendors, and staff as required

- Manage team efforts to create and maintain Detailed Business Analysis and Detailed Design Specification documentation for IT systems and maintain records management standards in accordance with the Recordkeeping Practice Statement, Instruction and Guidelines
- Supervise direct reports, managing workload and performance, including monitoring change and release deliverables against scheduled commitments. Lead and supervise implementation of production changes liaising with vendors, software service providers, developers, change managers and business following Departments Change and Release Management framework
- Represent the section (or the Department) at delivery meetings or other trade related forums with Other Government agencies and Industry.

Additional information

- Knowledge of the Integrated Cargo System and other operational cargo and border systems would be advantageous.
- Undertake research to identify, analyse and review requirements, issues and problems.
- A background in project management, financial management and schedule management would be advantageous.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
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To Apply

Position Contact	Sarmistha Gupta, 0434 879 957
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138276/

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Vacancy VN-0759827

Department of Home Affairs

Closing Date:Monday 07 July 2025

Counter Foreign Interference Coord
CFI Partnerships Coordination and Reporting

Job Title	Director - Coordination and Reporting
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 2
Position Number	138161
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138161/

The Counter Foreign Interference Coordination Centre (CFICC) supports the National Counter Foreign Interference Coordinator to strengthen and coordinate Australia's whole of Government response to foreign interference. CFICC works across government, the private sector and the wider community to raise awareness of and strengthen resilience in our most at-risk sectors.

The CFI National Partnerships Branch is responsible for stakeholder engagement on the complex and evolving threat of foreign interference, with international partners and across at-risk sectors in all states and territories.

The Director in the CFI Coordination and Reporting Section leads a team that works across CFICC lines of effort to enable collaboration and facilitate information exchange across all sectors, maximising opportunities to achieve CFICC outcomes. The section supports internal, external and international stakeholder engagement by working closely with subject matter experts to develop communications products and briefing content for at risk sectors.

Our ideal candidate

- Demonstrates the ability to build and lead a diverse team to uplift coordination, communications and analysis efforts
- Has a continuous understanding of the strategic, geo-political, security and operational environments in the foreign interference context
- Demonstrates the ability to develop and leverage stakeholder relationships
- Has an excellent and adaptable communicator in both written and verbal styles
- Demonstrates planning and organisational ability.

Duties

- Lead engagement with a network of key business areas in the Division and Department to deliver a cohesive CFICC approach to drive progressive CFI policy and achieve CFI outcomes
- Support the meetings and information flows of the community of practice between Commonwealth, state and territory officials responsible for countering foreign interference in jurisdictions
- Coordinate, engage with and support briefings to the Commonwealth and ACT governments
- Deliver an analytical function to draw together patterns, trends and insights from domestic and international CFI experience and reporting as well as coordinate internal CFICC reporting and briefings.

Additional information

CFICC values a diversity of different skills, qualifications, perspectives and backgrounds. For this position some positions, in line with description above, there will be specific requirements such as:

Relevant experience or qualifications in communications, data analysis or national security is desirable (not mandatory).

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
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Notes

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To Apply

Position Contact	Adele Reynolds, 0472 821 429
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138161/

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Vacancy VN-0759873

Department of Home Affairs

Closing Date:Tuesday 01 July 2025

Customs Compliance Enforce & Target
Border Targeting Virtual Targeting Centre

Job Title	Targeting Officer
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138412
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138412/

DC National Operations | Customs Compliance Enforce & Target | Border Targeting | Virtual Targeting Centre

The Virtual Targeting Centre (VTC) team leads an innovative approach to targeting, working closely with internal and external stakeholders leveraging the full suite of operational and regulatory capabilities to identify threats in the supply chain and deliver multilateral operational outcomes.

Our ideal candidate

It is highly desirable that applicants have a good working knowledge of the international cargo supply chain (particularly maritime), relevant legislation, project management and analytical or data analysis skills. A sound understanding of ABF operational frameworks is also desired.

Duties

- Generate and develop targeting opportunities in line with ABF priorities

- Assess and triage referrals
- Engage with local partner agencies, primarily federal and state police, to support joint agency operations focussed on criminality in the supply chain
- Manage case loads and produce information reports and target profiles for dissemination
- Interrogate internal and external systems to support targeting efforts
- Manage staff and direct on VTC priorities.

Additional information

The occupant of this position is required to:

- Undertake work that is moderately complex in nature, work under limited direction
- Be accountable for organising their workflow and making independent decisions relating to an area of responsibility
- Undertake specialist or technical research and analysis and undertake procedural, clerical, administrative support or operational tasks
- Exercise a significant degree of independence and perform an important team support role
- Responsible for maintaining strong relationships with key internal and external stakeholders
- Assist work teams to deliver on the strategic objectives of the ABF.

Eligibility

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

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

ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC)

Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your

personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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

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To Apply

Position Contact	John DeBelle, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138412/

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Vacancy VN-0759880

Department of Home Affairs

Closing Date:Tuesday 08 July 2025

ABF Workforce
ABF College Marine, Maritime & Littoral Faculty

Job Title	Supervisor - Marine, Maritime & Littoral Faculty
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 138589
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138589/

Strategy & Capability | ABF Workforce | ABF College | Marine, Maritime & Littoral Faculty

The Marine, Maritime & Littoral Faculty delivers an integrated curriculum of specialist vocational training to enable frontline officers deployed to the maritime domain to undertake their roles.

The Faculty has three delivery streams, Marine, Maritime and Littoral Vessel, each headed up by a Chief Instructor, and a Training Coordination Unit led by an Inspector.

Our ideal candidate

The position requires the holder to:

- Manage a team and set the direction of work priorities
- Develop and maintain policy and standards relevant to a training curriculum
- Operate in complex and changing environments using high interpersonal and collaborative skills
- Develop and maintain strong connections between stakeholders
- Work autonomously and exercise accountability
- Support strategic planning, program and project management and policy development
- Set priorities and manage workflows.

Duties

- Establish and maintain collaborative partnerships with key stakeholders across operations, policy and governance roles
- Project manage the delivery and coordination of training programs and events
- Manage logistics for training programs including travel, training resources and equipment hire
- Provide detailed reports and conduct reviews of high level projects in collaboration with key stakeholders
- Undertake engagement initiatives with international stakeholders
- Lead curriculum evaluations
- Oversee the delivery of training programs
- Undertake business support activities for team and other teams, identifying risks and determine appropriate courses of action to meet stakeholder needs
- Undertake procurement, governance and other duties as required
- Management and direct supervision of Marine Cadets.

Additional information

Mandatory

- Meet medical, fitness, aptitude and psychometric requirements relevant to the role.
- Ability to travel.

Desirable

- High level coordination and/or project management experience
- Administration and program delivery experience
- Exceptional written communication skills, including the ability to prepare project briefs and conduct face-to-face briefs and debriefs
- Current driver's licence
- Certificate IV Training & Assessment.

Eligibility

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

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Kate Pindar, 02 8339 6065
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138589/

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Vacancy VN-0759882

Department of Home Affairs

Closing Date:Tuesday 08 July 2025

Service Design & Delivery Programs
Services Delivery Operations Website Operations, Development & Enhancements

Job Title	Intranet Content Strategist & Publisher
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 138616
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138616/

Immigration | Service Design & Delivery Programs | Services Delivery Operations | Website Operations, Development & Enhancements

The Intranet Team operates within the Website Operations Development and Enhancements section and comprises approximately eight dedicated members. The team is responsible for managing the department's intranet, ensuring it remains a reliable, accessible, and user-focused platform for all staff.

This role is pivotal in enhancing the digital employee experience by maintaining high-quality intranet content and optimizing information architecture. Our ongoing commitment is to continuously improve the intranet in alignment with user needs and evolving digital standards.

We also uphold strong governance practices in accordance with the Intranet Operations Management Policy Statement, ensuring consistency, compliance, and strategic alignment across all intranet activities.

Our ideal candidate

- A positive team leader
- Has strong experience in intranet or website content management and information architecture principles
- Has experience using SharePoint content management system
- Strong stakeholder management skills
- Clear communicator with excellent editing skills.

Duties

- Providing expert advice on content design, structure and digital best practice
- Manage publishing priorities and contribute to broader digital communication initiatives
- Collaborate with business areas to plan, create and maintain clear, consistent and accessible content
- Apply evidence-based design principles to optimise content findability, readability and navigation
- Create and maintain the intranet content governance framework, including standards, policies, and publishing workflow.

Additional information

- Clear communicator with excellent editing skills
- Problem solving skills
- Ability to lead a team and bring out the best in others
- Experience using SharePoint content management system
- Strong stakeholder management skills.

Eligibility

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

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

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

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Notes

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

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To Apply

Position Contact	Zac Schoon, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138616/

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Vacancy VN-0759928

Department of Home Affairs

Closing Date:Tuesday 08 July 2025

Operational Coordination & Planning
ABF International International Desks - Americas-Europe-Rest of World, North & South Asia, Pacific, and Southeast Asia

Job Title	Inspector - ABF International
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	138321
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138321/

National Operations | Operational Coordination & Planning | ABF International | International Desks - Americas-Europe-Rest of World, North & South Asia, Pacific, and Southeast Asia

Australian Border Force (ABF) International Desks provide support to our offshore Counsellor and First Secretary network across the Pacific, Asia, Europe and North America. This includes: ensuring country and forward work plans are aligned with ABF's priorities and strategic objectives and providing strategic advice to the executive in prosecuting ABF interests in highly contested geostrategic regions across the globe.

Our International desks collaborate with ABF business areas, Home Affairs, and across the Australian Government with international agencies to ensure the ABF is well positioned to influence international border policy and operations, and to deepen strategic relationships with priority partners. They leverage relationships to pursue opportunities and to defend our interests in respect to the Australian border. Desk officers require great representational skills, are skilled organisers who like working in a dynamic environment, lead with collaboration, have well developed writing and communication skills, and are effective stakeholder managers.

Our ideal candidate

- Demonstrated leadership experience
- Politically astute, displaying an ability to understand the current global geostrategic environment and interpret and assess how this may impact our business area and agency objectives
- Strong interpersonal skills, with a focus on collaborative partnerships, works collegiately and consults effectively across work areas and with other stakeholders to achieve business outcomes
- Ability to deal with ambiguity and is responsive to changing priorities in a dynamic environment
- Displays behaviours and values that contribute to a positive workplace, both in performing individual work tasks and when working with others.

Duties

- Provide leadership and direction to a small team, guiding, mentoring and developing staff, aligning individual and team objectives to the broader ABF priorities/vision
- Represent ABF International's interests across a number of internal and external forums, including with other Government departments, as well as Canberra-based foreign missions
- Initiate, build and strategically maintain effective relationships with stakeholders to support business and agency objectives
- Liaise with relevant business areas to seek input into responses to enquiries, coordinate, draft and oversee responses to correspondence, reporting and/or other complex or high-level documentation
- Utilise written and verbal communication skills, and ability to modify strategic, targeted and complex messages to diverse audiences.

Eligibility

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

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- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC)

- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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Notes

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To Apply

Position Contact	April Winter, 02 6275 6897
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138321/

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Vacancy VN-0759785

Department of the Senate

Closing Date:Sunday 06 July 2025

Black Rod's Office
Senators' Services

Job Title	Delivery Support Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$67,690 - $75,371
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	APS Level 2
Position Number	76
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc901

The Department of the Senate is seeking applications from those interested in joining the Black Rod's Office in the role of Delivery Support Officer.

The Delivery Support Officer assists with the coordination and supervision of day-to-day activities of the Delivery Services team, collecting and distributing mail, freight and other items, and the collection and disposal of classified waste. This officer also responds to requests from a range of clients, including senators, senators' staff, and departmental staff. The Delivery Support Officer helps the Delivery Services Supervisor with the administration tasks of the Delivery Services team, including allocating work to others in the team, administration, and liaising with service providers.

The Delivery Support Officer is sometimes called to assist with the work of other parts of the section, including work during Estimates hearings and some committee room support. This work can include setting up committee rooms and supporting committee or Estimates hearings. Depending on the work of the Senate, the Delivery Support Officer may be required to work additional hours in support of meeting delivery deadlines.

As a cooperative team member, the Delivery Support Officer assists others in the section and will carry out additional duties when the section's workload is high and when others are away. The Delivery Support Officer must be able to multi-skill and be willing to learn and do additional tasks. All tasks require the Delivery Support Officer to be client-focused, have excellent communication skills and be able to follow direction and policies, including workplace health and safety procedures.

Duties

1. Assisting with the preparation of newspapers/subscription orders, courier and postage accounts, the processing of related payments in accordance with departmental policies and procedures.
2. Collecting and delivering of mail, newspapers, freight, stores and classified waste in accordance with departmental policies and procedures, including workplace health and safety procedures.
3. Assisting the Delivery Services Supervisor in the day-to-day administration of the Delivery Services subsection including work allocation, responding to client inquiries, liaising with service providers and external suppliers.
4. Responding to less-complex requests from clients in accordance with agreed protocols and practices.
5. Completing administrative tasks including filing, operating and updating databases and computer systems.

Eligibility
Notes

This position requires extensive walking and the lifting and moving of large and heavy items in a safe manner.

To apply, please provide a one-page pitch, detailing your suitability to perform the duties of the position, along with a copy of your CV or résumé.

We recognise that diversity strengthens our department and we are committed to maintaining a workplace that values the contribution of people from different backgrounds, experiences and perspectives. We welcome applications from First Nations people, people with disabilities, people from diverse cultural backgrounds and mature aged people.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0759859

Director of Public Prosecutions

Closing Date:Monday 07 July 2025

N/A
Legal Capability and Performance N/A

Job Title	Evidence Services Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA, Sydney NSW
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	APS Level 5
Position Number	25_39
Agency Website	

Job Description

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

We are seeking an Evidence Analyst to join a team of digital specialists to work with an innovative Evidence Management Solution within the Office of the Director of Public Prosecutions (Cth)(CDPP).

This role is in **Legal Capability and Performance** (LCP) branch. LCP is one of the CDPP's five legal practice groups. LCP plays a critical role in supporting and strengthening the delivery of high quality, effective prosecution services and, ultimately, achieving better criminal justice outcomes. LCP initiates and drives a range of cross-practice initiatives focused on continuous improvement, innovation, and strategic planning. It also provides legal and specialist support to our prosecutors.

A future with the CDPP means that your work will contribute to our mission of providing an effective and high-quality criminal prosecution service for Australia. We are looking for people with generalist IT skills who are highly committed to delivering and ensuring accuracy when analysing information in a fast-paced, high-volume environment.

Duties

In addition to meeting the integrated Leadership System profile of the APS 5, primary outcomes and accountabilities will/may include:

- Undertake evidence processing tasks including, data import/export and electronic file remediation using electronic tools such as Relativity, Excel, MS Access, Adobe Acrobat, and related technologies;
- Utilise a range of document management and litigation support systems, to manage and analyse supplied evidentiary material;
- Assist with the preparation, compilation and reproduction of documents and briefs for court;
- Provide advice, support, and assistance to internal clients in relation to evidence review and management enquiries in line with jurisdictional requirements and CDPP Policies;
- Manage workload in accordance with agreed service levels and key performance indicators;
- Develop plans and objectives for short term tasks or long-term initiatives; and
- Perform other special projects or duties as required.

Eligibility

- The ability to obtain and maintain **AGSVA Baseline** security clearance
- **Australian Citizenship**

Notes

- Demonstrated ability to rapidly acquire proficiency with new IT systems
- Experience in employing databases in litigation is desirable
- Relevant tertiary qualifications desirable

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About the Director of Public Prosecutions

To Apply

Position Contact	Sugam Gautam, 07 3224 9426
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0759812

Future Fund Management Agency

Closing Date:Sunday 20 July 2025

Job Title	Associate, Infrastructure
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	On site three days (must include Tuesday and Wednesday), WFH two days
Classification	APS Level 4
Position Number	JR100222
Agency Website	www.futurefund.gov.au

Job Description

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

We are seeking an Associate to join the Future Fund's Infrastructure team, which invests in and manages a global portfolio of infrastructure and timberland assets. These include direct investments as well as investments in pooled funds and co-investments alongside our external investment managers. The Infrastructure team actively manages its portfolio companies ranging across sectors (including Transport, Energy and Digital Infrastructure) and geographies.

In this role, you will leverage your financial and commercial toolkit to meaningfully contribute to the development and management of the Infrastructure portfolio. You will deliver highly analytical outputs ensuring quality, accuracy and timeliness. You will also help develop research and data frameworks that inform investment decisions. Over time, you will play a key role in shaping the Agency's Infrastructure strategy. This is a unique opportunity to build expertise in Infrastructure investing within a dynamic and collaborative environment.

Duties

As an Associate, you will contribute to investment screening and evaluation through financial modelling, valuation analysis, and due diligence coordination. You will support asset management by tracking financial and operational performance, conducting financial modelling, and maintaining awareness of emerging risks. As part

of this, you will maintain effective working relationships with various stakeholders including external investment managers. Your role will also involve portfolio analytics and performance reporting, liaising with internal and external sector teams. Additionally, you will develop frameworks and templates to monitor the global infrastructure landscape and conduct market research to support strategic decision-making. Collaboration with other investment teams will be essential to ensure alignment and knowledge sharing across the Agency.

Eligibility

You hold a tertiary qualification in Finance, Commerce, Engineering, or a related numerate discipline, with postgraduate studies in finance viewed favourably. You bring 2–4 years of experience in corporate finance, investment banking, investment management, or a similar field. Your will be able to demonstrate investment numeracy and literacy, including experience building and analysing financial models. You are proficient in Microsoft Office, with a working knowledge of VBA and financial databases extraction considered a plus.

You are a confident communicator, a collaborative team member, and a curious learner who thrives in a collegiate, high calibre team environment. Your ability to synthesise insights, present structured views, and engage across teams will be key to your success in this role.

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

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759854

Future Fund Management Agency

Closing Date:Tuesday 22 July 2025

Job Title	People, Culture, and Inclusion - Team Co-ordinator (12 month fixed term contract)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	On site three days a week (must include Tuesday and Wednesday), two days WFH
Classification	APS Level 4
Position Number	JR100224
Agency Website	www.futurefund.gov.au

Job Description

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

We are seeking a highly organised and proactive professional to join our People, Culture & Inclusion (PC&I) team in a pivotal support role. Reporting directly to the Chief People, Culture & Inclusion Officer (CPCIO), this role offers a unique opportunity to contribute to the strategic and operational success of the PC&I function. You will provide high-level administrative and coordination support to the CPCIO and their leadership team, while also engaging in broader team initiatives and projects, including the implementation of Health, Safety & Wellbeing programs.

Duties

You will be responsible for managing the CPCIO's schedule and priorities, ensuring seamless coordination of meetings, communications, and follow-ups. You will act as a key liaison between the CPCIO and internal and external stakeholders, ensuring timely and accurate information flow. In addition to executive support, you will coordinate Work Health & Safety (WHS) activities across the PC&I function, maintain compliance documentation, and support staff training initiatives. Your role will also involve supporting the broader PC&I team

with process improvements, data reporting, and correspondence related to employment changes. You will also partner with the Agency's Procurement team to manage contracts and contribute to ad hoc projects sponsored by the PC&I leadership team.

Eligibility

You bring experience in a PC&I administrative or similar role, ideally within a professional or corporate environment. A tertiary qualification in Human Resources, Business, or a related field is desirable but not essential. You are confident working with HR systems (knowledge of Workday specifically is considered desirable) and have a strong grasp of business processes and reporting. Your communication skills are exceptional, enabling you to engage effectively with stakeholders at all levels. You are highly organised, detail-oriented, and committed to delivering work of the highest standard. You demonstrate initiative, curiosity, and a drive to improve how things are done. Most importantly, you bring a collaborative spirit and a genuine commitment to inclusion, wellbeing, and organisational excellence.

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

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759878

Future Fund Management Agency

Closing Date:Tuesday 01 July 2025

Job Title	Executive Consultant, Global Macro & Asset Allocation
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesday and Wednesday) and two days from home
Classification	Executive Level 2
Position Number	JR100225
Agency Website	www.futurefund.gov.au

Job Description

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

We are seeking a highly experienced and strategically minded Executive Consultant, Global Macro & Asset Allocation, to join the Office of the Chief Investment Officer (CIO). Reporting directly to the CIO, this role serves as a senior advisor to the Investment Leadership Team and plays a critical role in shaping the Fund's investment strategy. They will be responsible for delivering high-impact macroeconomic and capital markets insights that inform portfolio-wide asset allocation and risk management decisions. Acting as a key conduit between the Economics and Capital Markets (ECM) team and investment professionals across all asset classes, the Executive Consultant will ensure that macroeconomic perspectives are effectively integrated into investment decision-making processes.

Duties

The Executive Consultant will be accountable for the continuous monitoring and analysis of global macroeconomic trends, geopolitical developments, and capital market dynamics. The role requires the production of timely, data-driven insights to support both strategic and tactical asset allocation across the total portfolio. A core responsibility is to embed macroeconomic and capital market perspectives into Real Asset investment strategies by collaborating with the Managing Directors of Real Assets and the Director of ECM. The Executive Consultant will provide direct strategic support to the CIO, identifying structural and cyclical risks and opportunities, and presenting clear, actionable recommendations. The role also involves translating complex macroeconomic research into insights that can be operationalised by investment teams, leading cross-functional

engagements to enhance macroeconomic literacy, and delivering scenario analyses in response to emerging global events. Additionally, the Executive Consultant will contribute to the Fund's long-term investment strategy and represent the organisation in external forums where appropriate.

Eligibility

You bring a minimum of 15 years of experience in macroeconomic research, capital markets strategy, or asset allocation, ideally within a global investment institution, central bank, or top-tier consultancy. You possess deep expertise in global macroeconomics, monetary and fiscal policy, and capital market dynamics, along with a strong understanding of asset allocation principles across both public and private markets. You have a demonstrated ability to influence investment strategy at the executive level and experience advising Chief Investment Officers, Investment Committees, or Boards. Your communication skills enable you to distil complex macroeconomic concepts into clear, actionable strategies. You are a collaborative leader with a track record of cross-functional engagement and stakeholder management. A bachelor's degree is required, and while an advanced degree or MBA is preferred, it is not essential.

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

Notes

About the Future Fund Management Agency

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To Apply

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

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Vacancy VN-0759924

Future Fund Management Agency Closing Date:Tuesday 08 July 2025

Job Title	Legal Counsel
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesday and Wednesday), two days work from home
Classification	APS Level 5
Position Number	JR100226
Agency Website	www.futurefund.gov.au

Job Description

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

We are seeking a highly capable and commercially astute Legal Counsel to join our Legal team. This role offers the opportunity to contribute to the delivery of high-quality legal services across a broad spectrum of the organisation's investment and operational activities. With a particular focus on structured commercial transactions—both domestic and offshore—the successful candidate will support fund investments, co-investments, joint ventures, direct investments, reconstructions, and disposals across public and private markets. Working closely with senior legal professionals, you will help ensure that all activities are conducted in accordance with international best practices and applicable legal frameworks, while safeguarding the organisation's rights and interests.

Duties

In this role, you will provide timely and commercially focused legal advice on a range of investment and operational matters. You will be responsible for managing the legal aspects of complex transactions, including negotiating terms and coordinating implementation. Your remit will include reviewing and drafting commercial contracts, consultancy agreements, and operational arrangements, as well as supporting the organisation's investment management framework. You will liaise with external counsel, monitor relevant legislative and regulatory developments, and ensure compliance with the Commonwealth Legal Services Directions and internal policies. Additionally, you will contribute to strategic initiatives, internal training, and the development of legal precedents and guidance materials. Building and maintaining strong relationships with internal stakeholders and external advisors will be essential, as will promoting efficiency in the use of external legal services.

Eligibility

You are a qualified legal practitioner, admitted to practice in Victoria or another Australian jurisdiction, and eligible to hold a Victorian practising certificate. You bring 3 or more years experience from a leading commercial law firm and/or a high-performing in-house legal team, ideally with exposure to funds management or complex transactional work such as mergers and acquisitions. Your legal drafting and negotiation skills are exemplary, and you possess a strong ability to assess and manage legal risk. You are known for your collaborative approach, strategic mindset, and ability to deliver practical, business-oriented legal solutions. Your professional credibility, personal accountability, and ability to build trusted relationships make you a valued advisor and partner across the organisation.

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

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759754

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 09 July 2025

Marine Park Operations Environmental Assessment and Protection

Job Title	Senior Systems Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$85,072 - $93,353
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 5
Position Number	921
Agency Website	

Job Description

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

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

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

The Position

We are seeking a proactive and detail-oriented professional to support the Manager, Permission Systems in the day-to-day management of the Reef Management System and associated interfaces.

Largely customer focussed with a strong element of customer engagement and innovation within a regulatory environment, the position is responsible for the quality assurance of data, data analysis and reporting, internal and external user support, trouble shooting and identification of potential enhancements.

In addition to system management, the position is responsible for the supervision, coaching and performance management of staff who support the permissions systems. The position will also undertake processes required for collection and reconciliation of revenue associated with the environmental management charge and exercising a range of delegations relating to permissions and compliance. The position also plays a key role in the provision of advice and accurate reports on revenue streams and visitation statistics.

About You

- You’re a proactive problem solver who takes ownership and sees tasks through to completion.
- You communicate clearly and confidently with stakeholders at all levels, strengthening relationships through effective engagement.
- You bring strong analytical thinking, attention to detail, and excellent organisational skills to everything you do.
- You perform well under pressure and manage competing priorities with calm and focus.
- You’re proficient in Microsoft Office, skilled in presenting visual data, and experienced in extracting insights from databases.
- You know how to prioritise work and align operational activities with organisational goals to deliver high-quality outcomes on time.

Duties

Key Responsibilities

- Develop, coordinate and manage policy, procedures and systems (including knowledge management databases) in relation to the permission system operations.
- Interpret and apply relevant Commonwealth and State legislation, policy and process, and develop, implement and review strategies to achieve continuous improvement of systems designed to support environmental assessment of applications for Marine Park permissions.
- Provide statistics and reporting information both routinely and as requested.
- Provide technical advice in relation to the permissions system operations that is informed, timely, practical, transparent and risk-based.
- Communicate and negotiate with internal and external clients and stakeholders by resolving escalated enquiries and complaints; explaining contentious/complex information, providing appropriate solutions, and promoting the Reef Authority’s position.
- Supervise and develop staff through coaching, performance feedback and encouraging career development.

For more information about this opportunity, please contact Eliza Sen Gupta, Acting Assistant Director – Permission System and Compliance; Ph. (07) 4750 0757

Eligibility

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

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

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Eliza Sen Gupta, (07) 4750 0757
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0759938

Great Barrier Reef Marine Park Authority

Closing Date:Tuesday 08 July 2025

Major Projects Science for Management

Job Title	Project Officer Digital and Data
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$76,583 - $84,443
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	1074
Agency Website	

Job Description

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

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

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

The Position

We are seeking a project officer digital and data to join our small team, working to support access to, and use of, data to inform management decisions for the Great Barrier Reef. The position includes contribution to data management and analysis as well as the design, development,

testing and maintenance of digital systems and products. Examples of relevant digital systems and products include the databases, maps, and decision support tools associated with the Reef Knowledge System.

The work of the position helps ensure the usefulness, ease of use, and efficiency of digital tools and associated business processes. The position also supports use of data and digital products to effectively communicate science.

About You

- You communicate clearly, focusing on key points using appropriate language in written and oral presentations.
- You have an eye for detail and use sound judgement when solving problems.
- You see tasks through to completion, work within agreed priorities and commit to achieving quality outcomes, adhering to documentation procedures.
- You enjoy working with data and are proactive in growing your skills and competencies, particularly in relation to use of specialised software for analysing and presenting data.
- You enjoy working with a diverse range of people and can contribute productively to the development of plans, strategies and team goals.

Duties

Key Responsibilities

- Contribute to sourcing, quality control, and analysis of data using contemporary software and data management methods to support inclusion of data (and insights generated from it) in the Reef Authority’s information systems.
- Collaborate to synthesise and present various data to provide expert, timely, practical, transparent, and risk-based advice on matters relevant to the work of the section.
- Contribute to the design, development, testing and maintenance of digital systems (such as dashboards, maps, and other visualisation and decision support tools) and business processes to support use of data in reporting products and operational delivery of Reef management.
- Collaborate productively with staff across the section and branch as required, by contributing to intra- and inter-section project and corporate planning.
- Assist with stakeholder engagement activities to gather and share information to support the work of the section.

Eligibility

The successful candidate will have demonstrated skills working with data (i.e. its management and analysis).

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

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

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Susan Sobtzick, 0403 921 873
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0759948

Indigenous Land and Sea Corporation

Closing Date:Tuesday 15 July 2025

Legal
Head Office

Job Title	General Counsel
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$220,000 - $270,000
Future Merit Locations	Adelaide
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 2
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/general-counsel/

Are you ready for a unique opportunity to have a significant impact on the lives of First Nations peoples? We are seeking a motivated and experienced General Counsel to join our legal team at the Indigenous Land and Sea Corporation (ILSC). As the General Counsel, you will play a crucial role in leading, supporting, and driving strategy, development, and implementation, while acting as an effective guardian of our organisation.

About Us

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

About the Role

Are you ready to take the lead and make a tangible impact as our General Counsel? In this pivotal role, reporting directly to our Group Chief Executive Officer (GCEO), you will manage our legal and risk team's efforts to drive strategy, development, and implementation across the ILSC Group. As the General Counsel of our organisation, you will provide energetic and dynamic leadership in crucial areas such as commercial and property law (with a special emphasis on contracting and construction), governmental and

administrative law, Native Title/ land rights, environmental law, and employment law. You will be part of our leadership group, providing high-level professional legal advice. Additionally, you will have the opportunity to prepare regular briefings for the GCEO and ILSC Board, ensuring they are well-informed and equipped to make informed decisions. You will be required to ensure the efficient operation of the legal unit and ensure the meeting of organisational wide KPI's are achieved, including through Individual and agreed performance measures. The General Counsel will be required to travel.

About You

As an accomplished legal professional, you possess more than just expertise - you have a genuine passion for making a difference and have developed significant cultural capability, particularly with respect to Indigenous Australian's. Your capacity to effectively communicate and engage with a broad range of stakeholders, coupled with your profound respect and understanding of Indigenous culture and aspirations, set you apart. With formal qualifications in Law and admission as a legal practitioner (or eligibility for admission) to the Supreme Court, you have a solid foundation to bring to the role. Your extensive post-admission experience in a commercial, property, administrative, or Native Title legal practice or in a comparable in-house legal Counsel role has honed your leadership and management skills and shaped your perspective.

Duties

Under the direction of the Group Chief Executive Officer, you will:

· Provide effective leadership in the areas of commercial and property (with an emphasis on contracting and construction), governmental and administrative, Native Title/Indigenous land rights, environmental and employment law.

· Build and maintain relationships with key stakeholders based on trust and respect.

· Lead and manage the ILSC Group Corporate Governance Program ensuring best practice corporate governance procedures are maintained at all times.

· Provide guidance and support to direct reports, including managing performance, supporting development, and contributing to a positive workplace culture.

· Provide high-level legal advice and recommendations to the Group CEO, Executive Management Team and the ILSC Board.

· Implement continuous improvement initiatives

Eligibility

At the ILSC we offer:

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

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- QANTAS Club corporate membership
- Salary Packaging
- Access to generous parental leave
- Generous studies assistance program

Health and wellbeing programmes:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free annual skin checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

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

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

If you would like to find out more, please contact: **Jennifer Hyde, Manager People and Capability on 08 8100 7166**

For further information and to apply please visit the ILSC Careers page at:
https://www.ilsc.gov.au/careers/

Applications close on Tuesday 15th July 2025.

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

Aboriginal and Torres Strait Islander people are encouraged to apply

Notes

About the Indigenous Land and Sea Corporation

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

To Apply

Position Contact	Jennifer Hyde, 08 8100 7166
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/general-counsel/

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Vacancy VN-0759765

Infrastructure Australia

Closing Date:Wednesday 02 July 2025

Job Title	Director of Governance, Risk and Compliance
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$200,000 -
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50/50 split
Classification	Executive Level 2
Position Number	Job Req 7.25
Agency Website	

Job Description

- **Full time, permanent role**
- **Salary: $200,000 + superannuation**
- **Hybrid flexible working arrangements, attractive paid leave provisions and professional development support offered**
- **Applications closing: Wednesday 2nd July, 11:59am**

Agency overview

Infrastructure Australia (IA) is an independent statutory body within the Infrastructure, Transport, Regional Development, Communications and the Arts portfolio.

Our mandate establishes us as the Australian Government's independent advisor on nationally significant infrastructure investment planning and project prioritisation. We are a high performing organisation with an engaged, collaborative and flexible culture, and we are held in high regard by our peers and stakeholders.

Our core values are fundamental to the way we work and are embedded across our products and processes.

Duties

Primary purpose of the role

The Director of Governance, Risk and Compliance role leads the development and continuous improvement of IA's governance arrangements and risk management. The role supports and works closely with IA's Executive team, advising and supporting on all aspects of governance, risk, legislation and policy compliance, oversight of legal advice, as well as act as IA's Company Secretary, with oversight of all Commissioner and sub-committee meetings.

Key Responsibilities:

· Fulfilling the role of Company Secretary, promoting good Governance across IA. Including:

o Development and regular review of all Governance meeting charters, and assurance that all obligations are met by the relevant Committee under these Charters.

o Working closely with the Executive Team, Chief of Staff, and EA to the Commissioners in the Co-ordination of all Commissioner and ARCC meetings and events.

o Timely review of all Governance meeting papers prior to circulation to the CEO, including providing quality advice to the business for any identified improvements that can be made.

o Production and distribution of all minutes for Commissioner and ARCC meetings.

o Leading the induction and professional development of Commissioners and ARCC members.

o Management of the annual attestation process for Commissioners and Executives.

o Development and regular review of IA's Governance and Integrity Frameworks.

o Assisting the Commissioners with the appointment of the CEO and ARCC member roles as required.

o Custodian of IA's corporate seal.

· Managing Conflicts of Interest for all Commissioners, ARCC members and employees of IA.

· Ensure IA complies with all relevant statutory obligations, legal demands and ethical standards, and provide advice in relation to any gaps or improvements that can be made.

· Strengthen and expand governance and risk capabilities across IA through engagement and training, to support a strong and effective compliance and risk management culture.

· Leadership of the Risk Management Framework including regular review with the Executive of key organisational risks.

· Management of Freedom of Information application process in collaboration with business units and external legal counsel.

· Ownership of the privacy policy and processes including performing the role of Privacy Officer for IA.

· Ownership of the Public Interest Disclosure (PID) policy and process including performing a role of a PID authorised officer.

· Work closely with the Chief Digital and Data officer in relation to IA's records management processes and compliance.

· Support the COO with the implementation of IA's Business Continuity Framework application.

· Oversight and Management of all matters briefed to external lawyers by IA, including seeking, managing and being satisfied with advice.

Eligibility

Essential Requirements:

· Tertiary qualifications in a relevant discipline and/or substantial experience gained in a similar role.

· Ability to provide advice on governance compliance and frameworks.

· Ability to interpret statutory obligations and provide appropriate advice.

· Demonstrated ability to collaborate across functions to achieve shared goals.

· Ability to demonstrate and promote IA values of Dynamic, Connected and Purposeful.

Notes

Benefits of working at Infrastructure Australia:

· We are committed to supporting employee health and wellbeing and offer a range of initiatives including genuine hybrid and flexible working arrangements to help you balance your professional and personal life

· Attractive leave provisions including 20 days paid annual leave, 15 days of paid Personal Leave, 18 weeks of Parental Leave for parents at full pay or 36 weeks at half pay (for eligible employees) and up to 3 additional days of paid leave when our offices close over the Christmas period. - applicable for perm roles or fixed term contract. Remove for Casual roles

· Professional Development support offered through extensive in-house training and external training/education support

· We have a positive, collaborative, respectful, innovative and inclusive culture evidenced by staff surveys which show that our employees feel empowered, autonomous and proud to work here.

· At IA we foster a safe an inclusive workplace where every individual can participate, learn and develop and be their authentic self, regardless of age, cultural background, First Nations status, disability, ethnicity, gender identity, marital or family status, religious belief or sexual orientation.

· IA is currently in the second phase, "Innovate" of our Reconciliation Action Plan (RAP), in this stage we are implementing systemic change in our organisation to support the mission of reconciliation for First Nations people. We are passionate about change and making progress towards better outcomes for First Nations people.

How to apply:

· Review the role description – **Director of Governance, Risk and Compliance**

· Upload ONE document (**Covering letter + Resume**) via **LinkedIn Job Post**

· **Closing Wednesday 2nd July, 11:59am**

· For any questions regarding the recruitment please reach out to Jacob Young at careers@infrastructureaustralia.gov.au

We welcome and encourage applications from diverse backgrounds, including Aboriginal and Torres Strait Islander people, LGBTQI+, people with disability, people with caring responsibilities, people from culturally and linguistically diverse backgrounds.

To find out more about our current and upcoming Job opportunities follow us on LinkedIn #InfrastructureAustralia

About the Infrastructure Australia

To Apply

Position Contact	Jacob Young, 0473786946
Agency Recruitment Site	

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Vacancy VN-0759820

National Library of Australia

Closing Date:Sunday 06 July 2025

Digital Technology Operations

Job Title	APS4 - Information Officer, Service Desk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,936 - $81,994
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	APS Level 4
Position Number	104085
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill a non-ongoing **Information Officer, Service Desk APS 4** role in the Technology Operations Section of the Digital Branch. This is a non-ongoing role for up to 12 months with the possibility of becoming ongoing.

As the Information Officer, Service desk you will manage and coordinate service desk processes through the resolution of day-to-day service desk enquiries. You will apply your knowledge of a range of applications, cloud platforms and services, computer and mobile device operating systems, printers, and IT infrastructure.

This is a great opportunity to provide your technical expertise to support the National Library's service desk. As well as showcasing your ability to develop, manage and maintain a range of internal and external stakeholder relationships as well as collaborating with external networks.

Using your IT knowledge and advice, you will:

- Respond in a concise and timely manner to service issues and requests.
- Ensure that IT Security and Change Management Policies are followed.
- Keep abreast of new and emerging IT security issues and IT trends.

You will be responsible for preparing documentation, correspondence and reports that conform to legal and procedural aspects of their functional responsibilities.

You will build high level expertise with Library's information technology stack and infrastructure.

To succeed in this role, you must have:

- Demonstrated experience in customer support
- Demonstrated experience in technical troubleshooting

Qualifications or equivalent experience in Information Technology would also be preferred.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar ongoing and non-ongoing vacancies within the Library.

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

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

About the National Library of Australia

To Apply

Position Contact	Dan Le Lievre, (02) 6262 1633
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0759822

National Library of Australia

Closing Date:Sunday 06 July 2025

Digital Technology Operations

Job Title	EL1 - Assistant Director, Web Archiving Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$115,443 - $136,900
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	107113
Agency Website	

Job Description https://nla.nga.net.au/cp/

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill a ongoing **Assistant Director, Web Archive Systems EL1** role in the Strategy & Architecture Section of the Digital Branch.

In this role you will work with a small and highly experienced team that builds world class digital collections for the Library. The role involves working with the team to develop new tools and enhance existing ones to maintain the teams place as a world leader in the field.

You will be able provide sound advice and recommendations which influence the decisions made by others as well as making decisions using in depth knowledge and professional judgment. You will also be able engage with an international community of like-minded developers in the field of web archiving and digital preservation.

We are looking for a self-motivated developer who can learn on the job and design, build and maintain applications in a user focused cultural institution.

The work of the team is dynamic and high-profile. You will need to be results focussed, provide leadership and support to others, and demonstrate positivity and resilience to achieve objectives. This includes working with the team to design and build new and leading-edge tools for accessing and displaying the Library's largest digital collection and provide support for existing ones

Eligibility

To succeed in this role you will have:

- Significant experience with Java and Python programming.
- Comprehensive understanding of and experience with web technologies and web protocols (HTTP, HTML, JavaScript).
- Understanding and experience with Apache Solr

The following would be highly regarded:

- Qualifications or equivalent extensive experience in information technology or related field.
- Proven ability to collaborate on open-source projects.
- Understanding and experience with web crawlers and web archiving standards (WARC).
- Understanding of containerisation and cloud environments.

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Brendon Mckinley, (02) 6262 1024
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0759834

National Library of Australia

Closing Date:Wednesday 09 July 2025

Engagement Community Engagement

Job Title	APS4 - Administration Officer, Public Programs
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,936 - $81,994
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexibility will be discussed with the successful candidate
Classification	APS Level 4
Position Number	104101
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill an ongoing **Administration Officer, Public Programs APS 4** role in the Community Engagement Section of the Engagement Branch.

This is an exciting, fast-paced role that working with external clients and stakeholders across the Library to deliver a venue hire service and support events including book launches, lectures, discussion panels and conferences.

We are looking for an enthusiastic person who enjoys working in a fast-paced team environment to deliver outstanding events. You will possess excellent interpersonal communication skills which you will use to identify client needs and coordinate Library services to meet them. You will be a skilled administrator, able to use Library systems to plan, manage and deliver events.

To succeed in this role, you will have:

- Demonstrated relevant experience in a similar role (i.e. venue administration, event management, or project management).
- The ability to obtain a Working with Vulnerable People registration.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

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

About the National Library of Australia

To Apply

Position Contact	Kelly Arnold, 02 6262 1565
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0759879

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Thursday 10 July 2025

Strategic Communications and Engagement Directorate
Perth

Job Title	Senior Adviser - Government Affairs and Policy Reforms
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$114,440 - $128,568
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 6
Position Number	13412
Agency Website	https://www.nopsema.gov.au/

Job Description

https://www.nopsema.gov.au/about/careers

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

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

Are you a strong communicator who enjoys engaging with internal and government stakeholders to inform meaningful policy, regulatory and legislative change? Then this opportunity could be for you!

About The Role:

We are looking for a driven, results-oriented professional to join our Strategic Communications and Engagement team as a Senior Adviser - Government Affairs and Policy Reforms. This position is based in our Perth Office and available for a period of up to two years.

In this dynamic role, you will support NOPSEMA's involvement to cross-government priorities, reforms and initiatives led by policy agencies. You will help shape powerful narratives, influence key stakeholders, and drive strategic outcomes that matter.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

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

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

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18- month period.

Duties

Key Responsibilities:

As a Senior Adviser - Government Affairs and Policy Reform, you will be responsible for:

• engaging and collaborating with NOPSEMA’s government stakeholders in the legislative change process to identify opportunities, facilitate cooperation, and achieve outcomes.

• drafting ministerial briefings, parliamentary senate inquiry submissions, and responding to Questions on Notice.

• providing advice and support to NOPSEMA’s divisions on matters that have policy, legislative and regulatory implications.

• supporting complex Strategic Communications and Engagement projects in conjunction with other Assistant Directors as and when required.

As the successful applicant, you will have:

Highly developed interpersonal, communication and influencing skills with proven ability to establish and maintain effective collaborative working relationships and communicate with influence.

Demonstrated experience in providing advice on government affairs, policy, regulatory and legislative matters or similar adaptable skills.

Proven ability to influence policy reforms and legislative change through engagement of government and other stakeholders.

Demonstrated ability in leveraging technical expertise to advocate effectively in policy development, design and implementation of legislative or policy reforms or similar transferrable skills.

Demonstrated ability to work independently as well as collaboratively within and across teams and manage upwards.

Experience in government relations, public policy, legislative change/processes, or public administration 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.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

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

This position is open to Australian citizens only.

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

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Agriculture, Water and the Environment

Vacancy VN-0759910

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Wednesday 16 July 2025

Job Title	Executive Director Science and Assurance
Job Type	Full-Time, Ongoing
Location	Armidale NSW, Canberra ACT
Salary	-
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	By negotiation
Classification	Senior Executive Service Band 1
Position Number	01272
Agency Website	https://apvma.gov.au/node/1063

Job Description

https://www.csexecutivegroup.com/job/sessci0625

We are seeking an **experienced and visionary executive to lead APVMA's Science and Assurance Branch** which is responsible for building community confidence in the regulatory decision making of the APVMA by leading our post-market regulatory functions, including chemical review, recalls, AERP, hormonal growth promotions (HGPs), and manufacturing quality and licensing (MQL) programs. As one of three science branches, the Science and Assurance Branch will work closely across the Agricultural Chemicals and Veterinary Medicines Branches to lead APVMA's science policy work to ensure all regulatory tools and scientific approaches are contemporary and adaptive to new opportunities and risks, and that staff and stakeholders have access to up-to-date guidance and instructional materials that reflect APVMA's regulatory scientific approaches.

As a **senior leader at the APVMA, supporting the Chief Executive Officer, the Executive Director Science and Assurance** will be expected to deliver strategic outcomes by developing

and implementing a business plan aligned with APVMA's corporate planning and reporting documents while drawing on strong project, risk, and financial management skills, and building effective relationships with a diverse range of stakeholders. You will provide strong leadership by modelling the APS leadership behaviours, leading high-performing technical teams to deliver meaningful results while fostering a culture of collaboration, innovation, and inclusion. As a member of the Executive Leadership Team you will also contribute to organisational strategy, culture, and performance by actively engaging in agency and whole-of-government priorities.

As Executive Director Science and Assurance, you will be a proven decision maker who is able to bring information sources together to establish the 'full picture'. You will be someone who can thrive in an environment that promotes quality – quality in scientific assessment, in decision-making, in risk management, and in stakeholder engagement. Providing effective and seamless regulation to stakeholders prior to, during, and after decisions are taken is critical to the role.

Duties

- Plan and coordinate the work of the Science and Assurance Branch, including management of the branch's budget, setting the branch's strategic direction, and establishing expectations and priorities.
- Oversee the post-market regulatory activities for the agency within statutory timeframes, including the management of the chemical review, recalls, AERP, HGPs and MQL programs.
- Establish processes and mechanisms to ensure the agency's regulatory tools and scientific approaches are contemporary and adaptive to new opportunities and risks. This includes ensuring that our staff have access to up-to-date guidance, instructional materials, and training to undertake their work.
- Manage the team that provides support to our external stakeholder engagement forums, including the APVMA Advisory Group, the Agricultural Chemicals Working Group, the Veterinary Medicines Working Group, and the National Registration Scheme Advisory Group.
- Contribute to evaluation activities to ensure consistency in regulatory science, including peer review assessments from the Agricultural Chemicals and Veterinary Medicines branches as required.
- Engagement with other regulatory authorities, including international regulators, involved in agvet chemical regulation to streamline and strengthen internal processes.
- Promote regulatory best practice and process enhancement initiatives across teams.
- Represent the APVMA in domestic and international fora.

Eligibility

To excel in this critical and demanding role, you must be forward-thinking, self-driven, resilient, and skilled at fostering strong relationships. Your proven leadership abilities will inspire trust and respect, supported by sound scientific judgement and a results-oriented mindset. You will adeptly navigate complex regulatory science challenges within the public sector, leveraging your expertise, resources, and networks to deliver outcomes.

You will bring advanced regulatory science experience specific to agvet chemicals, alongside extensive executive management expertise. You will have a demonstrated track record of

providing strategic leadership, identifying staff capability needs, and building motivated, high-performing teams committed to delivering excellence.

Notes

Essential selection criteria:

- Demonstrated ability to lead, motivate and develop high-performing regulatory science teams while setting strategic direction, managing complex workloads, and fostering a culture of continuous improvement.
- Proven experience in applying scientific judgments in a regulatory context to deliver risk-proportionate, evidence-based decisions within a complex legislative framework.
- Demonstrated ability to interpret complex scientific data, apply technical expertise in a regulatory context, and the capacity to broaden technical expertise to meet evolving regulatory needs.
- High developed interpersonal, communication, and negotiation skills, including the ability to convey complex information clearly and concisely to diverse audiences.
- Proven ability to build and maintain productive working relationships with internal and external stakeholders at all levels to support collaboration, problem-solving, and shared regulatory outcomes.
- Strong organisational and project management skills, including a strong record of prioritising and delivering results in fast-paced, resource constrained environments.
- Sound understanding of public sector governance, risk management, financial accountability, and process improvement, ideally withing a regulatory science setting.
- Demonstrated commitment to model the APS Values and APS Employment Principles; and promote compliance with the APS Code of Conduct and the Secretaries' Charter of Leadership.

Desirable selection criteria:

- A PhD in a relevant discipline from an Australian University or qualification of equivalent standard from an Australian or overseas university, or other qualifications appropriate to the duties of the position.
- Relevant experience working in and/or knowledge of Australia's agvet chemical regulatory scheme.

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Helen Patronis, 0438 620 434
Agency Recruitment Site	https://www.csexecutivegroup.com/job/sessci0625

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Agriculture, Water and the Environment

Vacancy VN-0759920

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Wednesday 16 July 2025

Job Title	Executive Director Veterinary Medicines
Job Type	Full-Time, Ongoing
Location	Armidale NSW, Canberra ACT
Salary	-
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	By negotiation
Classification	Senior Executive Service Band 1
Position Number	01273
Agency Website	https://apvma.gov.au/node/1063

Job Description

https://www.csexecutivegroup.com/job/sesvet0625

We are seeking an **experienced and visionary executive to lead APVMA's Veterinary Medicines Branch** which is responsible for delivering premarket regulatory activities for veterinary medicines. This Branch assesses and evaluates applications submitted by applicants to approve or vary actives and labels, register products, issue permits, import consents and certificates of export, and provide pre-application assistance. As one of three science branches, the Veterinary

Medicines Branch also works closely with the Science and Assurance Branch to ensure all regulatory tools and scientific approaches are contemporary and that staff have access to up-to-date guidance and instructional materials that reflect APVMA's regulatory scientific approaches.

As a **senior leader at the APVMA, supporting the Chief Executive Officer, the Executive Director Veterinary Medicines** will be expected to deliver strategic outcomes by developing and implementing a business plan aligned with APVMA's corporate planning and reporting documents while drawing on strong project, risk, and financial management skills, and building effective relationships with a diverse range of stakeholders. You will provide strong leadership by modelling the APS leadership behaviours, leading high-performing technical teams to deliver meaningful results while fostering a culture of collaboration, innovation, and inclusion. As a member of the Executive Leadership Team, you will also contribute to organisational strategy, culture, and performance by actively engaging in agency and whole-of-government priorities.

As Executive Director Veterinary Medicines, you will be a proven decision maker who is able to bring information sources together to establish the 'full picture'. You will be someone who can thrive in an environment that promotes quality – quality in scientific assessment, in decision-making, in risk management, and in stakeholder engagement. Providing effective and seamless regulation to stakeholders prior to, during, and after decisions are taken is critical to the role.

Duties

- Plan and coordinate the work of the Veterinary Medicines Branch, including management of the branch's budget, setting the branch's strategic direction, and establishing expectations and priorities.
- Oversee the premarket regulatory activities for veterinary medicines within statutory timeframes, including approval (and variations) of actives, registration of products, the issue of permits, the issue of import consents and certificates of export, and the provision pre-application assistance.
- Oversee the preparation of assessment advice to Delegates on whether an application satisfies health, environment, residues, trade, efficacy and chemistry safety criteria.
- Implement oversight of quality assurance mechanisms for APVMA's premarket regulatory activities.
- Engage with other regulatory authorities, including international regulators, involved in veterinary medicines regulation to streamline and strengthen internal processes.
- Promote regulatory best practice and process enhancement initiatives across teams.
- Represent the APVMA in domestic and international fora.

Eligibility

To succeed in this important and demanding role, you will be a forward-thinking, self-motivated, and resilient leader with a demonstrated ability to build and maintain effective relationships. You bring strong leadership credentials and the capacity to earn trust and respect, underpinned by sound scientific judgment, a results-driven mindset, and the capability to address complex regulatory science challenges in a public sector environment. This includes leveraging your regulatory science expertise, coordinating resources effectively, and fostering collaborative outcomes.

You will possess extensive experience in regulatory science, particularly in relation to veterinary medicines. With a strong background in executive management, you will be skilled in setting strategic direction and delivering outcomes. You will also demonstrate the ability to assess and support staff capability needs and lead high-performing, motivated teams committed to delivering high-quality work.

Notes

Essential selection criteria:

1. Demonstrated ability to lead, motivate and develop high-performing regulatory science teams while setting strategic direction, managing complex workloads, and fostering a culture of continuous improvement.
2. Proven experience in applying scientific judgments in a regulatory context to deliver risk-proportionate, evidence-based decisions within a complex legislative framework.
3. Demonstrated ability to interpret complex scientific data, apply technical expertise in a regulatory context, and the capacity to broaden technical expertise to meet evolving regulatory needs.
4. High developed interpersonal, communication, and negotiation skills, including the ability to convey complex information clearly and concisely to diverse audiences.
5. Proven ability to build and maintain productive working relationships with internal and external stakeholders at all levels to support collaboration, problem-solving, and shared regulatory outcomes.
6. Strong organisational and project management skills, including a strong record of prioritising and delivering results in fast-paced, resource constrained environments.
7. Sound understanding of public sector governance, risk management, financial accountability, and process improvement, ideally withing a regulatory science setting.
8. Demonstrated commitment to model the APS Values and APS Employment Principles; and promote compliance with the APS Code of Conduct and the Secretaries' Charter of Leadership.

Desirable selection criteria:

- A PhD in a relevant discipline from an Australian University or qualification of equivalent standard from an Australian or overseas university, or other qualifications appropriate to the duties of the position.
- Relevant experience working in and/or knowledge of Australia's agvet chemical regulatory scheme.

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Helen Patronis, 0438 620 434
Agency Recruitment Site	https://www.csexecutivegroup.com/job/sesvet0625

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Agriculture, Water and the Environment

Vacancy VN-0759922

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Wednesday 16 July 2025

Job Title	Executive Director Agricultural Chemicals
Job Type	Full-Time, Ongoing
Location	Armidale NSW, Canberra ACT
Salary	-
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	By negotiation
Classification	Senior Executive Service Band 1
Position Number	01274
Agency Website	https://apvma.gov.au/node/1063

Job Description

https://www.csexecutivegroup.com/job/sesag0625

We are **seeking an experienced and visionary executive to lead APVMA's Agricultural Chemicals Branch** which plays a central role in managing all premarket regulatory activities for agricultural chemicals. It assesses and evaluates applications submitted by applicants to approve

or vary actives and labels, register products, issue permits, import consents and certificates of export, and provide pre-application assistance. As one of three science branches, the Agricultural Chemicals Branch also works closely with the Science and Assurance Branch to ensure all regulatory tools and scientific approaches are contemporary and that staff have access to up-to-date guidance and instructional materials that reflect APVMA's regulatory scientific approaches.

As a **senior leader at the APVMA, supporting the Chief Executive Officer**, you will deliver strategic outcomes by developing and implementing a business plan aligned with APVMA's corporate planning and reporting documents while drawing on strong project, risk, and financial management skills, and building effective relationships with a diverse range of stakeholders. You will provide strong leadership by modelling the APS leadership behaviours, leading high-performing technical teams to deliver meaningful results while fostering a culture of collaboration, innovation, and inclusion.

As a member of the Executive Leadership Team, you will also contribute to organisational strategy, culture, and performance by actively engaging in agency and whole-of-government priorities.

As Executive Director, Agricultural Chemicals, you will play a key role in leading premarket regulatory activities—ranging from approvals and registrations to permits and export certifications. As a member of the Executive Leadership Team, you will shape regulatory strategy, lead high-performing technical teams, and champion innovation and collaboration across the agency.

Duties

- Plan and coordinate the work of the Agricultural Chemicals Branch, including management of the branch's budget, setting the branch's strategic direction, and establishing expectations and priorities.
- Oversee the premarket regulatory activities for agricultural chemicals within statutory timeframes, including approval (and variations) of actives, registration of products, the issue of permits, the issue of import consents and certificates of export, and the provision pre-application assistance.
- Oversee the preparation of assessment advice to Delegates on whether an application satisfies health, environment, residues, trade, efficacy and chemistry safety criteria.
- Implement oversight of quality assurance mechanisms for APVMA's premarket regulatory activities.
- Engage with other regulatory authorities, including international regulators involved in agricultural chemical regulation, to streamline and strengthen internal processes.
- Promote regulatory best practice and process enhancement initiatives across teams.
- Represent the APVMA in domestic and international fora.

Eligibility

We are seeking a strategic and influential executive with deep expertise in regulatory science—ideally within the agricultural chemicals or broader agvet sector.

You are a decisive leader with a strong track record of managing high-performing scientific teams, delivering complex, evidence-based decisions, and navigating regulatory and legislative frameworks. Adept at stakeholder engagement, you represent organisations with confidence on both national and international stages. With a strong results focus, sound scientific judgement, and exceptional relationship-building skills, you bring the leadership and vision needed to help position the APVMA as a global leader in agvet chemical regulation.

Notes

Essential selection criteria:

1. Demonstrated ability to lead, motivate and develop high-performing regulatory science teams while setting strategic direction, managing complex workloads, and fostering a culture of continuous improvement.
2. Proven experience in applying scientific judgments in a regulatory context to deliver risk-proportionate, evidence-based decisions within a complex legislative framework.
3. Demonstrated ability to interpret complex scientific data, apply technical expertise in a regulatory context, and the capacity to broaden technical expertise to meet evolving regulatory needs.
4. High developed interpersonal, communication, and negotiation skills, including the ability to convey complex information clearly and concisely to diverse audiences.
5. Proven ability to build and maintain productive working relationships with internal and external stakeholders at all levels to support collaboration, problem-solving, and shared regulatory outcomes.
6. Strong organisational and project management skills, including a strong record of prioritising and delivering results in fast-paced, resource constrained environments.
7. Sound understanding of public sector governance, risk management, financial accountability, and process improvement, ideally withing a regulatory science setting.
8. Demonstrated commitment to model the APS Values and APS Employment Principles; and promote compliance with the APS Code of Conduct and the Secretaries' Charter of Leadership.

Desirable selection criteria:

- A PhD in a relevant discipline from an Australian University or qualification of equivalent standard from an Australian or overseas university, or other qualifications appropriate to the duties of the position.
- Relevant experience working in and/or knowledge of Australia's agvet chemical regulatory scheme.

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Helen Patronis, 0438 620 434
Agency Recruitment Site	https://www.csexecutivegroup.com/job/sesag0625

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Agriculture, Water and the Environment

Vacancy VN-0759727

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 06 July 2025

Compliance & Enforcement
Audit & Assurance Audit Operations

Job Title	Assistant Director - Audit Operations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$124,861 - $134,295
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	2025/2162
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Compliance & Enforcement Division** delivers regulatory outcomes that protect Australia from risks to our biosecurity and trade systems. Informed by science and intelligence, we set

controls and deliver assurance activities to increase compliance with legislation; and respond appropriately and proportionately to any breaches. We work with internal and external stakeholders, domestically and internationally, across the regulatory continuum, responding to known and emerging risks to safeguard Australia's agriculture, economy, trade and way of life.

The **Audit and Assurance Branch** (AAB) assesses and improves compliance through the delivery of regulatory audit and assurance activities. Responsibilities include the conduct of a range of audit and other regulatory activities to manage biosecurity, imported food, export, illegal logging and other regulatory risks. We implement a best practice approach to assurance to provide confidence about how effectively and efficiently the department's regulatory systems are managing risks. The branch supports and contributes to the broader department's compliance policy in developing and delivering a risk-based approach to regulation.

Audit Operations is responsible for the effective and efficient delivery of regulatory audits and other activities to provide assurance in relation to the management of biosecurity and export risks. The nationally integrated team conducts regulatory audits of import approved arrangements, export registered establishments, accredited properties and industry authorised officers.

Duties

The Job

The Assistant Director, Audit Operations provides strategic leadership and support, fostering a cohesive national team culture. This role oversees the team's performance and contributions, ensuring the efficient, effective, and nationally consistent execution of regulatory audit and assurance activities. The department utilises audits and other assurance tools to regulate entities and ensure that Biosecurity and Trade risks are effectively managed.

Core Duties:

- Lead a team in delivering nationally consistent audit activities which promote strong industry compliance, ensuring adequate and competent resources are available to deliver services in line with the national standards.
- Provide strategic operational support, advice and guidance on interpretation of technical policy in consultation with AAB technical leads; consult with key staff within AAB on training gaps/needs.
- Provide regional leadership for local internal/external stakeholders.
- Maintain a strong understanding of relevant legislation and policy frameworks and an awareness of changes in the broader work environment that may impact on work objectives and then be able to articulate this to others.
- Contribute to reporting against key performance standards; monitor team performance; ensure service delivery standards are met.
- Manage staff performance and learning agreement, providing regular feedback identifying potential skill gaps at the regional and national level.
- Promote skill development of auditors via training, coaching and mentoring.
- Manage, monitor and report on team resources and expenditure and exercise financial delegations appropriately.
- Maintain professionalism within the audit team through the conduct of professional verification activities in line with the Auditor Management Framework

Eligibility

What we are looking for

Knowledge and experience

The following knowledge and experience are desirable:

- Experience in regulation, policy, project management, program, business support or coordination positions.
- Experience in leading a high performing team in a changing and challenging environment.
- Operational experience in a regulatory environment and/or in industries related to agriculture.
- Audit, assurance and/or technical knowledge related to import and/or export industries relevant to the department.
- Informed decision making to support administrative decisions. Experience and knowledge of policy development, maintenance, and refinement, including the ability to investigate and source key information.
- The ability to build and maintain productive working relationships.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Stacey Simpson, Stacey.simpson@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759739

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 30 June 2025

Biosecurity Animal
Animal Biosecurity Animal Biosecurity AS Office

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/2256
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Animal Biosecurity Branch** develops biosecurity policy and provides technical and scientific advice for the safe importation of animals and animal products, including aquatic animals and their products, using science-based risk analysis. It also provides scientific and technical support to gain, maintain and improve access for the export of Australian animals and their genetic materials. The branch provides policy and technical advice on marine pest biosecurity. The branch comprises four sections: International Strategy and Technical Assurance, Biologicals and Avian, Livestock, Companion and Zoo Animals, and Marine and Aquatic Biosecurity.

The **Principal Regulatory Scientist Team (Animal Biosecurity)** plays a key role in supporting regulatory science as it relates to animal biosecurity. We work across Biosecurity Animal Division to help policy, communications and operations teams to uplift regulatory science and decision making and to facilitate regulatory reform. We are part of a Divisional team developing a connected end-to-end import risk analysis process from the initial request and its prioritisation; to

risk assessment, management and communications; to supporting robust border decision-making, assurance and feedback. Within Animal Biosecurity Branch we provide a review and pre-clearance role for the senior executive, trouble-shoot high priority issues, and lead a reform agenda to improve the management, scientific basis and efficiency of Australia's animal biosecurity and import risk analysis framework. We also engage directly with industry and international stakeholders to negotiate our requirements and help to position the department strategically around the release of pivotal biosecurity policy. We are also closely involved in contributing to international standard setting in animal health and trade, including through representation on the World Organisation for Animal Health Terrestrial Code Commission. Our team is tight-knit and agile, and our work fast paced and demanding.

Duties

The Job

- Providing scientific oversight, quality assurance and advice on animal biosecurity import risk analyses and policy reviews to ensure they meet Australia's Appropriate Level of Protection, are high quality, defensible, have consistent risk management measures, and are delivered in a timely manner.
- Maintaining and improving Animal Biosecurity Branch's and Biosecurity Animal Division's scientific capabilities, including risk assessment methodologies and strategic approach to risk management.
- Leading cross-cutting scientific initiatives for Biosecurity Animal Division, responding swiftly to critical situations; coordinating resources and assisting in the resolution of complex issues.
- Supporting a robust and respectful science culture across the branch, division and department and promote a culture of scientific integrity.
- Providing scientific and policy advice to the Assistant Secretary, Animal Biosecurity Branch, other Senior Executive, Minister's office and Minister as required, particularly on biosecurity import risk analysis.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility
Notes

What are we looking for

Knowledge and experience

Proven ability to lead change and deliver results by working collaboratively while providing a clear sense of direction, setting priorities, instilling the desire to succeed, developing capability and acknowledging performance.

Mandatory qualifications

As a minimum a degree in a relevant discipline is required, for example Veterinary Science, Agricultural Science, Biological Science or other equivalent discipline. Post graduate qualifications are desirable.

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brian Clarke, brian.clarke@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759740

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 13 July 2025

Legal
Several Several

Job Title	Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$124,861 - $152,915
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/2013
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Department of Agriculture, Fisheries and Forestry's** legal work is unique. You will have the opportunity to provide legal advice and services while working closely with policymakers and operational staff on matters that directly affect all Australians across areas as diverse as biosecurity, agricultural production, trade, food, wine, fisheries and forestry. A job with Legal Division is a chance to meaningfully apply your legal skills to practical outcomes in an environment focused on your learning and development as a lawyer. The Legal Division's large and diverse practice means that lawyers will be able to gain experience in their specific interests across a wide range of areas of law, including:

- Advising on regulatory systems and operations to assist staff on the front lines with Australia's quarantine, trade, food safety and exports across diverse supply chains, at airports and in the community.
- Providing practical legal advice to assist investigation and enforcement of biosecurity and export laws to ensure Australia's trade and health are safeguarded, including by civil penalty litigation.
- Directly developing and progressing legislation, working closely with policymakers to put effective laws in place.
- Managing the department's litigation caseload and dispute resolution, including working with external law firms and counsel to provide strategic advice, to support the department's policy and operational activities.
- Providing employment law advice, including on investigations, work health and safety and external review proceedings.

- Advising on the department's extensive range of commercial matters, including advising on procurements and grants, ICT contracting, the Commonwealth resource management framework, intellectual property and property matters.
- Managing the department's legal issues arising from data management and information collection and management, including privacy advice and freedom of information requests.
- Developing and delivering legal training to staff in policy and operational decision-making roles.

The **Legal Division** works together to support and develop lawyers to meet their career aspirations. You will be working with committed, engaged colleagues in a supportive and flexible environment, and will progress interesting and meaningful work that is unique to the department and the Commonwealth.

Duties

The Job

- We have ongoing and non-ongoing opportunities for Senior Legal Officers who enjoy an energetic, purposeful and collaborative legal environment.
- As a Senior Legal Officer, you will provide high quality legal services in an in-house environment, including legal research, analysis and problem solving.
- Our highly engaged internal clients are comprised of regulatory scientists and administrative, policy and compliance officers who are passionate about safeguarding and growing sustainable agriculture, fisheries and forestry for Australians.
- You will also be responsible, with your Principal Legal Officer, for motivating, mentoring and, supervising legal officers in your team to deliver on initiatives and goals whilst maintaining an inclusive, responsive and effective environment.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

Knowledge and experience

The successful applicants will ideally have a minimum of between 3 to 6 years of relevant postadmission experience and experience in one or more of the legal areas listed above.

Mandatory qualifications

To be eligible for these positions you are required to hold a degree in law and be eligible to hold an ACT, VIC, QLD or NSW legal practising certificate.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Jennifer Ross, jennifer.ross@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759837

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 08 July 2025

Exports & Veterinary Services
Meat Exports Export Systems Support

Job Title	Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2019
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Exports and Veterinary Services Division** regulates export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. The division develops strategies to gain, improve or maintain market access for a wide range of animal products. The division delivers the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. The division manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. The division actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics and other goods.

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

The **Export Systems Support (ESS)** team is a dynamic team with a wide variety of responsibility. The export systems are ESS's core function which ensure exports of agricultural products can comply with the legislative requirements. This makes ESS integral in the exports space and the gateway to overseas markets. ESS are problem solvers and work to support exporters through the exports process. There are lots of exciting things happening in the ESS space as we undertake an ambitious digital transformation. We are looking for motivated individuals who are willing to take ownership of a problem and work through to a solution. This is not your normal technical support role - if you are looking for something a little different, a little more challenging, then this could be for you. ESS is the place to work, it has exciting opportunities, great people and challenging tasks.

Duties

The Job

We work in a fast-paced environment supporting Australian exporters to obtain export certification. Our team cultivates a collaborative environment that leverages diverse perspectives to solve problems effectively. We are looking for enthusiastic and hard-working individuals to join our team.

The duties of an APS 5 officer include, but are not limited to:

- Manage departmental inboxes and correspondence channels, ensuring timely and effective responses to technical questions and queries.
- Communicate complex and/or technical issues to external stakeholders, or clients, both in writing and verbally.
- Develop proficiency in export enabling systems, to understand and master systems to streamline processes and enhance efficiency.
- Utilise design software to modify export certificate templates according to importing country requirements, ensuring compliance and a smooth transition to the production environment.
- Support the team during ICT upgrades for export systems, software and applications and perform user acceptance testing as required.
- Respond to ad hoc information requests by creating reports from a range of data sources and using reporting tools such as Power BI.
- Administration of export system programs and functions, undertake small projects, and support the team in the delivery of team and agency goals.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

knowledge and experience

We are looking for candidates that possess demonstrated knowledge and experience in the following:

- Ability to interpret policy and legislation and provide advice to internal and external stakeholders
- Ability to interpret and draft operational policy and procedural directions within a specialist area.
- Ability to create analytical reports using a wide range of data sources with Power Bi or other systems well regarded.
- Ability to develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section.
- A working knowledge or desire to gain working knowledge of one or more of the following: legislative frameworks, export trade, government decision-making processes, regulations relating to exports, animal health or production systems, or foods safety and public health

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brett Evans, 0422 454 563
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759861

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 15 July 2025

Exports & Veterinary Services
Veterinary & Export Meat Export Meat

Job Title	On-Plant Veterinarian
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$82,216 - $134,518
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - SA, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2025/2105
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on Export and Veterinary Services Division & the department's goal.

The Exports and Veterinary Services Division plays a vital role in regulating the export of animal products and the import of food products, ensuring they meet stringent Australian and international standards. We're responsible for maintaining market access, implementing food standards, and supporting primary industries through the National Residue Survey. Our work impacts the safety, sustainability, and integrity of Australian meat exports globally. As part of the Veterinary and Export Meat Branch (VEMB), our teams deliver inspection and certification services across 87 regional export facilities nationwide, including abattoirs and other registered premises.

This is where you play an important role.

Your professional contribution and engagement will be critical in ensuring compliance with export legislation, food safety and animal welfare and will provide assurance to trading partners on government oversight and certification of meat commodities exported to overseas markets which meets departmental objectives and maintains Australia's rank in the world's meat-export market.

We recognise the importance of mental well-being within the veterinary workforce and are committed to providing resources and support to promote good mental health.

Duties

The Jobs

• Provide Expert Advice: You will offer veterinary and technical advice on public health, food safety and the quality of meat products. Your expertise will support establishment management and other stakeholders, ensuring all processes align with regulatory standards.

• Ensure Compliance: You'll ensure the establishment meets its legal obligations under the *Export Control Act 2020* and related legislation. You'll monitor compliance through the Meat Establishment Verification System (MEVS), ensuring products meet importing country requirements.

• Maintain Veterinary Standards: You'll stay informed on the latest developments in veterinary science and legislative changes, sharing this knowledge with the team and the establishment. You'll apply best practices in quality assurance and Australian/international standards.

• Animal Welfare: You will oversee animal welfare, ensuring compliance with state, national and international standards. You will monitor and report outcomes to maintain high animal welfare standards.

• Inspection and Examinations: You will conduct or supervise ante-mortem and post-mortem inspections, ensuring compliance with the Australian Standard for production of meat and meat products (AS 4696:2023) and relevant overseas requirements.

• Emergency Preparedness: You'll contribute to the veterinary emergency management plan and onsite emergency animal disease preparedness plan, ensuring the establishment is prepared for any potential outbreaks.

• Training and Leadership: You'll lead, mentor and develop a team of veterinary and non-veterinary staff, fostering a high-performance environment. You'll also chair weekly meetings with management, providing feedback on key performance indicators (KPIs) and processes.

• Sampling and Testing: You'll collect samples to test for diseases and verify compliance with substance regulations, ensuring the safety and integrity of meat products.

Applicants should note that as a Veterinary Officer in VEMB you may be required to undertake activities across export meat and live animal veterinary officer roles.

As a Live Animal Veterinarian you will:

• perform quarantine and export duties across Australia, in strict compliance with export and biosecurity legislation, national standard operating procedures and work instructions

• review export and import documentation, issue export permits and health certificates, undertake veterinary inspections and approve facilities for the export and import of live animals and animal reproductive material

• provide technical advice and training to departmental staff, third-party accredited veterinarians, clients & stakeholders

• maintain accurate computer based and manual records and prepare reports as required

• contribute to the efficient operation of the Live Animal Section in VEMB.

Eligibility

What we are looking for

Knowledge and experience

An understanding of public health veterinary science and biosecurity requirements.

Mandatory qualifications

To be considered for these positions you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

Work locations

Currently, ongoing OPV positions are available at the following locations:

NSW - Dubbo, Bourke*, OPV Pool – NSW

VIC - Ararat

WA – Katanning, Beaufort River, Bunbury

SA – OPV Pool – SA

TAS – OPV Pool - TAS

QLD - Moranbah, OPV Pool – South East QLD

NT – Batchelor*

Remote Localities

* These localities have been graded as remote localities. Employees working in these locations are paid an annual district allowance in accordance with the relevant provision (Clause 631) of the Department of Agriculture, Fisheries and Forestry Enterprise Agreement 2024-2027. The successful applicant will also be entitled to additional annual leave as well as leave fares assistance.

Please note that future ongoing and non-ongoing vacancies (both regional and metropolitan) may become available throughout Australia and the merit pool established from this process may be used to fill these vacancies where the duties are of a similar nature. Non ongoing (specified term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Non-ongoing (casual) contracts will be offered for periods of up to two years. Some of these non ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool, 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.

Relocation assistance

The department is open to negotiating a package of assistance to assist successful applicants with the costs associated with relocating to a new work location.

Information session

We will be holding an online information session (timing will be confirmed upon registration) where there will be a presentation on the role and an opportunity to ask questions. Staff with the relevant experience will be online to answer questions about the role. Please register by emailing Craig Burleigh at craig.burleigh@aff.gov.au.

Eligibility and other requirements

The successful applicants must:

• hold and maintain a valid motor vehicle licence and be capable of driving in accordance with Australian road laws

• note that you may be required to perform occasional out-of-hours and weekend work

• 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

• note that they will be required to undergo a pre-employment medical examination which will include Q-Fever tests and that Q-Fever immunisation will be required where immunity cannot be established.

Notes

* On-Plant Veterinary Officer's will initially commence employment on the OPV salary induction point ($82,216) and will remain on that induction point for the duration of their induction/training period.

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Craig Burleigh, 0434 562 638
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759864

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 15 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Senior System Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/2078
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Finance and Investment Division** a broad range of strategic advice and operational support to the department, its Ministers' offices and industry stakeholders. We provide expert financial advice and support, through our budgeting, reporting, compliance, procurement, administration and payroll services. We manage the portfolio's involvement in the Commonwealth Budget process, as well as ministerial and parliamentary business for the portfolio. By providing expert advice, systems and support we ensure the department is enabled to meet its objectives.

The **Funding and Revenue Branch** is the 'policy' arm of Finance and Investment Division. The Funding and Revenue Branch is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Ministers.

The **Levies Administration Section** collects and disburses agricultural levies and charges on behalf of Australia's primary industries. The team works alongside the Levies Compliance section who deliver a national compliance program and provide assurance to our stakeholders that levy collection is complete. The team also partners with Rural Research and Development Corporations and other levy recipient bodies so that their industry levies can contribute to biosecurity preparedness, emergency plant pest and animal disease responses, marketing, research and development and residue testing. Critical functions within the levies administration team include a national levies helpdesk, processing, financial management, IT systems and webpage management, stakeholder engagement and implementing levies policy and legislation.

Duties

The Job

The Senior System Support Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of business systems that supports the agricultural levies and export charges.

The duties will include but not limited to the following:

- maintenance of the bespoke levies system,
- managing system changes and delivery of projects,
- engaging with external and internal stakeholders and preparation of documents,
- critical thinking, attention to detail, clear and timely communication and a willingness to work as part of a team to achieve positive outcomes for the department and our stakeholders.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Strong understanding of, and commitment to, providing client-focused services.
- Experience in providing system support to customer relationship management systems or financial management systems.
- Experience in change management and system testing.
- Experience in managing ICT contracts and working with external software developers.
- Experience in analysing information, providing timely and accurate advice, communicating issues and recommending options.
- Experience in leading and working collaboratively within a customer-centric team to foster effective team culture.
- Experience in using Microsoft Office suite of products.

Notes

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

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veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759868

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 15 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Senior Finance/Program Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/2073
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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The **Funding and Revenue Branch** is the 'policy' arm of Finance and Investment Division. The Funding and Revenue Branch is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Ministers.

The **Levies Administration Section** collects and disburses agricultural levies and charges on behalf of Australia's primary industries. The team works alongside the Levies Compliance section who deliver a national compliance program and provide assurance to our stakeholders that levy collection is complete. The team also partners with Rural Research and Development Corporations and other levy recipient bodies so that their industry levies can contribute to biosecurity preparedness, emergency plant pest and animal disease responses, marketing, research and development and residue testing.

Duties

The Job

The Senior Finance/Program Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of agricultural levies and export charges.

The duties will include but not limited to the following:

- managing program delivery, financial management tasks and reporting,
- leading a small team providing helpdesk services to levies stakeholders,
- engaging with external and internal stakeholders and preparation of documents,
- critical thinking, attention to detail, clear and timely communication and a willingness to work as part of a team to achieve positive outcomes for the department and our stakeholders.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Experience in financial management tasks including accounts payable, budgeting, preparing reconciliations, processing journals, cost recovery, financial and performance reporting and other administrative tasks.
- Experience in analysing data/information, providing timely and accurate advice, communicating issues and recommending options.
- Experience leading a customer-centric team providing helpdesk services to levies stakeholders and fostering effective team culture.
- Demonstrated knowledge of or experience in using business systems that support program delivery, financial management and reporting.
- Experience in using Microsoft Office suite of products.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759870

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 15 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/1966
Agency Website	https://www.agriculture.gov.au

Job Description *https://www.agriculture.gov.au/about/jobs/apply*

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Duties

The Job

The Senior Policy Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of agricultural levies and export charges.

The duties will include but not limited to the following:

- implementing legislation,
- developing policies and working with our stakeholders to deliver the program,
- engaging with external and internal stakeholders and preparing document,
- critical thinking, attention to detail, clear and timely communication and a willingness to take the lead or work as part of a team to deliver our priorities.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Experience building and sustaining relationships with stakeholders, to deliver outcomes.
- Experience in interpreting and applying legislation and policy frameworks.
- Demonstrated experience in managing multiple priorities and communicating progress.
- Experience in leading and working collaboratively within a customer-centric team to foster effective team culture.
- Experience in using Microsoft Office suite of products.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759884

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 09 July 2025

Compliance & Enforcement
Audit & Assurance Regulatory Assurance Operations

Job Title	Director - Regulatory Assurance Operations
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/2020
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Audit and Assurance Branch (AAB)** assesses and improves compliance through the delivery of regulatory audit and assurance activities. Responsibilities include the conduct of a range of audit and other regulatory activities to manage biosecurity, imported food, export, illegal logging and other regulatory risks. We implement a best practice approach to assurance to provide confidence about how effectively and efficiently the department's regulatory systems are managing risks. The branch supports and contributes to the broader department's compliance policy in developing and delivering a risk-based approach to regulation.

The **Regulatory Assurance Operations** section is responsible for performing assurance activities to provide confidence about how effectively and efficiently departmental systems, activities and measures are managing regulatory risks and protecting our pest and disease-free status.

Duties

The Job

- The Director, Regulatory Assurance Operations leads the delivery of regulatory assurance and control testing activities across the department to provide insights into how effectively controls are managing regulatory risks and offers confidence in the efficiency and effectiveness of the department's regulatory systems.

- The team's work is highly collaborative, engaging closely with program, policy and operational areas to support continuous improvement.
- The section is undergoing a period of regulatory uplift from both a capacity and capability perspective. Work has commenced to re-establish the section as a leader in Regulatory Assurance within the department.
- The Director will have an opportunity to build on the initial foundations and influence the direction of the section while continuing to lead the high quality, value-adding regulatory assurance function this team has the reputation for delivering.
- The successful candidate will be an experienced leader, adept at supporting a diverse team with a strong culture and high-quality work output.
- As an active member of the branch leadership team, the director will contribute to strategic planning, innovation, business improvement and performance initiatives.
- The successful applicant will operate under broad direction and exercise a considerable degree of independence.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

Knowledge and experience

- A demonstrated understanding of the Biosecurity Act 2015, Export Control Act 2020 and other relevant legislation and policy frameworks is highly desirable.
- Strong analytical, critical thinking and problem-solving skills.
- Experience effectively leading teams through change, managing risk and uncertainty and making defensible decisions based on evidence, intelligence and data.
- Operational experience in a regulatory environment and/or in industries related to agriculture.
- Experience in project management, making evidence-based findings, auditing, development of frameworks and report writing or similar skills are valued.
- Tertiary qualifications in sciences, administration and/or law are highly desirable.
- Knowledge and ability to operationalise contemporary regulatory theory and risk management will be highly regarded.

The successful applicant must:

- Be prepared to travel intra and interstate.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sally Rosser, Sally.rosser@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0759913

Administrative Review Tribunal

Closing Date:Sunday 06 July 2025

Corporate Services Property and Security

Job Title	Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite Only
Classification	APS Level 6
Position Number	41210, 41211, 41212, 41213, 41214, 41215
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an APS6 Office Manager - Multiple Opportunities available!

We have multiple ongoing roles within Corporate Services to join the Property and Security section at the Administrative Review Tribunal.

Due to the nature of these roles please note that they are required to be on-site daily. Positions are available in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney.

About the opportunity

Reporting to the National Office Manager the Office Manager is a unique, varied and diverse role. It requires a high degree of independence, professionalism, integrity and the ability to thrive in a changing environment.

With responsibility for co-ordinating accommodation management tasks, delivering operational protective security risk management and service delivery, and ensuring that each office location adheres to the Tribunals policies and procedures to support operational and strategic outcomes this role is at times complex and highly specialised.

Daily duties may involve planning and implementing efficient office allocations and moves, responding to incidents or emergencies, being familiar with procedures and applying them to safety and security situations, accessing various databases for information, responding to reporting requirements for the section, conducting stocktakes, providing training, coordinating special events, and liaising with building management or authorities.

As the Office Manager, you are required to be the Out of Hours contact on an occasional basis to manage urgent building issues, security, and alarm response (Allowance is available).

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities

- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

Accommodation Management: Ensure office functionalities are fit for purpose and comply with regulations by coordinating activities such as fit out adjustments, refurbishments, maintenance and repair of services and equipment. Act as a primary point of contact for building issues and emergency responses.

Expertise: Provide well-informed operational advice and guidance to members and staff on accommodation, property, facilities, protective security framework and procedures and asset management. Deliver in-house training on security procedures and foster a positive risk culture.

Support: Assist members and staff with work point allocations, set up and coordinate special events and support diverse requests from Assistant Directors in relation to facilities, WHS issues and risk management policies and procedures.

Stakeholder management: Liaise, negotiate and build productive working relationships with internal and external stakeholders, external agencies, service providers, suppliers, contractors and building management representatives

About you:

To be successful you will have:

- In-depth knowledge of property, facility, risk and asset management best practices, as informed by government legislation and guidelines.
- Capability of taking a leadership role in the event of service disruptions or emergency situations, drawing on sound judgement and problem solving skills to address issues or escalate as appropriate.
- Well-developed managerial and organisational skills, including the ability to set priorities, coordinate meetings, and conduct inquiries and research with the aim to best manage workforce adherence to all policies and procedures.

- High level interpersonal, written and verbal communication skills with the capacity to communicate with tact and maintain productive working relationships with a wide range of stakeholders and influence positive workplace outcomes.
- Ability to work under pressure, project manage office layout and fit out changes and juggle competing interests and priorities.
- Ability to analyse data, maintain accurate records including conducting stocktakes of assets and provide effective and informed responses to information requests

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a **CV (e.g. of no more than 4 pages) and cover letter (of no more than 2 pages**) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and

welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Roy Duck, 02 9276 5271
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0759930

Administrative Review Tribunal

Closing Date:Sunday 06 July 2025

Corporate Services Branch Property and Security

Job Title	National Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,665 - $138,493
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	hybrid/flexible
Classification	Executive Level 1
Position Number	42944
Agency Website	https://www.art.gov.au/

Job Description

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

Come and join our team as an EL1 National Office Manager in this exciting new role!

This ongoing, flexible/hybrid position will report to the Director, Property and Security and can be located in Brisbane, Canberra, Melbourne or Sydney. You will need to be open to interstate travel to build, coach and develop direct reports to ensure a collaborative, supportive and high-performance culture across each office.

About the opportunity

Following the creation of the Administrative Review Tribunal in October 2024, there has been a renewed focus within the Corporate Services branch to expand the service delivery capability of the Office Manager cohort. As such, we have created this exciting new role to positively lead, manage and develop a team of geographically dispersed Office Managers with the priority of improving the overall internal customer service.

This is unique and specialised role, that will work collaboratively within the Property and Security section to ensure the effective delivery of the property, facility, protective security risk

management and business continuity outcomes that aligns with best practice approaches and meets broader business outcomes.

One of the core focuses of this role will be to develop, drive and implement operational processes and initiatives to ensure the Office Manager function is running efficiently and consistently across the Tribunal. This will include development and implementation of systems and processes to deliver risk managed outcomes for each registry that align with the Corporate Plan and ‘One ART’ model.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, remote working to support you with your commitments outside of work
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

Leadership and management: Lead and motivate staff, foster a collaborative and results-driven work environment and ensure the efficient and effective service delivery required of the Office Manager function. Contribute to the Property and Security team's strategic planning, help set goals for the section and provide high level support and consultancy across a range of Office Manager-related matters.

Policy and procedure: Develop and deliver policies, processes and operating procedures that are precise, fit for purpose and accurately reflect the operating environments of each registry. Ensure compliance with relevant Whole-of-Australian-Government legislation, framework, policy and best practice.

Administration and reporting: Contribute to relevant reporting requirements, e.g. Australian Government Property Register, annual reports and Questions on Notice. Perform, analyse, and review property operating expenditure calculations and any other Property Service obligations.

Collaboration: Collaborate with other leaders within the section to facilitate advice and guidance regarding facility and property matters, including procurement and contracting. Manage WoAG facility contract performance in conjunction with the ART's Property Service Provider and other leaders within the section.

About you:

As the Office Manager role is a new function at the Tribunal, the National Manager must have experience working in an unfamiliar and constantly changing environment. There are numerous processes and operational matters to define, establish and implement across a broad range of corporate areas that the National Manager must navigate and lead a team through to ensure consistency and success.

You will be required to have a high degree of independence, professionalism and analytical expertise and would suit a person with emotional intelligence, adaptable leadership, the ability to think strategically and who can manage change effectively across a geographically dispersed working environment.

To be successful you will have:

- Proven ability to manage multiple competing interests and remain future-focussed in a fast-paced and continuously changing environment.
- Well-developed managerial and organisational skills, including managing and coordinating inputs from diverse team members, setting priorities, establishing clear performance and behavioural standards, managing performance, delegating responsibility and mentoring, guiding and developing people.
- Extensive knowledge of government legislation, procedures and practices relating to Commonwealth property, procurement and contracts including Commonwealth Procurement Rules and PGPA Act requirements.
- Highly developed interpersonal, verbal and written communication skills, including the ability to develop and manage productive working relationships with a range of internal and external stakeholders, negotiate and communicate with influence, and the capacity to provide expert advice on a range of matters to senior executives.
- Demonstrated ability to promote and implement positive organisational change through an attitude of continuous improvement and open and considered communication.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Experience leading a geographically dispersed team

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (e.g. of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

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To Apply

Position Contact	Gillian Horn, 08 8128 8187
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0759943

Administrative Review Tribunal

Closing Date:Wednesday 09 July 2025

Tribunal Operations
Corporate Services Property & Security

Job Title	Fraud & Corruption Prevention Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	$94,563 - $106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	41091
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Join our team as an APS6 Fraud & Corruption Prevention Manager.

This ongoing role will be part of a geographically dispersed team as part of the Property & Security section at The Administrative Review Tribunal and can be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney, Perth or Darwin.

About the opportunity

The Fraud and Corruption Prevention Manager is an exciting role that supports the Agency Security Adviser in delivering a key part of the Tribunal's protective security program. This position is responsible for contributing to the development and operationalisation of a program of work

related to fraud and corruption and involves working collaboratively with key internal stakeholders to develop a comprehensive system of governance, risk management and controls to prevent, detect, and respond to fraudulent and corrupt activities. This includes establishing policies, conducting risk assessments, implementing controls, monitoring and evaluating performance and supporting the development of the ART Insider Threat Program.

About the Tribunal:

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- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

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Duties

Asset and Risk Management: Apply asset and risk management principles to maintain the Tribunal's Fixed Asset Register. Manage assets that are obsolete, unused, or missing and required to be deactivated and properly disposed of. Detail the circumstances relating to any missing assets, launch investigations and record results. Undertake other risk management related work including intranet communications, conducting surveys and assembling online training modules.

Expertise: Provide informed guidance and training to appropriate business areas on the proper maintenance of assets, control systems, fraud & corruption awareness, record keeping and reporting, according to Government standards.

Governance: Manage the Tribunal's Fraud & Corruption Control Plan, including fraud & corruption prevention measures, policies, training, reporting, and investigations. Collect and analyse information and data from various sources and business systems to develop and implement technical and other detection methods and strategies to identify irregular patterns of potentially malicious, corrupt and fraudulent activity.

Stakeholder Engagement: Represent the Property & Security section in meetings with business areas and represent the ART in government fraud prevention forums. Maintain relationships with key external stakeholders including auditors and the Attorney General's Department Fraud Prevention Centre.

To be successful you will have:

- Highly developed knowledge, or the ability to acquire such knowledge, of asset and risk management principles and best practice as informed by government legislation and guidelines.
- Highly developed interpersonal, influencing and negotiation skills, including the ability to cultivate productive working relationships with a broad range of stakeholders, and the ability to identity opportunities for improvement and to initiate change.
- Strong analytical skills and a demonstrated ability to think strategically, exercise sound judgement, and ability to provide informed recommendations to managers.
- Ability to operate and manage the Tribunal's financial operating system SAP and the ServiceNow platform.
- Attention to detail and numeracy skills, including experience using complex Excel spreadsheets, ability to organise large amounts of data, and strong record keeping experience.
- Proven capacity to work under limited guidance to solve problems and deliver results in a complex and changing environment.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Certificate IV in Government Investigations, or Diploma in Fraud Control
- Knowledge of the Australian Government Fraud and Corruption Control Framework.
- Experience in asset auditing and risk management, security, procurement, and the SAP financial operating system.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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To Apply

Position Contact	Tim Crehan, (02) 9276 5308
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS25 Weekly Gazette Thursday (Vacancy Notices) - 26 June 2025.pdf
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Attorney-General's

Vacancy VN-0759957

Administrative Review Tribunal

Closing Date:Sunday 06 July 2025

Tribunal Operations
Corporate Services Property & Security and Finance & Procurement

Job Title	Office Manager and Senior Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$94,563 - $106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	42617
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Join our team as an APS6 Office Manager and Senior Procurement Officer!

This dual ongoing position is responsible for operational property and security matters at The Administrative Review Tribunal located in Hobart.

Due to the nature of this role, daily on-site attendance is required to address specific duties effectively and out of hours contact may be required to manage urgent building issues.

About the opportunity

The Office Manager and Senior Procurement Officer role supports a scope of work across two branches: the Corporate - Property & Security section and Finance & Analytics - Finance & Procurement section. As this role operates across two key corporate areas, it is a substantial and important position within a small but high performing team in Hobart.

This dual role requires a high degree of independence, professionalism, integrity and the ability to thrive in a changing environment.

Office Manager duties

Office Manager duties include responsibility for co-ordinating accommodation management tasks, delivering operational protective security risk management and service delivery, and ensuring that the Hobart office location adheres to ART policies and procedures to support operational and strategic outcomes. The work of the Office Manager is far ranging, at times complex and highly specialised. Daily duties may involve planning and implementing efficient office allocations and moves, being ready to respond to incidents or emergencies and taking a leadership role, being familiar with procedures and applying them to safety and security situations, accessing various databases for information, responding to reporting requirements for the section, conducting a stocktake, providing training, coordinating special events, and liaising with building management or authorities.

Procurement Officer duties

To be successful as a Senior Procurement Officer, it is expected that the person can work across multiple technical platforms (SAP, ServiceNow, Prime, AusTender and BuyICT) to manage and report on a diverse range of high value procurement activities and contracts. Most tasks as the Senior Procurement Officer will require procurement experience and knowledge to ensure the ART is compliant with the Commonwealth Procurement Rules and the PGPA Act.

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- Employee Assistance Program for you and your family
- positive and inclusive culture.

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Duties

Advice: Provide well-informed advice and guidance:

- regarding day-to-day operations around accommodation, property, facilities, security framework and procedures, Work Health Safety (WHS), and asset management.
- to internal stakeholders regarding procurement and contract management policies, procedures, and other resources to facilitate adherence to best practice and ensure compliance with the Commonwealth Procurement Rules.

Administration and support: Responsible for providing efficient, accurate and timely support:

- regarding best practice in safety and security requirements.
- regarding work point allocations, facility and property issues, liaising with the building managers and take a lead role in coordinating special events.
- to project manage fit out adjustments and refurbishments and to serve as a contact for outside authorities.
- to stakeholders undertaking procurement and contract management activities, the team and section through workflow management, record keeping and administrative tasks and the Chief Financial Officer through internal and external reporting requirements, i.e. AusTender.

Stakeholder management: Maintain productive working relationships with stakeholders including:

- liaise and negotiate with external agencies, service providers, suppliers, contractors, and building management representatives.
- deliver in-house training on security procedures to foster a positive risk culture.
- ensure compliance with the Commonwealth Procurement Rules and minimising reputational risk during procurement and contract management activities.

- key contacts in forums, working groups, projects and communities of practice.

To be successful you will have:

- Strong knowledge of property, facility, risk, and asset management best practices, as informed by government legislation and guidelines.
- Strong knowledge of government procurement policy and practices with the ability to facilitate tender processes, draft and negotiate contracts, produce, interrogate and analyse reports from our procurement systems.
- Ability to work collaboratively and flexibly in a team environment and capable of taking a leadership role in the event of service disruptions or emergency situations.
- Ability to prioritise and manage a diverse range of requests across the dual roles including:

- providing advice and deliver training

- set up and coordinate special events and meetings

- procurement & contract management activities

- facilities requests and

- adherence to WHS and risk management policies and procedures.

- Experience identifying and implementing improvements to work practices, conduct inquiries and research with the aim to best manage workforce adherence to all policies and procedures.
- High level interpersonal, written, and verbal communication skills with the capacity to communicate with a wide range of stakeholders, influence positive workplace outcomes and maintain productive relationships with stakeholders.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting Level 1 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Experience with procurement and financial management systems (preferably SAP) and Microsoft Office applications.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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To Apply

Position Contact	Roy Duck, (02)9276 5271
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759725

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 06 July 2025

Intelligence
Mission Coordination and Analysis Strategic Analysis and Outreach

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$85,534 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be nogotiated
Classification	APS Level 5
Position Number	6053_06/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

Intelligence Analysts within the Criminal Intelligence Assessments Team provide key support to securing the aviation and maritime environment by conducting collection, evaluation and analysis of information used to produce Criminal Intelligence Assessments. Working with a range of internal and external stakeholders, these assessments directly support the CEO's decision-making responsibility regarding the suitability of Aviation and Maritime Security Identification Card applicants. Intelligence Analysts have strong written and verbal communication skills, the ability to think critically and the drive to tackle complex problems.

With access to unique ACIC capabilities including human intelligence, coercive examinations, and physical and technical surveillance, Intelligence Analysts also craft intelligence products that inform emerging risks and threats in the criminal operating environment. They further develop their skills by interpreting, considering and applying administrative law processes in an intelligence environment, to ensure that individuals with links to serious and organised crime cannot gain access to our airport and port facilities for criminal purposes.

Duties

- Ability to develop a range of high-quality intelligence products that inform decision-making by internal and external stakeholders.
- Ability to apply advanced data interrogation, research capabilities and threat assessment methodologies, including the use of information technology to undertake analysis and assess threats.
- Highly developed oral and written communication skills which are underpinned by strong critical thinking skills.
- Captures insights from intelligence operations and investigations, and participate in ACIC intelligence collection activities and processes.
- Maintains high level awareness of the serious and organised crime environment to identify priorities, including new and emerging threats and nationally-significant criminal activity.
- Applies well-developed knowledge and understanding of relevant statutory, regulatory and policy frameworks for intelligence within a law enforcement environment.
- Supports inter-disciplinary and inter-agency liaison to maintain productive networks and to promote information sharing, partnerships and common understanding.
- Contributes to a collegiate approach within the team that promotes a culture of flexibility and improvement.

Eligibility

Essential qualifications

- Ability to successfully complete the Criminal Intelligence Development Program Level 1 and level 2

Desirable qualifications

- Relevant tertiary qualifications and/or thematic knowledge of serious and organised crime and the factors that drive and influence crime.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Notes

The ACIC is committed to diversity and inclusion . We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website .

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Josh, 0429151893
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759728

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 06 July 2025

Corporate
Legal and Assurance Integrity, Security and Assurance

Job Title	Personnel and Physical Security Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,534 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 5
Position Number	6001_05/25_LA
Agency Website	https://www.acic.gov.au/

Job Description

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

About the role

Security Officers play a key role within the Security team, providing strategic and operational protective security support and advice to the ACIC's Executive and other employees in accordance with the Australian Government Protective Security Framework (PSPF).

As a Security Officer you will also promote a positive and robust security culture within the ACIC, and also support the Director Security with the development, implementation, education and management of protective security policies and procedures. We are seeking Security Officers with experience in personnel security and/or physical security, preferably in a Commonwealth or law enforcement environment.

Duties

- Assists with or contributes to the monitoring and management of protective security matters impacting the ACIC.
- Provide oversight of the day-to-day operation of protective security systems, including access control, physical key management and guarding.
- Identifying, developing and implementing innovative risk-based approaches to protective security management processes Responsible for personnel security and/or physical security functions within the Security team.
- Assists in the development, implementation and management of protective security policies and procedures.

- Positively influence the ACIC's security culture and prepares and delivers security awareness training across the agency.
- Assists with the development of various security risk assessments, including identifying security risks and coordinating the implementation of risk mitigation strategies.

The position may require interstate travel and on-call arrangements outside normal business hours.

Please note these are expected vacancies. A merit pool will be established to fill future vacancies as they arise.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Liaise, engage and collaborate with internal and external stakeholders on protective security policies, guidelines and procedures.
- Has experience in the provision of protective security practices, preferably in a government or law enforcement context.
- Has experience in and an understanding of the implementation of risk management principles.
- Demonstrates knowledge and understanding of the applicable legislative and policy frameworks, including the Protective Security Policy Framework and the Information Security Manual.
- Possess interpersonal skills, including the ability to liaise and effectively engage with colleagues, senior managers and external stakeholders both verbally and in writing.
- Will have the ability to consider and effectively manage competing priorities and to meet deadlines in a dynamic environment.
- Contributes to a collegiate approach within the team that promotes a culture of flexibility and improvement
- Is able to identify and manage security incidents including the analysis and investigation as required and monitor and assess the internal and external threat environment specific to the ACIC.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability,

people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Jack, 0488 118 552
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759897

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 09 July 2025

Intelligence
Collection Operations Specialist Capabilities

Job Title	Assistant Director Covert Technical Operations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6006_05/25_CO
Agency Website	https://www.acic.gov.au/

Job Description

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

The EL1 Assistant Director, Covert Technical Operations works closely with the Director Technical Operations and is at the forefront of the ACIC's covert technical intelligence capabilities supporting operational requirements through their specialist skills in operational technology, tradecraft and risk management. This position requires an experienced technologist who is capable of leading a national team of Technical Specialists in what can be high risk and pressure operational environments. The Assistant Director of Covert Technical Operations at the ACIC is therefore required to work collaboratively as part of a small and diverse team, and to foster strong relationships with NIC and law enforcement counterparts and trusted industry partners.

Previous experience in operational technology roles within intelligence, law enforcement and/or the military is highly desirable.

Duties

- Demonstrated experience within STEM technology fields, including but not limited to:

o Electronics;

o Computer science;

o Engineering;

o Computer networking;

o Radio frequency;

o Physical security and Alarm system infrastructure; and/or

- Demonstrated experience with operational technology and operational risk management within an intelligence or evidentiary collection environment.
- Demonstrated experience in the planning and deployment of technical solutions for lawful surveillance capabilities.
- Provides expertise in translating business requirements from technical and non-technical users into the design of appropriate solutions and displays a high-level of technical ability.
- Demonstrates experience in, and a detailed working knowledge of surveillance technology, covert operational tradecraft, telecommunications and computer networks.
- Maintains a detailed understanding of hardware and software architectures and network management.
- Works well and can lead in a small team environment under operational pressures requiring the application of lateral thinking and sound independent judgement.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Notes

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More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website .

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To Apply

Position Contact	John, 0428 422 792
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759732

Australian Federal Police

Closing Date:Thursday 03 July 2025

Job Title	Network Architect - Technical Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$196,298 - $214,356
Future Merit Locations	Canberra, Sydney, Melbourne, Hobart, Adelaide, Perth, Darwin, Brisbane
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible / Onsite
Classification	IT Specialist
Position Number	14720
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14720/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and development to support ambitions

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner that enables policing through problem solving and technical expertise and excellence. The CIO Command enables the effective support to operations through four strategic pillars: Trusted frontline partner, embedded excellence and innovation, modern, secure platforms and methodologies, and specialised, engaged and agile workforce. Comprising of four branches; Technology Strategy and Data, Enterprise and Policing Systems, Chief Technology Officer and Chief Information Security Officer, the CIO Command drives key technology capabilities across the AFP to deliver dynamic and fit-for-purpose functionality, data and insights.

The Chief Technology Officer Branch is seeking a Network Architect to lead the development and integration of core networking capabilities across on-premise and cloud environments. You will play a key role in ensuring the enterprise network remains secure, adaptable, and aligned with both strategic and operational needs. This role is expected to operate with limited supervision, demonstrate sound decision-making, and adapt to emerging priorities. You’ll also contribute to a positive team culture by modelling professionalism, encouraging collaboration, and supporting team capability development.

Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise. As a member of Chief Technology Officer branch, you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

As the Network Architect, you will play a leadership role in defining and implementing robust, future-ready network solutions. You will work proactively with internal stakeholders, project teams, and cyber security experts to ensure the enterprise network supports business priorities while complying with technical and governance standards.

Key Responsibilities include:

Network Architecture and Design:

- Lead the end-to-end design of enterprise network solutions across data center, cloud, WAN, and remote access environments.
- Develop scalable, resilient, and secure architectures tailored to organisational priorities and evolving technology trends.

Cloud and Hybrid Networking:

- Design integrated network solutions across Azure, AWS and on-premise environments.
- Collaborate with cloud infrastructure teams to ensure seamless, secure connectivity and unified management.

Software Defined Networking:

- Drive the adoption and optimisation of SD-WAN (e.g. Aruba) and data center SDN (e.g. VMWare NSX) solutions.
- Define SDN implementation standards to enhance network agility, visibility, and control.

Security Integration:

- Integrate security-by-design principles into all network architecture.
- Work closely with cyber security teams to support compliance, threat mitigation, and incident response readiness.

Gateway and DMZ Architecture:

- Design and maintain secure, high-availability perimeter and gateway environments to support external and internal access.
- Implement segmentation, monitoring, and access control strategies to safeguard external-facing services and protect internal systems.

Governance and Risk Management:

- Establish and maintain architecture frameworks, technology standards and reference models.
- Proactively identify risks and ensure alignment with relevant compliance obligations.

Strategic Leadership and Collaboration:

- Provide expert guidance to senior stakeholders and contribute to the development of ICT strategy and roadmaps.
- Anticipate organisational needs and recommend network innovations that support broader digital transformation goals.

Mentorship and Capacity Uplift:

- Actively share knowledge and coach other team members, fostering professional growth and cross-skilling.
- Lead solution assurance, technical reviews, and ongoing team capability development.

Documentation and Reporting:

- Maintain comprehensive architecture documentation, diagrams, policies, and procedures.
- Provide regular reports on network performance, resilience, risk posture, and improvement opportunities.

Troubleshooting and Operational Support:

- Provide high level support for complex network issues, particularly those requiring architectural insight or impacting business-critical systems.
- Lead root cause analysis and contribute to post-incident reviews, ensuring long-term solutions are integrated into future network designs and standards.

Eligibility

Essential Requirements

- Minimum 10 years' experience in networking or infrastructure roles, including 3+ years in a network architecture or lead capacity.
- You must be an Australian Citizen at the time of application.
- Negative Vetting 1 (Secret) security clearance, or the ability to obtain one.
- Proven experience in designing, implementing, and managing complex enterprise network architectures.
- Advanced technical knowledge of routing, switching, and firewall technologies (e.g. Cisco, Fortinet, Aruba).
- Demonstrated sound judgement and decision-making in high-impact technical environments.
- Excellent stakeholder engagement, communication and negotiation skills
- High-level written and verbal communication skills.

Desirable Requirements

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

- Relevant tertiary qualification or certifications (e.g. CCNP/CCIE, Azure/AWS networking).
- Experience leading strategic network transformations or ICT integration projects.
- Familiarity with enterprise architecture and solution assurance practices.
- Strong understanding of governance, compliance, and security frameworks (e.g. ISM, PSPF, ISO 27001).

Notes

- This position is a AFP Technical Specialist - Band 4 level.

- Domestic and International travel may be required for this role, depending on AFP business needs.
- This role is located in Canberra ACT, however flexible working options may be negotiated.

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	Andrew Cooper, n/a
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14720/

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Attorney-General’s

Vacancy VN-0759749

Australian Federal Police

Closing Date:Friday 04 July 2025

Job Title	Infrastructure Technology Strategist (Technical Specialist)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Hobart TAS, Darwin NT, Adelaide SA, Perth WA
Salary	$196,298 - $214,356
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	IT Specialist
Position Number	14830
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14830/

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year

- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security and infrastructure that underpin AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler for all Commands across the AFP. The products and services delivered are user focused, secure and fit for purpose, while supported by a highly skilled, agile and resilient workforce. The CIO Command comprises of four branches; Technology Strategy and Data, Enterprise and Policing Systems, Chief Technology Officer and Cyber Security and Risk.

Chief Technology Officer branch is seeking highly skilled and strategic Infrastructure Strategy Technologists to lead the design, implementation, and evolution of our enterprise infrastructure platforms. This role is pivotal in shaping the future of our IT environment by aligning technology strategy with business goals, ensuring performance, security, and scalability across our systems.

The ideal candidates will possess a balanced blend of hands-on technical expertise and high-level strategic planning experience in infrastructure modernization, network architecture, cloud technologies, and emerging infrastructure trends.

As a Technical Specialist in the AFP, you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise.

A Technical Specialist role does not hold any leadership or financial delegations.

What will you do?

As a Infrastructure Technology Strategist your Key Responsibilities will be to:

- Lead the practice of technical infrastructure solution design, including the development of new technical solutions.
- Support and roadmap established enterprise capabilities and patterns within the organization, through consideration of key stakeholder requirements, IT Architecture policies, standards and guidelines and Enterprise Architecture strategy and roadmaps to ensure that solutions are fit-for-purpose.
- Identify any potential technology innovations and engage with stakeholder partners to develop implementation strategies.
- Document all work using any required standards, methods, and tools including internally developed toolsets.
- Cultivate technical excellence across the Chief Technology Officer branch.
- Offer guidance and support to foster skills enhancement and professional growth for staff members.

In addition, Technical Specialists play a major part in:

Governance, Compliance and Risk Management:

- Establish and enforce governance frameworks for network and infrastructure decision-making, architecture reviews, and technology standards.
- Ensure compliance with industry regulations and internal security protocols (e.g., NIST, ISO 27001, GDPR).

Leadership and Collaboration:

- Act as a senior advisor to executive leadership on network and infrastructure architecture strategy.
- Lead cross-functional teams in the planning and execution of major infrastructure programs and transformation efforts.

Documentation and Reporting:

- Maintain detailed documentation, including diagrams, configurations, and procedures.
- Provide regular reports on performance, capacity, and security posture.

Technical Leadership:

- Serve as a subject matter expert, providing guidance and mentorship to team members.
- Lead technical discussions and strategy sessions.

Troubleshooting and Support:

- Address issues promptly and efficiently.
- Perform root cause analysis and implement corrective actions to prevent recurrence.

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.
- High Proficiency in Design/integration of complex enterprise environments based on Active Directory/Entra ID.
- High Proficiency in Microsoft IaaS/PaaS/SaaS: Azure Entra ID, Exchange Online, SharePoint Online, System Center Suite.
- High Proficiency in Virtualisation: VMware, Hyper-V, Citrix, Horizon.
- High Proficiency in Security Technologies: Trellix, SkyHigh, Defender, Sentinel.
- Superior stakeholder engagement skills, with a proven ability to negotiate and influence.
- Excellent verbal and written communication skill.

Desirable Requirements

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

- Tertiary qualification or industry certification in related field, such as Information Technology, computer science or similar.
- Ability to lead the infrastructure and integration solution design taking into account key stakeholder requirements.
- Greater understanding of IT Architecture policies, standards, guidelines, enterprise architecture strategy and roadmaps to ensure that solutions are fit-for-purpose.
- Demonstrated Understanding and implementation of ISM, PSPF and security best practice frameworks.

Notes

- This position is an AFP Technical Specialist - Band 4 level.
- This position has been advertised in multiple locations, however the role is located in Canberra and applicants are expected to be based in Canberra. Successful applicants must be willing to relocate at their own expense.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

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To Apply

Position Contact	Andrew Cooper, n/a
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14830/

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Attorney-General’s

Vacancy VN-0759780

Australian Federal Police

Closing Date:Thursday 03 July 2025

Job Title	Project Officer - Cyber Program Management
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Sydney NSW
Salary	$84,458 - $99,285
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	14468
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14468/

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- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- 18 days of paid personal leave per year
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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
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Duties

Applications are sought from suitably qualified applicants wishing to be considered for the Band 4 Project Officer roles in AFP's Cyber Command.

Cybercrime has been identified as one of the AFP and Australian Government's priority areas for action as volume, sophistication and impact of cybercrime is on the increase and poses a serious threat to Australians, Australian communities and governments.

AFP Cyber Command has a primary responsibility for the investigation of cybercrimes against the Commonwealth Government, critical infrastructure and systems of national significance, or those that impact on the whole of Australian economy. We focus on several cybercrime types, including ransomware, remote access trojans, and data breaches of high-volume or national significance.

The mission of Cyber Command is to make Australia a hostile environment for cybercrime through five key areas of focus:

- High-end Commonwealth cybercrime investigations;
- National coordination of the law enforcement response to cyber threats;
- Disruption;
- Prevention and support; and
- Growing people and capabilities.

As a Team Member in the AFP, you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position.

What will you do?

The Cyber Program Management Office (Cyber PMO) is responsible for the design, monitoring, management and delivery of programs, projects and initiatives that uplift the capacity of the AFP, and Australian law enforcement more broadly, to combat the ever-evolving threat of cybercrime.

The programs we manage include programs under the 2023-2030 Australian Cyber Security Strategy and Australia's Cyber Security Strategy 2020. Cyber PMO also manages various projects that enable AFP to combat cybercrime and stay ahead of serious criminal threats and protect Australia and Australians.

As a Project Officer, you will:

- Assist in the design, implementation and coordination of Cyber Command’s programs and projects.
- Contribute to the development of reporting documentation and performance statistics.
- Provide administrative and secretariat duties for the Cybercrime Program Reference Group.
- Develop and maintain effective working relationships with a range of stakeholders across AFP and external stakeholders.
- Develop your skills in project/program management.
- Undertake other duties as required and directed.

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.
- Minimum 1 year experience in administration and/or projects.
- A proven ability to work collaboratively, with a team-oriented approach.
- Strong communication and interpersonal skills with ability to manage stakeholder relationships.
- Well-developed administration and organisational skills with attention to detail and ability to consistently meet deadlines.
- Ability to take responsibility for complex, challenging or sensitive projects.

Desirable Requirements

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

- Tertiary qualifications in project management, business administration, or a related field.
- Experience and knowledge in project or program management, and/or procurements.
- Interest in Cyber Security or technology.

- Experience in the Australian Public Service sector.

Notes

- This position is an AFP Band 4 level.
- This role is located in Canberra and applicants are expected to be based in Canberra.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Leyla Lemesh, 02 5126 7717
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14468/

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Attorney-General's

Vacancy VN-0759813

Australian Federal Police

Closing Date:Monday 14 July 2025

Job Title	Senior Travel Support Officer - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,285 - $107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14784
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14784/

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- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Team Member Travel Support (Band 5).

Business Services sits within the Chief Financial Officer (CFO) Command. It is a multifaceted branch, which directly contributes to AFP operational outcomes, providing support and enabling our people to deliver maximum impact to the criminal environment. The experience you bring to the role will benefit the organisation by:

- Providing high-quality corporate services to the AFP (supporting the frontline).
- Managing and implementing business and system improvements to remove barriers, speed up decision making and increase efficiency (reducing red tape).
- Providing training and help desk facilities to enhance partnerships, engage and work closely with both our members and external stakeholders (enhancing partnerships).

The Senior Team Member provides high-level advice and assistance to AFP appointees regarding travel (domestic/international), corporate credit card management, FlexiPurchase expense system and CTM booking tool support, and Per Diems. These services are delivered in line with the Whole of Australian Government travel arrangements and AFP guidelines, in a cost effective and efficient manner.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Reporting to the Team Leader Travel and Relocations. The Senior Team Member is an integral member of the Travel and Relocations Team.

You will be required to:

- Conduct routine and ad-hoc compliance activities within FlexiPurchase on AFP Corporate Card use in line with the National Guideline on using the AFP Corporate Card and National Guideline on Travel and Living Away from Home.
- Provide FlexiPurchase, AFP Corporate Card and Travel support to AFP members via telephone and email.
- Assisting the Team Leader with drafting reports on statistics and non-compliance for escalation to Senior Executive and the AFP Compliance Team.
- Consulting and liaising with all relevant areas of the AFP and external stakeholders on complex policy and significant financial compliance.
- Maintaining currency in all associated governance for travel and corporate cards including National Guidelines and policy documents.
- Contributing to the development and implementation of corporate policies, processes and systems which enhance the delivery of AFP operational outcomes.
- Actively contribute to the establishment and attainment of team goals. Proactively identify opportunities to promote continuous improvement and facilitate cooperation.
- Operate in a dynamic environment to meet evolving organisational needs and effectively managing competing demands.

Eligibility

Essential Requirements

- Demonstrated technical expertise and knowledge of key systems and applications; specifically, SAP, FlexiPurchase, CTM and Excel.
- Exceptional stakeholder engagement and communication skills to liaise with diverse stakeholder groups.
- Demonstrated ability to develop and/or maintain positive internal and external networks.
- Demonstrated ability to work effectively in a small team, and can complete tasks with limited guidance.
- Knowledge and understanding of the governance framework as it applies to the team objectives.
- Experience and understanding of WoAG Travel Arrangement policies.
- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements:

- An ability to ensure outcomes are achieved in line with the strategic direction of the AFP and priorities of Business Services;
- Experience in training and development of other team members;
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra or willing to relocate.
- This role is an AFP Band 5 level

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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To Apply

Position Contact	Alex Evans, 02 5126 6952
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14784/

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Attorney-General’s

Vacancy VN-0759816

Australian Federal Police

Closing Date:Monday 07 July 2025

Job Title	Administrative Officers - Recognition & Customs
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,285 - $107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14763
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14763/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you looking for an opportunity that offers meaningful work and allows you to showcase your professionalism and experience? Do you want to work for an Agency that makes a big community impact by keeping Australia safe?

We are seeking experienced Administrative Officers wishing to be considered for various roles within the Recognition & Customs section. These administrative roles sit within the Chief of Staff Portfolio.

As the primary custodian of the AFP's ceremonial and protocol activities, recognition framework, chaplaincy and historical legacy, Recognition & Customs are committed to the application of established customs and traditions. Our efforts focus on ensuring the recognition and celebration of the agency's significant achievements, both past and present. By maintaining these practices, we preserve and reinforce the AFP's legacy, fostering a deep sense of pride and continuity within the agency, while also supporting the spiritual needs and well-being of members through the chaplaincy network.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Honours & Awards

This role predominately maintains Honours and Awards, including the provision of AFP internal awards and the facilitation of external awards and higher honours to current and former members.

In this role you will:

- Coordinate and process nominations for meritorious awards within the Australian Honours & Awards System, including the Australian Police Medal and Public Service Medal.
- Plan and execute Award Musters, in consultation with executive support staff, both locally and interstate.
- Maintain SAP records, excel spreadsheets and award databases
- Provide timely and accurate advice to current and formers members through the team inbox and hotline
- Coordinate high level projects, identifying opportunities for improvement and efficiency
- Provide quality assurance of medals prior to dispatch
- Develop, strengthen and maintain stakeholder relationships
- Develop Band 4 Team Members by fulfilling a guiding, mentoring and advisory role

Ceremonial & Protocol

This role is responsible for assisting the Team Leader in developing resources involved in the effective delivery of the Ceremonial & Protocol Network and key events.

In this role you will:

- Support the delivery of high-level ceremonial outcomes commensurate with AFP and National priorities, often in tight timeframes and may include planning and conduct of ceremonial events and CAPO training courses.
- Maintain high-level knowledge of the relevant portfolio objectives, including progress towards outcomes/outputs/projects to enable the provision of support and advice.
- Enhance the business operations and outcomes including cross portfolio liaison, collaboration and stakeholder engagement.
- Exercise strong leadership skills and the ability to influence a diverse range of stakeholders.
- Demonstrate sound judgement and professionalism and work flexibly to achieve results.
- Be an effective communicator, with the ability to work both independently and collaboratively to problem solve and negotiate outcomes.
- Understand or have the ability to quickly acquire knowledge of the processes and procedures required to develop relevant correspondence, executive briefings, and talking points.

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.
- Demonstrated experience working in an administrative support role.
- Demonstrated and highly developed organisational and administration skills.
- Strong communication skills, with an emphasis on producing written work to a high standard.

- Demonstrated ability to work within a small team environment to achieve outcomes.
- Demonstrated ability to be flexible and adaptive to short timeframes.
- Ability to organise and coordinate activities for a range of stakeholders, including an adaptive communication style to suit the audience.
- Intermediate to advanced competency in Microsoft Office suite of programs, most notably Outlook.

Desirable Requirements

- Formal qualifications or proven experience in project management
- Knowledge of both Australian Honours and Awards and AFP Recognition Framework
- Previous experience as a Ceremonial & Protocol Officer, within or external to the AFP

Notes

- This is a AFP band 5 level.

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To Apply

Position Contact	Emily Nussio, 0)2 51266545
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14763/

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Attorney-General's

Vacancy VN-0759819

Australian Federal Police

Closing Date:Monday 07 July 2025

Job Title	Team Leader - AFP Honours and Awards
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	14798
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14798/

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
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- Flexible and hybrid working arrangement that provides work/life balance
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- Access to ongoing training and professional development opportunities

Duties

Do you want a rewarding career that contributes to the safety of all Australians? An exciting opportunity is available for an experienced and dynamic individual to join the AFP in a Team Leader role in our Honors & Awards team, which sits under the Recognition and Customs section.

We are seeking an innovative and passionate individual to lead a team of dedicated members, celebrating and recognising the significant impact of our Policing activities in the Australian Capital Territory, nationally and internationally. This role supports the Senior Team Leader to build the profile of the AFP Recognition System using innovative strategies to recognise and promote the achievements of the AFP and partner agencies. You will have experience in managing teams, delivering events and coordinating projects.

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

What will you do?

The Team Leader, Honours and Awards is responsible for the maintenance and management of the AFP Internal Awards Regulations and Framework.

The key responsibilities of this role are:

- Facilitating AFP Internal Awards and external awards, and externally through the Australian Honours system;
- Coordinating award nominations, reporting and recommendation process through the AFP National Awards and Recognition Committee;
- Training and mentoring of team members;
- Developing and maintaining effective working relationships with internal and external stakeholders;
- Preparing written briefs including ministerial and external correspondence as required.

The team provide support and assistance to ceremonial events, including investitures, musters and the National Police Remembrance Day services as required.

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.
- Demonstrated leadership qualities and experience in mentoring, coaching, and developing people.
- Demonstrated experience leading successful projects and team outcomes.
- Experience in delivering advice for senior executive and government.
- Experience in developing and fostering internal and external relationships and networks.
- The ability to work collaboratively and respectfully in a diverse setting.
- Flexibility and the ability to adapt to changing priorities and compressed deadlines.

Desirable Requirements

- Formal qualifications or proven experience in project management
- Knowledge of both Australian Honours and Awards and AFP Recognition Framework

Notes

- This is at a AFP Band 7 level.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Andrew McDermott, 0439114998
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14798/

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Attorney-General’s

Vacancy VN-0759909

Australian Federal Police

Closing Date:Wednesday 09 July 2025

Job Title	Senior Project Officer - Integrated Portfolio Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 6
Position Number	14867
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14867/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you looking for an opportunity that offers meaningful work and allows you to showcase your communication and stakeholder engagement skills? Do you want to work for an agency that makes a big community impact by keeping Australia safe?

We are seeking experienced Senior Project Officers wishing to be considered for vacancies within the Integrated Portfolio Office (IPO), Strategy and Performance Office (SPO) of the AFP.

The IPO manage the AFP's Program & Project Management Framework (PMF) which sets out standards expected in the effective management of programs and projects predominately funded by the AFP Investment Plan. We provide reporting, advice, assurance, and compliance services to ensure the standards and principles of the PMF are applied in a pragmatic and consistent manner across the AFP.

The IPO provides secretariat and capability forward planning services to the AFP's Capability Steering Committees to support strategic planning, prioritisation, investment and oversight of capabilities that are critical to achieving operational outcomes and delivering maximum impact to the criminal environment. We play a critical role in partnering with internal and external entities to support organisational priorities, amass strategic insights, drive innovation, and maintain project management standards.

As a Senior Project Officer, you will be a part of a cohesive team supporting the effective planning, investment and delivery of the AFP's current and future capabilities. Our ideal candidate is a resilient, organised critical thinker and problem solver, who is adaptable to changing environments and can manage competing priorities in a fast-paced environment. You will be a strong

communicator who takes a collaborative approach to teamwork, contributes to a positive workplace culture and builds strong relationships with stakeholders.

You will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

As a Senior Project Officer within the IPO, your key responsibilities will include:

- Conducting investigative research and analysis on program and project delivery to inform executive decision making through the preparation of clear and concise reports, briefs and other project documentation.
- Working collaboratively with AFP Finance and other stakeholders to effectively manage AFP Investment Plan initiatives, ensuring alignment to the PMF and other relevant governance.
- Ongoing review and maintenance of IPO related governance, templates, user guides, and training materials, including producing internal enterprise-wide communications.
- Conducting targeted assurance activities on programs and projects including, providing high quality recommendations and input for reporting on assurance outcomes.
- Facilitating two-way stakeholder engagements to support the development of multi-year capability plans to improve strategic decision making on investing in the right capabilities to meet the changing nature of the AFP’s operating environment.
- Supporting secretariat services to Capability Steering Committees, including minute taking and recording of all key decisions and actions.
- Developing team members and fulfilling a guiding, mentoring and advisory role.
- Maintaining currency in project management tools and methodologies through ongoing professional development and learning opportunities.
- Applying a high level of discretion, judgement and initiative to all situations and decision making to achieve results and drive continuous improvement.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication, stakeholder management and collaboration skills.
- Experience in writing executive briefs, reports and presentations for internal and external audiences.

Notes

- This role is an AFP Band 6
- This role is based and to be performed in Canberra (ACT).

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Anthony Zeccola, (02) 5126 6974
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14867/

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Attorney-General’s

Vacancy VN-0759923

Australian Federal Police

Closing Date:Wednesday 09 July 2025

Job Title	System Administrator - Organisational Health Solution (OHS)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14856
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14856/

Did you know?

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Office of the Chief Medical Officer and SHIELD are the Australian Federal Police's Health capability that embed health and wellbeing into the AFP's day-to-day operations, enabling tailored service delivery and advice, including education, prevention, early intervention, and treatment and transition support.

Office of the Chief Medical Officer and SHIELDs mission, vision and goal are:

- Mission - Enable Commands to optimise AFP capability through the active management of health and wellbeing risks.
- Vision - The AFP embraces an operationally focused and sustainable safety culture.
- Goal - Build a positive risk culture by delivering educational and preventative health-based solutions.

Health Systems and Governance is responsible for the Organisational Health Solution (OHS) that will use Salesforce Health Cloud software as a service platform on an Amazon Web Services tenancy. The OHS is a transformational project focused on enhancing SHIELD and Office of the Chief Medical Officer's technological foundation by providing a central repository for heath data, streamlined case management, planning and communication tools that incorporates process and workflow automation. In addition, the Health Systems and Governance Team is responsible for health information and data, clinical and regulatory governance, and current legacy systems to support SHIELD and Office of the Chief Medical Officer service delivery.

What will you do?

As part of a multi-tiered (4 level) support and sustainment model, the Organisational Health Solution (OHS) System Administrator role is a member of the OHS Support Team that provides Level 1 customer support to OHS end-users.

The Team is the first point of contact for end-users to lodge incidents, problems, service requests, and queries via ServiceNow. They provide basic and/or preliminary troubleshooting, analysis and advice, and, where required, assign incidents and problems to the next support level (i.e. Level 2, 3, or 4) to undertake the necessary investigation and remediation activities. The Team assumes responsibility for managing all incidents and problems through to resolution, in accordance with specified service level agreements.

In addition, the Team supports the testing and deployment of software patches, and version releases and updates. In line with the terms and conditions of the support contract, the team schedules and performs these activities based on the notice, details (e.g. release notes), and timeframes outlined by the support contract providers.

In collaboration with key stakeholders, the team is also responsible for the management of future system enhancements. This includes the collation, recording, prioritisation, investment proposal and approval, design, testing and deployment of OHS enhancements.

The duties of the System Administrator (Band 6) role include (but are not limited to):

- Deliver customer focused services and service desk activities to OHS users;
- Manage customer support requests to ensure timely and satisfactory resolution;
- Identify, investigate and provide solutions for issues that may arise including engaging with the support contract providers for defect and incident resolution;
- Engage and liaise with stakeholder groups, and lead meetings, ensuring open communication and collaborative outcomes;
- Manage and allocate tasks to the team through ServiceNow to ensure completion within agreed timeframes;
- Work collaboratively with less experienced team members, acting as a mentor and point of escalation for them including taking a lead role for more complex queries and issues;
- Create and maintain OHS service desk documentation;
- Develop and/or contribute to management reports;

- Facilitate and deliver OHS training;
- Maintain currency in information technology processes and technical knowledge through ongoing professional development; and
- Proactively identify, promote, and implement continuous improvement opportunities.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- An AFP Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated experience or understanding of service desk operations or experience, and/or knowledge of service delivery processes, methodologies, and tools.
- Customer-centric mindset, with a proven track record in the delivery of a high level of Customer Service.
- Confident communicator who is comfortable speaking to people at all levels of the business and is able to liaise with customers to determine their support needs.
- Ability to prioritise team workload based on service delivery priorities.
- Demonstrated experience in creating and maintaining documentation, including system manuals, better practice guides, procedures, processes, work instructions, knowledge articles, and test strategy and plans for the OHS environment.
- Demonstrated leadership skills, and ability to develop and guide team members in a mentoring and advisory role.
- Self-motivated, able to use initiative, innovative, and have a strong commitment to achieve team objectives.

Desirable Requirements

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

- Experience in Salesforce system administration or experience in or an understanding of other Organisational Health Solution platforms.
- ITIL V4 Foundation Certificate or appropriate experience with process implementation is beneficial.
- Microsoft systems and tools (including but not limited to Windows, Active Directory, Office, Exchange and Teams).
- Delivery of training or experience with group engagements will be highly regarded.
- Basic project management experience – small projects.

Notes

- This role is an AFP Band 6
- The role is located in Canberra and applicants will need to be based in the ACT region or willing to relocate

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Kaitlynn Jones, 51264085
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14856/

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Attorney-General's

Vacancy VN-0759781

Fair Work Commission

Closing Date:Sunday 06 July 2025

Member Support team
Tribunal Support

Job Title	Associate
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$89,645 - $95,005
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

Associates perform a full range of professional support services to Commission Members. An Associateship at the Commission is a unique opportunity to learn firsthand about Australia's workplace relations system and to work closely with Commission Members.

Successful candidates will be considered for the position of **Associate to Vice President Asbury.**

We also intend to create a merit pool to fill current and future vacancies that may arise in the team.

Duties

- As an Associate, and consistent with the Commission's performance planning and management arrangements, flexibly undertake responsibilities associated with the administration/operation of a Member's chambers
- Perform general administrative/executive assistant duties, including:
  - Preparation and publication of official documents following Commission guidelines such as listed matters, orders and decisions
  - Legal research in the field of labour law and workplace relations

    - Diary coordination, preparation and maintenance of Commission files, proofreading and travel bookings.
- Effective management of Commission hearings (in-person and online)
- Use Commission information technology and communications facilities and systems, including for the management of files.
- Liaise with Commission Members and staff, workplace relations practitioners, legal practitioners and other parties (including unrepresented parties).
- Travel with a Member when required.
- When not allocated to a specific Member, or in any other circumstances, as directed, assist other Associates or Commission staff with work including providing relief associate support to other Members as needed.
- Perform other duties as directed by the Director, Member Support, Assistant Director, Member Support and/or the Member Support Coordinators across the Tribunal Support Branch.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **one A4 page** outlining your skills and/or experience relevant to the advertised role using the **'Our ideal candidate'** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on **'Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

TheFair WorkCommission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse.Our aim is to create a workforce that reflects the community in which we live.We also welcome conversations about working flexibly.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Deanna La Rocca, (08) 8193 5572
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS25 Weekly Gazette Thursday (Vacancy Notices) - 26 June 2025.pdf
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Attorney-General's

Vacancy VN-0759976

Fair Work Commission

Closing Date:Sunday 13 July 2025

Member Support team
Tribunal Support

Job Title	Director, Member Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$142,508 - $166,782
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 2
Position Number	3707
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Commission aims to be at the forefront of contemporary Tribunal service delivery in Australia.

Reporting to the Executive Director, Tribunal Support, the Director, Member Support will provide strategic leadership and oversight of a team of over 80 staff, including Associates and a management team, which provide support in Chambers to Members of the Commission across Australia.

Working closely with the Member Support management team and senior staff across the Commission, the Director will:

- Regularly engage across other Tribunals, Courts and agencies to develop relationships and leverage insights to set operational and strategic objectives for the Member Support team.
- Establish, lead and deliver a yearly work program in consultation with Commission Members and the Member Support team to enable best practice procedures and operations in Chambers for Members, Associates and the Australian public.
- Oversee a program of targeted and proactive recruitment practices to ensure the team’s capacity to provide service to Members and the Australian public.

The Director will also translate strategy into operational goals and standards, create plans, provide expert advice, make decisions based on professional judgement, and have demonstrated experience in achieving results and leading business process improvement initiatives.

Duties

- Provide high quality administrative support to the President, Commission Members, the General Manager and the Executive team, including preparation and presentation of memorandums, information notes, briefs and regular data and evidence-based reports.
- Oversee program and project management including management of service provider contracts, setting strategy, planning and successfully implementing and evaluating projects and programs.
- Initiate, establish and maintain strong internal and external relationships to drive consultation and collaboration with key stakeholders and provide performance feedback to enhance service quality, accessibility and responsiveness.
- Manage financial, human, and physical resources in an operationally effective and efficient manner including resolving conflict and managing sensitivities.
- Actively contribute and participate in the Commission’s Senior Management Group and the Branch leadership team as well as corporate management and related statutory responsibilities including strategic planning, reporting, corporate and budgetary responsibilities, and providing input into key Commission and Branch publications.
- Monitor and report on the Commission’s authorising environment and service delivery issues.
- Build staff capabilities by providing leadership to team members, including setting the strategic direction, using data and evidence driven approaches for improvement and anticipating and establishing work priorities and managing performance.
- Perform other duties as directed by the Executive Director, Tribunal Support.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the **‘Our ideal candidate’** section as your basis. For further information about **'Our ideal candidate'** and how to apply, please click on **'Apply now'** and follow the prompts.

Notes

This recruitment process is being used to fill a non-ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Kellie Fonseca, +61 2 9308 1882
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0759661

Federal Court of Australia

Closing Date:Monday 14 July 2025

Federal Circuit and Family Court of Australia (Division 1) and Federal Circuit and Family Court of Australia (Division 2)

Job Title	Legal Case Manager/Associate to Judicial Registrar (JR)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Albury NSW, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Lismore VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Townsville QLD, Wollongong NSW, Hobart TAS
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in line with operational requirements
Classification	APS Level 5
Position Number	0507-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=037FD83E-C140-9C76-4497-E3EFCE9C2309

Federal Circuit and Family Court of Australia (Division 1 and Division 2)

Total package: $97,199 to $105,948 per annum

(Base salary: $84,228 to $91,809 per annum plus 15.4% superannuation)

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Legal Case Manager/Associate to Judicial Registrars.

Senior Judicial Registrars and Judicial Registrars now undertake, under the new case management pathway, a significant proportion of first return directions and interlocutory work in the FCFCOA (Divisions 1 and 2) previously undertaken by judges and perform dispute resolution

to resolve proceedings. Legal Case Managers/Associates to Senior Judicial Registrars and/or Judicial Registrars will support registrars in the case management of family law matters. This includes supporting registrars working on various areas across the Courts, including the Evatt List within the Lighthouse project, and in relation to PPP500 small claims property matters. Subject to their skills and experiences, successful applicants may also support Senior Judicial Registrars and Judicial Registrars who undertake judicial work nationally.

The role may support one or more registrars or national case management processes flexibly in order to account for workload demands.

Duties

A number of the following duties will be relevant to the Legal Case Manager/Associate position:

- Exercise legal skills to assist Senior Judicial Registrars and/or Judicial Registrars, including case law research, support with judgments/reasons, and important legal preparation and research for dispute resolution events;
- Assist in both a legal and administrative way in the efficient and effective running of the chambers of Senior Judicial Registrars and/or Judicial Registrars, including through preparing correspondence and reports and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly;
- Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files;
- Assist registrars in the planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services;
- Develop and maintain relationships with Court users and be responsive to requests from external and internal stakeholders;
- Assist with the referral of matters to judges, Senior Judicial Registrars, Judicial Registrars, Child Dispute Services staff and other registry staff; and
- Provide support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including the Lighthouse Project and on PPP500 small claims property matters, including relating processes, case management and operation of the specialist list to Court users and internal staff.

Eligibility

Formal Qualifications and Experience

Completion of a law degree or Juris Doctor, or in the final year of studies for a law degree or Juris Doctor.

Experience within a court, or legal environment is highly regarded.

Selection Criteria

The successful applicants will need to have:

1. Strong legal and legal research skills.

2. Strong communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels. Be able to exercise tact and discretion, act impartially and maintain confidentiality at all times.
3. Demonstrated ability to provide high-level case management and administrative support including demonstrated commitment to excellence in service delivery, attention to detail and strong research ability.
4. Demonstrated organisational skills, including the ability to manage several processes at once, attention to detail, excellent time management skills, and apply planning and problem-solving skills.
5. Demonstrated working knowledge or clearly demonstrated capability to quickly acquire a sound working knowledge of court procedures, guidelines, policies and practice, including the computerised information systems used by the Courts.
6. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
7. Sound IT proficiency, including the ability to learn and adapt to new systems and technology quickly and effectively

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested applicants who have received a redundancy benefit from an APS agency are welcome to apply but now that they cannot be engaged until their redundancy benefit period has expired.

Diversity and inclusion

The Court is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from people with disability, First Nations people, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds, mature age workers and young workers. The Court is committed to supporting an inter-generational workforce, gender equity and families.

The Court will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

As part of your application, you will be required to submit a one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Kirsten Hatwell, 08 7201 6012
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=037FD83E-C140-9C76-4497-E3EFCE9C

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Attorney-General's

Vacancy VN-0759748

Federal Court of Australia

Closing Date:Friday 04 July 2025

Federal Circuit and Family Court of Australia (FCFCOA) – Division 2
Judicial Support

Job Title	Deputy Associate (Legal)
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS, Perth WA
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Possibility of WFH arrangements when Judge is interstate, on leave or Deputy Assoc may need to WFH as slightly under the weather.
Classification	APS Level 4
Position Number	0509-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=44E2C737-69B1-ADBE-23D8-E3EFCEAC96D8

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

Key Responsibilities and Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.

- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
- Assist with the general operation of chambers; and
- Other duties, as required.

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Eligibility

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Donna Fridel, 0438 985 050
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=44E2C737-69B1-ADBE-23D8-E3EFCEA(

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Attorney-General's

Vacancy VN-0759750

Federal Court of Australia

Closing Date:Monday 14 July 2025

Federal Circuit and Family Court of Australia (Division 1 and Division 2)
Family Law Registrar Support

Job Title	Case Manager to Judicial Registrar (JR)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Lismore VIC, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in line with operational requirements
Classification	APS Level 4
Position Number	0508-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=8CD6F821-E143-B9B5-C2C5-E3EFCE9E074B

Federal Circuit and Family Court of Australia (Division 1 and Division 2)

Total package: $86,575 to $94,368 per annum

(Base salary: $75,022 to $81,775 per annum plus 15.4% superannuation)

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Case Manager to provide high level administrative and court support to a Senior Judicial Registrar or Judicial Registrar.

Senior Judicial Registrars and Judicial Registrars now undertake, under the new case management pathway, a significant proportion of first return directions and interlocutory work in the FCFCOA (Divisions 1 and 2) previously undertaken by judges, and perform dispute resolution to resolve proceedings. Case Managers will support registrars in the case management of family law matters. This includes supporting registrars working on various areas across the Courts,

including the Evatt List within the Lighthouse project, and in relation to PPP-500 small claims property matters. Subject to their skills and experiences, successful applicants may also support Senior Judicial Registrars and Judicial Registrars who undertake judicial work nationally.

The role may support one or more registrars or national case management processes flexibly in order to account for workload demands.

Duties

A number of the following duties will be relevant to the Case Manager position:

- Exercise skills to assist Senior Judicial Registrars and/or Judicial Registrars, including case law research, support with judgments/reasons, and important administrative preparation and research for dispute resolution events;
- Assist with the efficient and effective running of the chambers of Senior Judicial Registrars and/or Judicial Registrars, including through preparing correspondence and reports and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly;
- Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files;
- Assist registrars in the administrative planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services;
- Develop and maintain relationships with Court users and be responsive to requests from external and internal stakeholders;
- Assist with the administrative aspects of referrals of matters to judges, Senior Judicial Registrars, Judicial Registrars, Child Dispute Services staff and other registry staff;
- Provide administrative support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including the Lighthouse Project and on PPP500 small claims property matters, including relating processes, case management and operation of the specialist list to Court users and internal staff; and
- Running and case managing matters in Court events (Court Officer).

Eligibility

Formal Qualifications and Experience

Experience within a court, administrative or legal environment is highly regarded.

Selection Criteria

The successful applicants will need to have:

1. Sound administrative and organisational skills.
2. High level communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels. Be able to exercise tact and discretion, act impartially and maintain confidentiality at all times.
3. Demonstrated ability to provide high-level administrative support including demonstrated commitment to excellence in service delivery and attention to detail in a fast-paced environment.

4. Demonstrated ability to manage several processes at once, attention to detail, excellent time management skills, and apply planning and problem-solving skills of moderate complexity.
5. Demonstrated working knowledge or ability to quickly acquire a sound working knowledge of court procedures, guidelines, policies and practice, including the computerised information systems used by the Courts.
6. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
7. Sound IT proficiency, including the ability to learn and adapt to new systems and technology quickly and effectively.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

How to apply

To apply, please complete the application form on the Court’s careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

As part of your application, you will be required to submit a one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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

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To Apply

Position Contact	Kirsten Hatwell, 08 7201 6012
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=8CD6F821-E143-B9B5-C2C5-E3EFCE9E

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Defence

Vacancy VN-0759898

Australian War Memorial

Closing Date:Wednesday 09 July 2025

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Manager Education
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies.
Classification	Executive Level 1
Position Number	25-075
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Section Overview

The Commemoration and Visitor Engagement (CVE) Section is part of the Public Programs Branch. The Section delivers the Memorial's visitor experience across commemorative, interpretive and visitor service platforms. The Section comprises four teams; Visitor Services, Education, Events & Ceremonies, and Last Post Ceremony.

Team Overview

The Education team is made up of nine ongoing staff, up to 30 casuals and approximately 8 volunteers. Approximately 125,000 school children visit the Memorial each year with the majority undertaking a facilitated program. Many more engage with the Memorial remotely via virtual excursions, webinars and the DVA supported Memorial Box program. The team may also deliver after-hours tours for visitors to the Memorial.

The Role

The Manager Education leads a team of museum education professionals who are responsible for the research, development, delivery and ongoing evaluation of engaging, Australian curriculum linked learning programs, to both an onsite and online, school-aged audience, ensuring all programs remain relevant to the Memorial's strategic vision: to be recognised globally as one of the finest national memorials of its kind, providing meaningful experiences through commemoration and authentic and engaging storytelling.

The work involves the development and implementation of programs, policies and operational procedures, establishing effective working relationships with both internal and external stakeholders, planning and managing budgets and reporting, and recruiting, training and managing the professional development of a team of full-time and casual staff as well as volunteers.

There is also a requirement to assess existing and develop new education programs and pricing for the extended galleries.

Duties

- Lead the team to achieve the Memorial's goals, managing the provision of high quality, Australian Curriculum linked learning experiences for schools onsite, and through outreach products including the Memorial Box program, Virtual Excursions, and web based learning resources.
- Provide professional expertise and strategic direction in shaping the proposed interactive Education centre, as part of the Memorial's Development Project, connecting content to curriculum outcomes and Memorial galleries.
- Build team capability through staff mentoring and training, regular performance feedback and career development opportunities, promoting collaboration and diversity.
- Identify opportunities to develop new lifelong learning activities for children and families in consultation with the broader CVE section and Memorial, and aligning with content in expanded gallery spaces.
- Build and sustain effective working relationships with a network of key internal, and external stakeholders such as the Department of Veterans' Affairs, various Departments of Education: PACER Committee, NCETP, HTAA, and other national cultural agencies.
- Communicate confidently, providing advice to Memorial staff, and stakeholder groups on Australian curriculum related content and best practice pedagogy for a young audience in a museum setting.
- Prepare high level correspondence, papers, and reports such as administration briefs, risk assessments and budgets, contributing to the overall management of the section in business planning, budgets, and WHS and Child Safety compliance.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check

is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements:

- Relevant formal qualifications in Education or Museum Studies and/or equivalent professional experience
- A current ACT Government Working with Vulnerable People Registration or ability to obtain one
- A Baseline security clearance or ability to obtain one
- Commitment and ability to work outside traditional business hours including Anzac Day

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Sarah Hitchcock, 02) 6243 4206
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0759377

Department of Defence

Closing Date:Thursday 10 July 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$79,176 - $86,438
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/04949/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A54A1AE4-517C-15BA-519E-E3F0C0884B24

Duties

The Role
The APS 4 Business Support Officer (BSO) will be responsible for the provision of administrative support to the Tasmanian, Australian Army Cadet (AAC) Battalion.

Primary responsibilities include:

- The administration of the AAC's online business application CadetNet.
- Processing of Adult Cadet Staff applications, travel, reimbursements and allowances.
- Assisting with ADF personnel administration and oversight of the AAC's electronic records management system.

Secondary responsibilities include:

- Assist with the administration of the AAC's online business applications on CadetNet for Victorian Brigade

Additionally, the BSO will assist in processing youth safety clearance checks, which are critical to ensuring the AAC meets its mandatory Defence Youth Safety Framework obligations. The BSO must be able to establish and maintain effective working relationships with diverse staff groups, including Defence personnel, APS, volunteers, and have an ability to work with youth. The successful applicant will have the opportunity to work in one of Army's most diverse working and professionally rewarding environments. The position offers distinct opportunities to contribute to youth development across a broad range of activities.

About our Team
The TAS AAC Battalion is responsible for the management and support of some 300 cadets operating from nine Community Based Units across northern and southern Tasmania. The TAS AAC Battalion Headquarters is predominantly staffed by Army Reserve personnel managing the functions of operations, personnel, training and logistics, working to the Battalion Commander, an Army Reserve Lieutenant Colonel. The fulltime staff of the headquarters comprises an APS6 Executive Officer/ Formation Safety Advisor, a Regular Army Operations Warrant Officer, and the APS 4 Business Support Officer (BSO).

The Battalion also consists of Army Cadet Staff (ACS), who are the adult volunteer group that delivers the youth development program. ACS wear a military uniform, but are not required to hold military qualifications. The Cadets range from the age of 13, when they enter the Australian Army Cadets, to 18, when they 'retire' from the program. The BSO will have ongoing and frequent interaction with all of these groups within the Battalion, including interaction with Cadets during key activities and events.

Our Ideal Candidate
To succeed in this role you must be a self-starter and have personal drive and integrity with a demonstrable ability to:

- Be able to monitor and track the progress of multiple assigned tasks.
- Have strong communication skills and maintain professional working relationships with internal and external stakeholders.
- Be able to prioritise tasks and shift priorities quickly, and deliver outcomes as an individual and as part of a team.
- Be proficient in the Microsoft Office suite of products including intermediate skills in Outlook, Excel and Word.
- Ability to learn personnel systems.

Eligibility

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

Notes

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

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To Apply

Position Contact	Jackie Strong, 03 6216 5750
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A54A1AE4-517C-15BA-519E-E3

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Defence

Vacancy VN-0759574

Department of Defence

Closing Date:Sunday 06 July 2025

Defence Digital Group
Enterprise Systems

Job Title	Business Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Adelaide, Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DDG/04817/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9982A387-E466-360D-1089-E3EE6A055807

Duties

The Role
Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age.

To strengthen DDG's business analysis capability, DDG is looking for ICT APS5 Business Analysts who have experience delivering secure, reliable and modern ICT systems to replace legacy software applications. The role requires experience and knowledge of requirements elicitation and management techniques. Business Analysts are expected support the discovery of stakeholder needs, identify pain points and uncover potential solutions. A well-developed ability to consistently document information in a structured and organised manner is critical to the success of this role.

About our Team
Our successful candidate will be a part of the Business Analysis Chapter within DDG's Program Management Office. The team provides support to various phases of project delivery. The business analyst is assigned to work with project teams across different technology and business domains to plan, manage and deliver business analysis artefacts including but not limited to business cases, business processes, user journey maps, operational scenarios and business and solution requirements (under both Agile and Waterfall delivery approaches).

As a team member within the Business Analysis Chapter, you will also be required to contribute to the professionalisation of the team. The Business Analysis Chapter will provide support with professional development and peer support to ensure continued career growth and APS skill development

Our Ideal Candidate
Our ideal candidate to have extensive experience in the following:

- Gathering and documenting business needs and technical requirements for infrastructure and software/system projects.
- Engaging with stakeholders and subject matter experts to analyse existing systems and processes, identifying gaps, risks, and areas for improvement.
- Supporting and conducting requirements elicitation and validation workshops.
- Performing gap analysis - the 'As-Is' and 'To-Be' states of the ICT operating environment.

- Good Understanding of business analysis approaches including defining requirements architecture, undertaking MoSCoW and SWOT analyses, and preparing data analysis to elaborate on project scope and deliverables.
- Communicating complex business and ICT concepts clearly, providing concise updates to stakeholders and leadership from technical and non-technical backgrounds.
- Collaborating with a wide range of stakeholders from both technical and non-technical teams.
- Understanding of business analysis activities using Agile and Waterfall methodologies.

Eligibility

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

Notes

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

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To Apply

Position Contact	DDG Recruitment, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9982A387-E466-360D-1089-E3E

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Defence

Vacancy VN-0759582

Department of Defence

Closing Date:Sunday 06 July 2025

Defence People Group
Joint Health Command

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/04763/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=88A930EB-39EF-BCC5-A7BD-E3EE6A9A932B

Duties

The Role
The Department of Defence seeks a motivated and organised APS 6 Project Support Officer to support the Australian Defence Force Life Course Study (ADFLCS) and Directorate of Health Research team. The ADFLCS is a longitudinal health research study that will monitor the health of ADF members during their time in service and transition to civilian life.

As the APS 6 Project Support Officer, you will assist in the initial establishment and ongoing coordination of the ADFLCS. The position will support the EL1 Project Manager and manage an APS4 team member.

Your role will include:

- Provide project support expertise through the development and management of a broad number of projects. This including progress reporting, risk assessment and management, and financial management.
- Oversee the secretariat functions for numerous advisory committees, including Senior Executive research governance committees and working groups.
- Liaise with a broad range of stakeholders including internal and external stakeholders, and facilitate cross-agency or multi-agency planning of project delivery.
- Develop high-level briefings, minutes, and Ministerials and other project communications as required.
- Effectively communicate and negotiate with project stakeholders to achieve desired project outcomes.
- Manage, mentor and oversee the tasks and deliverables of the APS4 team member.

- Adhere to the APS Values, employment principles and code of conduct.

About our Team
Joint Health Command (JHC) is responsible for the delivery of military medicine and healthcare services to Australian Defence Force (ADF). Through the delivery of best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition. As part of Defence People Group, we make a direct contribution to the ADF's operational capability and provide crucial support to the warfighter.

Health Protection and Policy Branch, within JHC, supports ADF capability through stewardship, health surveillance, research, prevention and health promotion programs, policy and senior technical/medical advice.

The Directorate of Health Research is responsible for:

- Setting the strategic agenda for Defence health research.
- Reviewing and updating research governance structures processes so they align with best practice and the Australian Code for the responsible conduct of research.
- Conducting, commissioning and facilitating of health research; including the establishment of the ADF Life Course Study that will monitor and measure the health of the ADF members through their service.
- Creating internal and external research partners that enhance JHC's ability to deliver research and knowledge that enables Defence to achieve its strategic goals.
- Dissemination and translation of health research that improves the capability of the Defence Health System and the health of the ADF.

Our Ideal Candidate
Our ideal candidate is a highly motivated person who enjoys working independently and as part of a small high performing research team, in a fast paced environment.

The candidate will have:

- Highly developed project support skills including experience with project governance functions (i.e. working with expert advisory committees).
- Excellent written and verbal communication skills, including the ability to tailor delivery of complex information to suit its intended audience.
- Demonstrated capacity to engage positively with a broad range of stakeholders and negotiate beneficial outcomes.
- Demonstrated people management and supervision skills.
- Be passionate about fostering evidence-based policy, programs and practice.
- Experience with health research or tertiary qualifications in a health related discipline (e.g., Public Health, Epidemiology, health science, allied health and medical disciplines) will be highly regarded.
- Previous experience working in a Defence environment will be highly regarded.

Eligibility

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

Notes

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

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

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To Apply

Position Contact	Kanny Tait, 02 6192 7899
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=88A930EB-39EF-BCC5-A7BD-E3

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Defence

Vacancy VN-0759602

Department of Defence

Closing Date:Sunday 06 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Customer Support Officers
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	$95,187 - $108,734
Future Merit Locations	Queanbeyan
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	SEG/05029/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E875B75C-CFB5-917D-A133-E3EF1B5FD097

Duties

The Role

Are you ready to lead with purpose?

This is your opportunity to step into a leadership role that has real impact. Our Customer Support Managers guide high-performing teams that protect privacy and contribute to public confidence.

Two roles are available:

As the Customer Support Manager - Redacting, you will:

- Lead, support and mentor a team responsible for reviewing and redacting personal and sensitive information in line with legislation and policy.
- Oversee daily operations, manage workloads and ensure redaction quality standards are met across all outputs.
- Foster a collaborative and responsible team culture where staff feel valued and empowered.

As the Customer Support Manager - Product, you will:

- Lead and support a small, skilled team delivering reform projects and initiatives focused on modernising information access processes.
- Design and deliver change that improves the efficiency, usability and compliance of electronic records processes.
- Collaborate with stakeholders to explore new opportunities and implement practical, user-friendly solutions.

About our Team

The Information Access Unit is part of the Defence Customer Service Network (CSN) that comprises call centre, email and face-to-face customer services, archives, travel, publishing and library functions. We provide high-quality customer service to serving Australian Defence Force, ex serving and Reserve members, the Australian Public Service, and the general public.

You will be working with your team to enhance the customer experience. You will be agile in your thinking, proactively engage with your peer network and stakeholders, while actively identifying opportunities to implement improvements to service delivery, meeting current needs whilst looking to the future.

Our Ideal Candidate

We are looking for confident and collaborative leaders who bring:

- Proven experience managing operational teams.
- Understanding of privacy legislation and administrative access principles.
- Excellent interpersonal and communication skills with the ability to influence and support others.
- A commitment to quality, accountability and continuous improvement.
- Experience leading staff through change or in high-volume, detail-intensive environments.
- High standards of professionalism and discretion.

In turn, we will:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 11%.
- Provide flexible working policies including: work hours, work days, with a standard full time working week of 37.5 hours.
- Offer a diverse range of funded development opportunities that will help you grow professionally.
- Provide generous leave opportunities.
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.

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	Dawn Turnbull, 0439 308 896
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E875B75C-CFB5-917D-A133-E3

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Defence

Vacancy VN-0759609

Department of Defence

Closing Date:Wednesday 09 July 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Edinburgh SA
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05105/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8D928E22-C279-14DD-5DFD-E3EF1C6792CE

Duties

The Role

Do you enjoy a dynamic environment working alongside a talented integrated workforce? We are seeking an experienced Business Intelligence Officer to work within the Business Management Unit.

The Business Intelligence Officer will provide comprehensive business support including managing communications, meeting and training co-ordination, drafting executive-level documents, facilities management and serving as a primary point of contact for internal and external stakeholders on all business management matters impacting the Systems Program Office (SPO).

Duties also include:

- Facilitating risk management and audit activities.
- Contributing to policy development to support innovation and business improvement.
- Applying knowledge of relevant legislation and Defence procedures.
- Developing Bench Level Instructions.
- Reviewing SPO web presence and developing stakeholder engagement.

- Implementing induction and off-boarding actions.

About our Team

Space Systems Branch acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch. The Systems Program Office manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international partners and suppliers, to provide support to the Capability Manager. The Systems Program Office is based in Adelaide, SA, predominantly providing acquisition and sustainment support to capabilities at Harold E Holt Defence Precinct in Exmouth, WA.

Our Ideal Candidate

The ideal candidate will enjoy the variety this role offers and be comfortable with engaging with all areas of the workforce.

They will demonstrate the following skills and attributes:

- Ability to resolve problems using professional expertise.
- Initiative to identify alternate courses of action and opportunities for business improvement.
- Accountability for responding to complex enquiries in a timely and effective manner.
- Strong attention to detail and task management skills.
- Ability to work in a collaborative environment and operate as an effective team member.
- Self-awareness and a commitment to professional development.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Melissa Threadgold, 08 8288 4280
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D928E22-C279-14DD-5DFD-E3

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Defence

Vacancy VN-0759613

Department of Defence

Closing Date:Sunday 06 July 2025

Defence Digital Group
Group Operations

Job Title	Assistant Director of DDG Communications
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - ACT ACT
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/05114/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=17DE52F9-6EAC-EE67-78E5-E3EF1D76F96C

Duties

The Role

The Defence Digital Group (DDG) Assistant Director of Communication is a key role with the Group to support the delivery and coordination of strategic internal communications and events. The role directly supports the Chief Information Officer (CIO) and DDG Senior Leaders in developing and delivering targeted communication to contribute to meeting Departmental strategic outcomes. The role will lead the coordination, development and implementation of communication and stakeholder strategies that enhance and support the service delivery of communication and engagement functions for DDG across a variety of channels to enhance direct communication with our people, industry and Defence.

About our Team

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class

global platforms supported by best in class sovereign capabilities. By adopting modern architecture and

platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated

Defence force to be ready to fight and win in the digital age.

Our Ideal Candidate

Our successful candidate will:

- Develop strategic communications strategies and plans in support of DDG priorities.
- Develop and deliver internal and external DDG events.
- Engage with stakeholders across Defence on communication matters of varying complexity.
- Ensure consist messaging to stakeholders.
- Manage a variety of business reporting.
- Implement ongoing improvements to the group’s communications function.
- Deliver other communications tasks as required.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	DDG Strategic Recruitment, Not provided
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17DE52F9-6EAC-EE67-78E5-E3

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Defence

Vacancy VN-0759614

Department of Defence

Closing Date:Sunday 06 July 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Sustainment Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Garden Island, Sydney
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/04610/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EF5EB556-D8CA-755D-1D82-E3EF1D693B49

Duties

The Role

The Maritime Auxiliary Systems Program Office (MASPO) Sustainment Manager is responsible for planning, leading and managing the delivery of maintenance, operational support and logistics services through a team in support of the RAN's Maritime Auxiliary capability managed through Product Schedules CN58 - Inshore and CN59 - Offshore and their associated in-service support arrangements. The Sustainment Manager additionally manages key stakeholder relationships, both internal and external to the organisation, and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

Key responsibilities:

- Manage the MASPO sustainment team. Oversee the team's delivery of the sustainment effect to the SPO and provide personnel management, performance reporting and personnel administration for the sustainment team as the head of department.
- Oversee supply chain management BAU activities including procurement, disposal, Required Parts List (RPL) management.
- Oversee the delivery of operational service activities and manage the development of operational support processes including gap analysis and remediation.
- Oversee the planning and delivery of maintenance periods and support the ship managers in their activities.
- Support the MASPO commercial team in the tracking and management of contract deliverables.
- Manage the handover of responsibility for maintenance planning from the MASPO engineering team to the MASPO sustainment team.
- Support the planning and management of risks within the SPO in conjunction with the SPO risk manager.

About our Team

The MA SPO supports the Royal Australian Navy's maritime auxiliary fleet and equipment including maritime aviation and navigation training vessels, underwater surveillance, pacific and border force support, marine and towing services, as well as submarine search and rescue capabilities.

Maritime auxiliary is a new and developing capability within the Defence environment, and our work in MA SPO ensures the safe, secure and efficient delivery of services to the Royal Australian Navy. As a key enabler of maritime operations, our team provides the expertise, oversight and coordination needed to meet the challenges of the strategic environment including project, deter and protecting Australia's maritime interests. If you're ready to jump in and join our team of seasoned professionals who will support your growth, this is the place for you.

Our Ideal Candidate

Our ideal candidate is a person who thrives on problem solving, enjoys working with data and wants to make a tangible impact in a fast paced environment. You will also possess the following attributes, skills and experience:

- Demonstrated experience in maritime maintenance, operational support and logistic services.

- Excellent stakeholder engagement and communication skills
- A passion for data, processes and procedures, with a high attention to detail
- A high degree of flexibility and resilience, with excellent time management skills.

At Defence, a team-oriented growth mindset is at the heart of our culture, so even if you have most but not all of these skills in your toolbox, we would love to hear from you

Eligibility

Security Clearance:

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

Mandatory Qualifications

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification

gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a

Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered

Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia)

or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status

within 12 months.

Notes

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

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To Apply

Position Contact	Malcolm Adams, 02 9537 6546
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EF5EB556-D8CA-755D-1D82-E3

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Defence

Vacancy VN-0759627

Department of Defence

Closing Date:Monday 14 July 2025

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor - (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Canberra, Melbourne, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	DFG/04984/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DCC15EA7-2641-191C-957E-E3EF1E43BE39

Duties

The Role

Defence Finance Group (DFG) leads financial operations, management and performance across Defence, delivering financial support to projects and capability, management and business partnering services. Your role is to undertake financial analysis in support of finance business partnering for Defence's Specialist Groups, which sits within the Financial Performance and Management (FP&M) Division in DFG.

As an APS 6 Financial Advisor in the FP&M Division, you will:

- Combine your professional expertise with your commitment to support shared purpose and directions.
- Have a strong ability to analyse and interpret financial information such as budgets and management reporting.
- Respond positively to changes and enjoy working with others to understand complex issues.
- Assist DFG's clients by undertaking a range of financial analysis tasks and activities.

About our Team

The role of DFG is to provide the full range of financial advice, services and systems to the Defence Portfolio. DFG consists of two Divisions, FP&M Division and Budgets and Financial Services (B&FS) Division.

FP&M Division provides client facing finance partners across the country working closely with Defence Groups and Services to deliver management accounting, advice and support.

B&FS Division delivers the full range of central financial functions including Commonwealth and internal budgeting, statutory financial requirements, financial systems, operations and policies.

With a growing team of over 700 people spread across Australia, with significant offices in Canberra, Melbourne and Sydney, DFG is the largest finance function in the Commonwealth. We can offer a significant depth of career opportunities for finance professionals, accountants, financial systems experts and financial policy specialists.

DFG manages over $50 Billion in funding, which equates to a budget of over $100 million per day, with a huge variety of large complex projects running in parallel. The breadth of technical challenges and opportunities to develop and grow your experience and leadership capabilities are second to none.

Career development and movement is actively encouraged with a huge variety of subject matter areas to choose from. DFG encourages you to "choose your own career adventure", progressively building your capabilities by moving through an enormously diverse organisation, under the stability of the one employer.

DFG has been undertaking an expansive reform journey to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across Defence. DFG works as one cohesive unit with a structure now harmonised with most other Commonwealth agencies. We are a large team that is actively sharing ideas and collaborating across an enormously diverse business.

As we enter the next exciting phase of our reform including major investment in systems and automation, as well as process and policy reform, we are looking for new talent from the private and public sector with fresh ways of thinking to join our rejuvenated culture.

Our Ideal Candidate

Our ideal candidate would have established a career in accounting/finance in the private or public sectors that will give you a range of transferable skills to Defence. You have strong communication skills and stakeholder engagement capabilities, and you can effectively explain financial information to a broad range of stakeholders to support strategic directions set by the senior leadership.

To be successful in these roles you will possess and be able to maintain a positive “can-do” attitude along with the ability to demonstrate accuracy and a high level of attention to detail. You will be well organised and have a willingness to learn, take initiative, have an excellent work ethic and strong financial data analysis skills.

You will have a proven ability to exercise sound judgment and apply financial policy, supported by demonstrated business and commercial acumen. You will have adapted your knowledge across a broad range of situations developing a robust approach to influencing people and situations to achieve results.

Other competencies we are looking for:

- Thinks strategically and takes responsibility for managing work projects to achieve results.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- Strong problem-solving skills and an analytical approach with conceptual capabilities and a flexible approach to complex financial issues.
- Ability to influence with written and verbal communication across a broad variety of stakeholders.

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	Paul Cavuoto, 02 5108 5546
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DCC15EA7-2641-191C-957E-E3

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Defence

Vacancy VN-0759635

Department of Defence

Closing Date:Sunday 13 July 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Manager, Australian Defence Consulting
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/04395/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1C58BA19-2C63-3454-4A3C-E3EF1F56613F

Duties

The Role

An exciting opportunity exists for high-performing consultants to deliver strategic consulting projects within Defence's newly established internal consulting function.

As a Manager within the Australian Defence Consulting (Defence Consulting) team, you will deliver market-quality work with a Defence DNA, combining the best private sector consulting skills with a passion for the mission of Defence. This is a unique opportunity to use your consulting skills for national outcomes free from the commercial goals of private consulting.

You will work within diverse integrated teams of Defence Consulting staff and civilian and uniformed Defence personnel, delivering high quality work. You will be at the forefront of transforming how Defence delivers its work and the integration of leading private sector capability into the Public Sector.

Day to day you will work within a team delivering end-to-end high quality strategic consulting projects that meet client needs. You will be part of integrated consulting teams with both generalist and specialist consultants working together to analyse information and ambiguous problems, create and execute complex project plans and deliver solutions.

You will have strong experience in core analytical capabilities such as problem solving, logical reasoning and creative thinking, underpinned by strong client and stakeholder engagement skills and written and verbal communication skills. You may also possess your own specialist skillsets, such as business analysis, law, data analysis, project or program delivery -- or something else entirely.

As part of this ground-breaking team you will have the opportunity to shape Defence’s approach to internal consulting, pioneering new methods and providing thought leadership and innovative ideas and solutions. As a member of Defence Consulting you will work to transfer skills and learning to the business areas in which you work, helping uplift capability across Defence to meet future needs.

This is a consulting role unlike any other. If you are a driven individual motivated by delivering impact, we offer a career path which combines the best opportunities consulting and Defence have to offer

About our Team

The Defence Consulting team has been established to deliver internal consulting services for the Department of Defence. The team is dedicated to delivering market quality consulting services and strengthen the APS-ADF workforce by building enduring capability across business areas. The team will be pivotal in enabling Defence to achieve the transformational change required to deliver the agenda outlined in the National Defence Strategy.

Defence Consulting is not here to just displace private consulting support and do work which otherwise would have gone to the market. It is here to uplift capability and reduce the use of and reliance on external consulting firms where it makes sense to do so. Much of this will be achieved not just by doing projects but by enabling areas of Defence to be self-sufficient by transferring leading consulting practices and knowledge to the APS and ADF workforce.

Our vision is for Defence Consulting to combine the best of private sector consulting practices with Defence expertise and culture, driven by a commitment to the mission of Defence. It will focus where our unique capabilities can differentiate and add the most value for Defence. It will support the organisation to get ever better at using private consulting support, where it makes sense to do so, in the right way for the most value.

Our Ideal Candidate

Our ideal candidate will bring:

- A proven record of delivering complex projects or other client deliverables to the highest quality and outcomes in a consulting or related environment.
- A deep core analytical skillset, including problem solving, logical reasoning and creative thinking skills, client and stakeholder engagement skills, and written and verbal communication skills.
- A demonstrated commitment to sharing knowledge, expertise and developing capability.
- The resilience to manage small teams, manage expectations and deliver results in ambiguous, high-pace work environments.
- A passion and commitment for Defence's mission and outcomes, with the integrity and professionalism to uphold APS and Defence Values and Behaviours.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Andrew Frain, 0467 732 686
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1C58BA19-2C63-3454-4A3C-E3I

Defence

Vacancy VN-0759642

Department of Defence

Closing Date:Monday 07 July 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Warhead Experimentation Engineer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$79,176 - $108,734
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/05107/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=97ECC7EE-8A16-D45A-CBC1-E3EF56158071

Duties

The Role

The positions primary role is to undertake warhead experimentation testing: using mechanical engineering design to develop test setups, facilitate manufacture of parts and incorporate instrumentation fixtures, and conduct tests within a small team.

The successful applicant will work in an integrated team environment to meet both research and operational outcomes, in support of defence client priorities.

The successful candidate will be required to work predominately in an office and laboratory environment and will be required to attend field trials in remote locations also.

Applicants are expected to be able to demonstrate good communication skills and be willing to work as part of a team to achieve the required defence outcomes in the weapons and effectors domain.

About our Team

Your role will be an integral part of Advanced Warhead Technology (AWT) Group that is part of Sensors and Effectors Division in DSTG. AWT conducts research of explosives to enhance defence capability and is responsible for the development, testing and evaluation of existing and novel weapons concepts to support the Australian Defence Force (ADF).

The group maintains expertise in explosive formulation and manufacturing techniques, warhead modelling and design, prototyping and testing. The successful applicant will reside in the Novel Warheads Experimentation and Modelling (NWEM) discipline within the group.

They will conduct warhead experimentation testing, using modelling inputs and produce model validation data. Design and implement bespoke test setups, incorporating various instrumentation techniques.

Our Ideal Candidate

The ideal candidate will have a degree in Engineering, Physics or related fields (or equivalent experience). They will have experience with mechanical design, engineering and manufacture.

They will have an interest and passion to study complex systems and an inquisitive mind suitable for a research environment. They will be creative, work well in a small team and have the ability to both show initiative as well follow direction.

They will complete work to a high standard and in a timely manner, and be able to communicate and report results though written and oral communication. The successful applicant(s) will be expected to work within established work practices and safe operating procedures, and will take responsibility to see tasks through to completion.

The successful applicant will be expected to undergo both on-the-job training and participate in mandatory and formalised learning activities as part of ongoing self-improvement and professional development.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Dr Samuel Weckert, 08 8393 2855
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=97ECC7EE-8A16-D45A-C3C1-E

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Defence

Vacancy VN-0759650

Department of Defence

Closing Date:Monday 07 July 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Work Health Safety and Environment Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Cairns QLD, Henderson WA, Darwin NT
Salary	$95,187 - $108,734
Future Merit Locations	Sydney, Henderson, Cairns, Darwin
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/05180/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C64944A6-BA71-AAA9-DC7B-E3EF56E91B0B

Duties

The Role

Under direction of the program lead, you will undertake a wide variety of complex tasks related to the Maritime Sustainment Divisions (MSD) Work Health Safety and Environmental (WHSE) and Quality Assurance program. The WHSE Officer is accountable under broad direction to perform and achieve work outcomes within an integrated workforce as well as those included in high value, complex, sensitive naval maintenance delivery contracts. This requires an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The work outcomes are delivered via:

- Participate in the development, implementation and maintenance of the MSD Work Health Safety Environment Plan, Supplier Safety, Environmental and Quality Assurance program.
- Monitor internal safety compliance and assurance metrics, including the collation, analysis and identification of trends in WHS incident data.
- Provide WHSE continual improvement of practices to mitigate risks and Identify and respond to stakeholders' needs and expectations related to WHSE matters to achieve MSD and Defence outcomes.
- Deliver WHSE support and advice to Business Units, agencies and other departments.
- As a team leader or member, provide support to Business Units for risk analysis, WHS supplier safety, environmental and Quality assurance planning and investigations.

- Research legislative, Defence policies and other organisational requirements and process to support investigations and recommend viable solutions and prevention strategies to address WHSE issues.
- Develop briefs, minutes and reports as required.
- Represent the Directorate of Maritime Work Health and Safety Environment as required.

About our Team

The Directorate of Maritime Work Health Safety and Environment is accountable for developing and sustaining MSD's Safety and Environment Management Systems, and assuring MSD senior leadership that these systems are effectively implemented and maintained. Maritime WHSE Directorate is led by an EL 2 and is part of the Maritime Support Branch.

Our Ideal Candidate

Our ideal candidate is an enthusiastic and reliable self-starter with experience performing related duties. As the APS 6 WHSE Officer, they must:

- Be able to work in an integrated workforce consisting of ADF and APS.
- Have strong interpersonal, verbal and written communication skills.
- Build productive relationships with internal and external stakeholders.

You will be required to:

- Research and analyse activities to identify and address WHSE risks.
- Fit to work on and around maritime construction sites.
- Prepare auditing and assurance programs and undertake WHSE and Quality assurance activities and report on audit and assurance activities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Nick Street, 02 8440 0440
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C64944A6-BA71-AAA9-DC7B-E3

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Defence

Vacancy VN-0759663

Department of Defence

Closing Date:Sunday 29 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05160/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=913DE90C-3338-9794-F998-E3EF581643F0

Duties

The Role

Land Command, Control, Communications and Computer Systems (LC4S) Branch is seeking a dynamic, highly motivated and skilled Business Intelligence Officer to provide high-level business management support to Land Command, Control, Communication and Computing Systems (LC4S) Branch. Working within LC4S Branch HQ, the role is fast paced and requires strong organisational skills and a responsive, customer focused approach. The position is responsible for a broad range of activities, which may include workforce and recruitment, business analysis, security management, contract management support, records management, office administration and workplace health and safety.

This is an exciting opportunity to support the LC4S Branch vision of delivering reliable, robust LC4 Capability and achieve high quality outcomes.

About our Team

The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. Land C4 Systems Branch acquires, integrates and sustains Command, Control, Communication, and Computer Systems to Army and Joint Force.

The Branch HQ Team is a high performing, collaborative team, responsible for supporting the Executive Director to effectively manage the corporate performance and decision support functions across the Branch.

Our Ideal Candidate

The ideal candidate will demonstrate a high level of knowledge and experience in performing the following duties as a requirement of this role:

- Highly motivated, organised and proactive team player with excellent written and verbal communication skills;
- Experience working in an administration or support role, identifying opportunities for improvement, with a proven track record of delivering quality business outcomes;
- Experience in the development and implementation of procedural, administrative and business support documentation, aligning with business requirements;
- Willingness to show initiative to resolve problems and progress work to meet business objectives; and
- Effectively communicate insight derived from analysis to support decision-making.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kendall Kirkwood, 02 5108 7584
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=913DE90C-3338-9794-F998-E3E

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Defence

Vacancy VN-0759665

Department of Defence

Closing Date:Monday 07 July 2025

Associate Secretary Group
Defence Integrity

Job Title	Assessment Officer - Public Interest Disclosures
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	ASG/05162/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=587BDE2E-5C2C-B875-5D88-E3EF590E5BA6

Duties

The Role

Are you someone that has a passion for integrity and accountability?

Are you looking for a meaningful way to affect change and develop your investigative skills?

Well, this is the role you've been searching for!

As an Assessment Officer in the Public Interest Disclosure team, reporting to the Manager, Reporting and Assessments, working in the Investigations and Public Interest Disclosures Branch, means no two days will be the same.

You will be responsible for conducting assessments under the Public Interest Disclosure legislation and exercising delegations on a daily basis. Your ability to analyse and apply systems of work, Government decision-making, and Defence's mission and policy requirements will be key to allowing you to deliver outcomes.

Your responsibilities will include:

- Liaising with Disclosers and assessing the potential for any reprisal action against disclosures and implementing appropriate prevention measures;
- Interpreting and applying legislation, policy and procedures relevant to disclosures made under the legislation;
- Communicating with internal and external stakeholders at all levels, including members of the Australian Defence Force, the Commonwealth Ombudsman's Office, and Senior Executive; and
- Enabling good delegated decision making based on sound judgement and evidence, within legislated timeframes.

About our Team

The Directorate of Public Interest Disclosures is a team of professionals dedicated to assessing and investigating disclosures made under the Public Interest Disclosure Act 2013 (PID Act). As part of the Defence Integrity Division, we regularly engage with various Defence stakeholders across Defence.

The PID Act provides a framework for the disclosure and investigation of serious wrongdoing in the Commonwealth public sector offering a statutory reporting mechanism for current and former Defence officials (APS, ADF, and contractors).

Authorised Officer Assessments conducted by the Directorate are in line with the PID Act and Commonwealth Ombudsman guidelines.

Our Ideal Candidate

We are looking for motivated and experienced professionals who have a proven ability to work independently to achieve strong performance outcomes in an integrity context.

To be successful in this role, you will be highly driven and demonstrate the following qualities and abilities:

- Experience in complaint handling or other customer focused roles or someone with a passion to learn. You will understand and be able to apply relevant legislation, and policies
- Accountability: You will be accountable for organising your workflow, managing allocated resources, setting work area priorities, and developing strategies and evaluating business outcomes;
- Research, Analysis, and Risk Management: You will be adept in researching and analysing information, probing for clarity, producing solutions, making judgments, and thinking systematically, including identifying and addressing issues raised through PID disclosures;
- Communication and Relationship Management: You will be an excellent communicator, with the ability to leverage interpersonal skills to build and sustain productive relationships with team members and actively participate in teamwork and group activities; and
- Commitment to Integrity: As an investigator within the Defence Integrity Division, you will exemplify and promote integrity and commitment to Defence Integrity and APS Code of Conduct standards.
- Committed to building overall team capability and driving continuous improvement.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sarah Lewis, 02 5109 9539
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=587BDE2E-5C2C-B875-5D88-E3

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Defence

Vacancy VN-0759677

Department of Defence

Closing Date:Monday 07 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	ODIS Industry Hub Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05079/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BB58C153-43C4-9574-7723-E3EF59E64BDA

Duties

The Role

Working to the Industry Hub's Assistant Director's broad direction, you will:

- Provide administration and management support to the Hub's activities including triaging enquiries, managing service level agreement workflows and managing the Hub's various reporting requirements.
- Contribute to the development and delivery of ODIS's program suite of information products for the diverse range of industry enquiries and executive tasks the Hub is responsible for or has a supporting role in.
- Contribute to the continuous improvement of the Hub enquiry handling by monitoring and applying trends analysis for current triage options and products.
- Manage and action all communications received through ODIS's communication channels, that includes enquiries from businesses and industry, internal and external stakeholders.
- Collaborate with other areas of ODIS and IE Division.

About our Team

Industry Engagement Division (IE Div) is within Capability Acquisition and Sustainment Group, Department of Defence. We support Defence deliver on the Government's policy direction to equip and sustain the ADF. We assist in developing initiatives designed to drive behavioural change across Government, Defence and Industry to develop a deeper and broader sovereign industrial base while making Defence a stronger client.

Office of Defence Industry Support, ODIS, works with businesses, industry, associations, state and territory governments to help build a globally competitive and sustainable Australian defence industry that can meet Defence's capability requirements. ODIS is designed to help transform the Defence/industry relationship and to fund new industry development, critical skilling and export programs.

Working with us will provide a unique opportunity to engage with Government and Industry on an important Government initiative, and an opportunity to develop or utilise your experience in public service and/or commercial acumen.

Our Ideal Candidate

Our ideal candidate will have the following Skills, Knowledge and Experiences:

- Excellent knowledge of and recent experience in, administration processes and procedures including coordination of a range of activities.
- A sound understanding of compliance, assurance and probity issues and management.
- Strong customer and information delivery service, including understanding and responding to enquiries through research of multiple resources and delivery appropriate correspondence.
- Excellent attention to detail.
- Identify and prioritise your work and manage time-conflicting tasks.
- Strong confidence working independently and responding to changing priorities.

- Demonstrated ability to build positive and constructive relationships with colleagues, management and other stakeholders in Defence and with ODIS's service providers.
- Strong team building and collaboration skills.
- An understanding of Defence's procurement and contracting landscape.
- Small business understanding and business acumen.
- High familiarity with Microsoft Office suite.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Petr Kodat, 0427 567 262
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB58C153-43C4-9574-7723-E3E

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Defence

Vacancy VN-0759693

Department of Defence

Closing Date:Sunday 29 June 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Data Modeller and Visualisation Manager
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	$120,303 - $135,701
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/05193/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D41B4987-06C3-3E3D-A2D7-E3EF911EC844

Duties

The Role

The Data Modeller and Visualisation Manager will be required to work in a complex operating environment as part of the Naval Construction Branch (NCB). The position supports the implementation and delivery of continuous shipbuilding and will be an integral part of the Operations area within NCB with the opportunity to establish and implement business improvements, develop and implement statistical models and analyse the performance of the business and shape a new function within the branch. The Data Modeller and Visualisation Manager will contribute to the NCB Mission through a strong focus on knowledge and capability development.

The key responsibilities of the position are:

- Develop and implement business intelligence strategies and programs to support business objectives
- Develop and lead a small new team and develop the function within the branch
- Build dashboards and SharePoint reports using Tableau and analytics tool
- Build NCB’s master data model
- Identify trends, patterns, and insights in complex data sets to support decision-making

- Develop statistical models and predictive analytics to forecast business outcomes
- Analyse the performance of business and shipbuilding operations and provide actionable insights to improve efficiency and productivity
- Collaborate with cross-functional teams to design and implement data-driven solutions
- Collaborate with business areas to identify and develop data sources and maintain the NCB data catalogue
- Collaborate with business areas and external parties on improving data quality, as relevant
- Collaborate with business areas to develop data standards (in particular for external data supplies), data flows and data models
- Develop and maintain reporting frameworks to track key performance indicators
- Provide training to users on how to utilize business intelligence tools and data insights effectively
- Develop training materials for data custodians to support continuous data management improvement
- Liaise with other areas of Defence on data matters and opportunities for data sharing
- Stay up to date with emerging trends and technologies in business intelligence, data mining, and predictive analytics

About our Team

The Waterfront and Continuous Naval Shipbuilding and Sustainment (W&CNSS) Division is responsible for coordinating the uplift of the sovereign industrial base and management of Defence’s presence in principal shipyards. The W&CNSS Division is comprised of Continuous naval shipbuilding and sustainment (CNSS) and Naval Construction Branches SA & WA (NCB)

The CNSS Branch coordinates the development of the Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports the Deputy Security of Naval Shipbuilding Sustainment.

The Naval Construction Branches (SA & WA) provide effective governance, project assurance and performance oversight at Osborne Naval Shipyard in South Australia and Henderson Shipyard in Western Australia. The Division also maintains a minor presence at Port Macquarie in New South Wales to provide oversight on the construction of the Young Endeavour replacement.

Our Ideal Candidate

Our ideal candidate will have proven experience in:

- Leadership and mentoring capabilities
- Data analysis and experience with tools such as Tableau
- Data mining
- Business intelligence

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Murray Figg, 08 8227 3851
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D41B4987-06C3-3E3D-A2D7-E3

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Defence

Vacancy VN-0759694

Department of Defence

Closing Date:Monday 07 July 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Manager - Sustainment
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/05166/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=40BFC5C7-4830-53A9-0B8B-E3EF914D170A

Duties

The Role

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking a dynamic leader who has a proven record of delivering complex projects. As our suitable applicant you will have exceptional stakeholder engagement, communication and negotiation skills, and will have a proven history of building, maintaining and growing productive and empowered teams.

Join us on this exciting journey as an EL 1 ILS Manager - Sustainment working as part Land C4 Systems Branch within Joint Systems Division. An EL 1 ILS Manager - Sustainment will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice.

They will have in-depth knowledge of the Materiel Logistics function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

An EL 1 ILS Manager - Sustainment will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. This position has

people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

Your role will lead a large, diverse, multi-disciplinary team across project, engineering and logistics, to achieve capability outcomes for the ADF. This will include development and maintenance of internal and external stakeholder relationships including senior level Capability Manager Representatives and Industry Partners, who all contribute to the successful delivery of ADF capabilities.

This is an exciting opportunity for your role to support the Branch's vision of delivering reliable, robust C4 Capability and achieve high quality outcomes on behalf and in support of Capability Managers.

About our Team

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements.

Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).

Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel.LC4S Branch is seeking applicants with extensive knowledge of project management and an ability to lead a team to deliver these strategic capabilities.

Key attributes and experience we are looking for:

- Experience working in and/or providing support to Integrated Logistics Support management and legislative frameworks that support the objectives of multiple sustainment activities.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders in relation to complex issues.
- A team leader who values team work and performs well in a diverse and integrated environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Richard Hudson, 02 5109 9569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=40BFC5C7-4830-53A9-0B8B-E3I

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Defence

Vacancy VN-0759695

Department of Defence

Closing Date:Monday 07 July 2025

Defence Digital Group
Enterprise Systems

Job Title	Resource Manager
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	$120,303 - $135,701
Future Merit Locations	Reid
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/05144/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3F189921-CD16-B981-1488-E3EF59E92DF4

Duties

The Role

Do you enjoy working with stakeholders across a large organisation to achieve results? Are you interested in ICT and Project Management, but enjoy the people side more than the technical side?

DDG has recently undergone a transformation that focusses on both our organisational operating model and the technology platforms that underpin the Department. As a result, DDG is maturing its Project Delivery Life Cycle, known as the Golden Thread. Central to this is the uplifted governance to endorse new demand and commence project delivery, starting with project initiation.

This role will work with Project Managers to facilitate the initiation of new DDG projects as a result of project endorsement at committee. The role will also support Project Managers to engage with the right DDG Chapter Leads to get access to the required resources and will also continuously improve all DDG managed processes and artefacts that support the DDG PrMOs role in project initiation.

In addition, this role will also support the growth and continuous improvement of the DDG PrMO by supporting the PrMO Chapter Leads to execute against the PrMO Strategy and deliver critical Branch activities including but not limited to, Branch planning sessions, stakeholder engagement activities and process improvement activities.

About our Team

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age. The PrMO is a new Branch with seven Chapters and Pod Enablement. Pod Enablement is a small and dedicated team looking to make a big impact to assist projects across DDG to succeed.

Our Ideal Candidate

Our ideal candidate will have demonstrated experience in the following attributes:

- Strong stakeholder engagement style with a friendly and engaging attitude.
- Wide ranging data analysis skills to review and report over and under usage of POD resources.
- Good experience working with project governance, with attention to detail and an ability or desire to understand the bigger picture.
- Experience managing multiple stakeholders to achieve outcomes.
- A commitment to continuous improvement, working with ambiguity and with a growth mindset.
- Be able to plan a way forward that aligns to strategic goals.
- Be empathic and self-aware in a busy, growing environment.

Eligibility

Security Clearance:

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Notes

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To Apply

Position Contact	David Blanchfield, david.blanchfield@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3F189921-CD16-B981-1488-E3E

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Defence

Vacancy VN-0759705

Department of Defence

Closing Date:Thursday 03 July 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Robotic and Autonomous Systems
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/05059/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=977270C0-7D46-98C3-5121-E3EF92E45008

Duties

The Role

The Office of the Defence Seaworthiness Regulator (ODSwR) is proactively working to support the integration of Robotic and Autonomous Systems (RAS) into the Defence Seaworthiness Management System – the key maritime safety regulatory framework that applies to defence vessels. To help us achieve that we are seeking an experienced technical, policy, legal or regulatory specialist with a passion and background in RAS to join the newly established Emerging Capabilities Regulation and Assurance Directorate.

The Deputy Director Robotic and Autonomous Systems (RAS) will establish and lead the Robotic and Autonomous Systems Regulation and Assurance Team in the planning and delivery of strategic deliverables, business as usual tasks and ad hoc activities which:

- Support the integration of robotic and autonomous systems (RAS) into the Defence Seaworthiness Management System (DSwMS);
- Support the identification and addressing of barriers to regulatory compliance across the Australian maritime regulatory framework;
- Identify and provide analysis and guidance on relevant environmental and safety risks; and
- Provides subject matter expertise in support of the activities of the broader organisation.

This role will work closely with internal stakeholders in ODSwR, Australian Naval Classification Authority (ANCA), Maritime Integrated Capabilities (MIC) and Defence Legal, and external stakeholders such as the Australian Maritime Safety Authority (AMSA) to identify issues and enact innovative regulatory and policy solutions.

This role, like all roles in ODSwR, will also be supporting the whole-of-ODSwR project building and implementing a refined seaworthiness regulatory framework.

If you are looking for a challenging but rewarding role, where you can apply your leadership skills, expertise, judgement and innovative problem solving ability to craft and deliver projects and initiatives in support of innovation and emerging capabilities, this could be the role for you.

About our Team

The Office of the Defence Seaworthiness Regulator (ODSwR) provides the Defence Seaworthiness Authority (Chief of Navy) with independent assurance that maritime mission systems (warships, naval auxiliaries, and defence vessels) across the Defence Enterprise, comply with the Regulations as outlined in the Defence Seaworthiness Management System. Led by the Director-General Seaworthiness, ODSwR comprises of five Directorates and embraces the principles of a data driven regulator to identify, analyse, report on and resolve the impact of emerging hazards and risk to Seaworthiness in Defence. The core functions of ODSwR are to:

- Promulgate and Administer Regulations;
- Gather and Analyse Safety and Environment Data;
- Monitor and Assess Compliance;
- Provide Continual Assurance;
- Engage, Educate and Communicate with the Regulated Community and Peer Regulators
- Deliver Internal Business and Enabling Support.

ODSwR is a unique workplace with a mix of APS and ADF personnel that is focussed on nurturing a positive workplace culture and continuous improvement.

Our Ideal Candidate

Our ideal candidate will have a strong background working in a technical, policy, legal or regulatory capacity in the RAS ecosystem. We are looking for candidates with a good understanding of the technology, stakeholders, and regulatory environment.

Our ideal candidate will be able to demonstrate:

- Team leadership with a focus on building a positive and productive culture;

- Experience working in a technical, policy, legal or regulatory capacity in the RAS ecosystem;
- Strong understanding of the Australian maritime regulatory framework;
- Experience developing and leading delivery of projects and initiatives;
- Strong communication and stakeholder engagement skills;
- A positive, innovative, ‘think outside the box’ mindset, comfortable developing, proposing and implementing solutions in an ambiguous environment;
- The ability to create and convey analysis, advice and guidance to different audiences using different mediums; and
- The ability to thrive in a fast-paced environment with competing priorities, limited resources, and rapid change.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dr Rachel Horne, 02 6132 7574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=977270C0-7D46-98C3-5121-E3E

Defence

Vacancy VN-0759716

Department of Defence

Closing Date:Thursday 10 July 2025

Associate Secretary Group
Defence Legal

Job Title	Special Counsel - Estate and Infrastructure Law - Environmental and Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$159,803 - $167,660
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ASG/05050/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EECEBB0B-6B8A-B76E-48A2-E3EF9375C751

Duties

The Role

Defence Legal is a national organisation, which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration. As part of the General Counsel - Defence Branch, this position provides legal support to the Estate and Infrastructure Law Team.

The day-to-day tasks undertaken by the role include providing legal advice and assistance to internal Defence clients, principally for the Security & Estate Group, including in relation to strategic and legal risk issues, the drafting and review of documents (including complex and bespoke documents) and the oversight of external engagements, on matters relating to the Defence Estate and covering all jurisdictions within Australia.

The Security & Estate Group undertake an interesting, broad and diverse body of work to progress Defence's key Estate programs, which are central to the 2024 National Defence Strategy. Applicants can expect novel, rewarding and unprecedented legal work in support of projects critical to Australia's national interest.

This legal advice and assistance principally involves broadly the provision of legal services focused on supporting Defence's key Estate programs, in the following areas of law across three dedicated lines of legal service:

- Construction Law;
- Real Property Law;
- Environmental Law; and
- Native Title Law.

Legal assistance also involves, across the lines of legal service, general advisory, providing legal advice and drafting on administrative and legal documents, including ministerial submissions and briefs.

Your role will be to principally provide legal advice and assistance to Defence clients with environmental law matters, focusing on providing strategic and legal risk advice in relation to:

- Contamination, its remediation and mitigation, including the assessment, negotiation and settlement of non-litigated contamination claims;
- The end-to-end legal assistance in the procurement and delivery of contamination remediation contracts, including exercise of contractual rights and remedies;
- Environmental regulations affecting Defence operations within the Estate and including the integration of regulatory compliance outcomes for environment, planning, and heritage in Estate and Infrastructure project planning and delivery stages;
- Assistance in liaison with Commonwealth and State regulators and authorities to ensure protection of Defence's legal interests;
- Protection and preservation of national heritage; and
- Regulatory planning requirements affecting Defence operations and infrastructure within the Estate.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Estate & Infrastructure Law (E&I Law) Team in Defence Legal provides legal services primarily to the Security & Estate Group's (SEG) Infrastructure, Estate Transformation and Service

Delivery Divisions. SEG manages the development, maintenance, management, leasing, acquisition and disposal of the Defence Estate - one of the largest real estate portfolios in Australia.

To manage the Estate, SEG reviews, develops and constructs facilities and sites, often planning out to thirty years in advance. They create heritage and environment policies for all Defence properties across Australia. Property acquisitions, leasing, disposal and management of Estate related access, native title, mining and petroleum exploration issues, also fall within SEG's portfolio of responsibilities. The E&I Law Team play a crucial role in providing strategic advice and managing legal risk for SEG.

The Team assists SEG on all aspects of the Estate, large and small, including: from its large-scale infrastructure and leasing projects, joint-user arrangements and Commonwealth and State agency MOUs; to its office accommodation, neighbouring land interface issues and cadet training needs.

In addition, the E&I Law Team provide legal advice and assistance to other areas of Defence who require construction, property, native title or environmental law expertise.

Our Ideal Candidate

The successful candidate will ideally have:

- Extensive post-qualification experience in environmental and planning law, relevant to management and development of land and infrastructure;
- Experience in environmental and planning law matters across multiple Australian jurisdictions is desirable;
- Experience in transactions is required, and dispute work is desirable;
- Excellent communication, relationship management and client engagement skills;
- An ability to lead work streams and manage staff (when and where required) and to work collaboratively as a member of a team; and
- An ability to manage competing priorities in a high tempo.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The successful candidate must:

- Hold a relevant degree in law or equivalent qualification;
- Have completed a graduate diploma in legal practice or equivalent requirement;

- Be admitted as a lawyer, legal practitioner, barrister, solicitor, or barrister and solicitor of the High Court and/or Supreme Court of an Australian State or Territory (upon commencement); and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice (upon commencement).

Notes

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To Apply

Position Contact	Julian Olley, 02 6115 3518
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EECEBB0B-6B8A-B76E-48A2-E3

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Defence

Vacancy VN-0759723

Department of Defence

Closing Date:Thursday 10 July 2025

Defence Science and Technology Group
Land and Integrated Force

Job Title	Deputy Program Leader Strategic and Asymmetric Effects
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$168,109 - $189,184
Future Merit Locations	Fairbairn
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/04392/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=17C86DE2-78D4-21EE-DEA2-E3EF9551E073

Duties

The Role

The Deputy Program Leader (DPL) Strategic & Asymmetric Effects works with broad direction & is accountable to the Program Leader for the delivery of a large, highly complex, stakeholder focused, project that spans several Defence Groups and Services. The role provides leadership to the project delivery team in addition to scientists, engineers and other subject matter experts allocated to the project in accordance with DSTG's networked operating model.

Specifically, the DPL works across a wide stakeholder group, both inside and outside Defence, and harnesses DSTG resources to:

- Support planning, decision-making and execution of sensitive asymmetric effects.
- Explore innovative force options and concepts that enable asymmetric advantage.
- Assess Defence investments for their asymmetric potential.

Reporting to the Program Lead Strategic & Asymmetric Effects, the DPL assists in the design of the 'Asymmetry Project' and oversees the delivery of agreed work packages and tasks. They lead diverse and multidisciplinary teams working on some of Australia's most pressing challenges.

Position Duties:

- Scope and design the project by understanding the challenges and priorities of Defence partners and sponsors, including identifying the demand for different DSTG capabilities.
- Take a collaborative approach to co-design of the project by identifying and mobilising appropriate subject matter expertise to help define solutions, whilst ensuring that sponsor needs are understood and met.

In addition, you will lead the:

- Execution and delivery phases of the project, including leading, monitoring, reporting and communicating progress and overseeing delivery of agreed work packages and deliverables.
- Liaison and continuous engagement with DSTG Group Leaders and Research Leaders contributing staff to the project.
- Liaison and continuous engagement with project sponsors and their delegates.
- Supervision of assigned project Directors.

About our Team

DSTG is the Australian government's lead agency responsible for applying science and technology to safeguard Australia and its national interests. As one of Australia’s largest employers of scientists and engineers, we deliver expert, impartial advice and innovative solutions for Defence and national security. Our vision is to be a world leader in Defence science and technology – indispensable in transforming the Australian Defence Force and Australia’s national security. Within DSTG’s innovation, science and technology (IS&T) portfolio, the Land and Integrated Force (LIF) Division delivers those programs relevant to the Land and Integrated Force domains, principally in support of the Chief of Army, Vice Chief of Defence Force and Chief of Joint Operations.

The Asymmetry project is one of DSTG highest priorities and was established in direct response to both the Government’s Defence Strategic Review (DSR) and subsequent National Defence Strategy (NDS). Working alongside other projects within the Integrated Force domain, the asymmetry project identifies, explores and develops innovative strategies, concepts and capabilities that pit Australia’s strengths against a potential adversary’s weaknesses, sometimes in non-traditional or unconventional ways, and across the spectrum of conflict. The team is highly distributed, with staff in each of DSTG’s main laboratories at Edinburgh, SA, Fishermans Bend, VIC, and Fairbarn, ACT.

Our Ideal Candidate

Our ideal candidate is enthusiastic, optimistic and outgoing. You will have superb communication skills and be comfortable engaging and influencing a large range of partners and stakeholders at all levels. You will also have strong leadership skills and these will underpin your capacity to build and lead a distributed team under broad direction.

You will be a team player and have a record of leading fast paced and high performing teams within sensitive contexts characterised by complexity, uncertainty and change. You will be adaptable and resourceful and work across boundaries to support your colleagues to achieve collective success.

Key skills/requirements of the role:

Highly Desirable

- Program Leadership: Experience leading a complex S&T project or program with multiple work packages.
- Science Excellence: A PhD (or equivalent work experience) in a relevant field such as international relations, operations research (broadly defined) or engineering.
- Relevant Experience: with one or more of the following:
- Force design processes and associated gaps and risks to guide ‘top down’ work on asymmetric force options.
- Emerging and disruptive technologies for ‘bottom-up’ asymmetric opportunities.
- Defence experimentation activities for exploring new and potentially asymmetric concepts and capabilities.
- Assessment frameworks and metrics for supporting investment decision-making.
- Security Clearance: TSPV (or willingness to undertake a TSPV process)

Eligibility

Security Clearance:

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

Notes

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	David Matthews, 08 7375 3073
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17C86DE2-78D4-21EE-DEA2-E3

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Defence

Vacancy VN-0759737

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Geospatial Directors - Foundation Geospatial Branch
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Bendigo, Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DIG/04480/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=7AA19269-B10F-9C14-353C-E3EFCD7FEAE7*

Duties

The Role

Director Foundation Geomatics Mission (FGM) leads highly technical teams responsible for planning, producing, managing and disseminating controlled imagery and elevation data and products across Defence networks. The directorate is structured around four core functions: creating high-resolution precise imagery and elevation data to military specifications from 3D imagery, and managing enterprise elevation and imagery content across Defence networks.

The ideal candidate will have strong technical knowledge and/or experience in geospatial data production and management, preferably with a Defence background or understanding of geospatial support to military platforms and processes. Awareness or experience in IT and GIS software applications, and the dependencies and integration across geospatial production elements will be a significant advantage. Communication skills are essential to the role, with a heavy schedule of engagements required across a broad range of internal and external stakeholders and partners. Collaboration and teamwork are essential, with a high degree of integration with other parts of AGO required to achieve mission outcomes.

Director Foundation Synchronisation & Operations (FSO) is responsible for leading a team designing, implementing, and managing the strategic plans and documents for the Foundation Geospatial (FG) Branch. This includes overseeing the DGRPF planning cycle, ensuring different systems work together smoothly (production interoperability), and providing comprehensive business intelligence to support FG Branch operations. Within FG Branch, the AGO Foundation Synchronisation & Operations Directorate is the main contact for technical support and database management guidance. This includes leading Program and Requirements Management functions.

The Director FSO (D FSO) leads the development of new database solutions and works with external partners to support both the regular annual production schedule and any special projects. D FSO also manages ongoing communication with partners and stakeholders to avoid duplication of production efforts. This includes representing FG Branch at both national and international meetings. Finally, D FSO provides tailored business intelligence, reports, and analytics to help guide decisions across FG Branch.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

GEOINT Enterprise and Executive (GE&E) Branch is seeking:

To build a merit pool of candidates suitable to lead dynamic and high-tempo Directorates responsible for providing essential business support fundamental to AGO's success. In this role, you may be responsible for leading strategic workforce management including designing people and culture initiatives to drive the Agency's continuous improvement, sensitive contracting and procurements, policy and compliance, and governance and accountability. Candidates taken from the merit list will engage routinely with networks across Defence, the NIC and broader Government to ensure the team's outputs are meeting demand, and having impact for Government.

The ideal candidate will have demonstrated experience in exercising strong strategic judgment, providing expert and timely advice to enable senior decision-making.

Our Ideal Candidate

To be successful in AGO EL 2 roles you will:

- Exercise strong strategic judgment, providing expert and timely advice to enable senior decision-making;
- Demonstrate professional initiative and judgment in order to operate with little oversight and effectively manage a number of dynamic, competing priorities;
- Possess strong leadership skills with a demonstrated ability to manage teams and facilitate cooperation to achieve organisational outcomes;
- Be a strong communicator, inside and outside your organisation, with a demonstrated ability to translate information a clear and concise manner;
- Possess an ability to take on new tasks and drive innovation; and
- Be a highly motivated individual who is keen to take on a challenging but rewarding position of responsibility that will provide the opportunity to use your leadership, management, strategic understanding and relationship-building skills to have a direct impact on decision-makers.

A merit pool of highly suitable candidates will be established to fill EL 2 vacancies that occur in AGO within the next 18 months. We encourage you to pitch your application accordingly and request that you also let us know if your circumstances change and you no longer wish to remain in the merit pool.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Name Withheld, 08 7375 1717
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AA19269-B10F-9C14-353C-E3E

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Defence

Vacancy VN-0759742

Department of Defence

Closing Date:Thursday 10 July 2025

Associate Secretary Group
Data

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/05156/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=929C6BE2-DCCA-E71E-6A67-E3EFCE1ADD1D

Duties

The Role

As an APS 6 Data Scientist within the AI Modelling and Engineering Directorate of the Defence AI Centre (DAIC), you will work with stakeholders across all the Groups and Services of Defence to provide hands-on technical assistance; support the test, evaluation and assurance of AI-enabled systems; build prototypes for pathfinder use cases; and, in general, support the design and implementation of secure, scalable solutions to uplift AI capability.

Drawing upon your strong technical expertise, you will contribute to discussions on system architecture and platforms, encompassing on-prem and on-cloud environments, from R&D through to production, covering all aspects of DevSecOps and MLOps pipelines. You will contribute to technical briefings and articles, maintain a general, up-to-date awareness of relevant research trends, and look for opportunities to apply research to enhance Defence's decision superiority and asymmetric information advantage.

Occasionally you may also be required to represent DAIC at community of practice meetings, conferences, workshops and meetings with industry. Some of these events may involve domestic travel.

About our Team

The DAIC was established in June 2024, reporting to the Chief Data Integration Officer. It is a partnership between Data Division (ASG), Defence Science and Technology Group (DSTG) and Joint Capabilities Group (JCG), operating using a hub-and-spoke model. We support all Groups and Services, and work closely with academia and industry.

Our mission is to coordinate, inform and sponsor Defence efforts toward adopting AI at scale. This includes managing risks, identifying and embracing opportunities, and supporting the growth and increasing prevalence of AI. We deliver AI strategies, operational policies, training, governance and assurance over the use of AI in Defence, in partnership with Groups and Services and external stakeholders. We also act as a centre of technical expertise and support for exemplar Defence AI projects.

Our Ideal Candidate

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Our mission is to coordinate, inform and sponsor Defence efforts toward adopting AI at scale. This includes managing risks, identifying and embracing opportunities, and supporting the growth and increasing prevalence of AI. We deliver AI strategies, operational policies, training, governance and assurance over the use of AI in Defence, in partnership with Groups and Services and external stakeholders. We also act as a centre of technical expertise and support for exemplar Defence AI projects.

Our Ideal Candidate:

- The successful candidate for this position will be working on complex to very complex technical problems and thus strong, relevant skills are essential.
- They will have a solid grounding in the application of artificial intelligence and machine learning concepts and methodologies – drawing upon their relevant professional experience and/or academic qualifications in disciplines such as computer science, statistics and mathematics. They will be proficient in modern data science languages, especially Python and R, and preferably also languages for high-performance computing, such as C/C++.
- They will know how to use automatic differentiation libraries such as Pytorch, and will be familiar with query languages for relational database management systems, such as SQL.
- Experience with knowledge graphs, including graph database engines such as Neo4J, and associated languages such as Cypher and SPARQL is also desirable, but not essential, as is experience designing and interacting with web-based APIs.
- They will have attention to detail, along with strong written and verbal communication skills. They should be able to engage with stakeholders at all levels, and tailor their communication style to different audiences.

- They will be pragmatic, resilient and self-motivated, challenging the status quo over the medium to longer term, while applying the “art of the possible” to achieve results in the short-term.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Timothy Cadogan-Cowper, 02 5130 8070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=929C6BE2-DCCA-E71E-6A67-E3

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Defence

Vacancy VN-0759753

Department of Defence

Closing Date:Thursday 10 July 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Director Capability Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DIG/05212/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A843B77F-032A-7E24-542C-E3EFCE9C7768

Duties

The Role

This role within Intelligence Capability Division (ICD) works directly with Defence Intelligence Group (DIG) capability programs and with Australian Geospatial-Intelligence Agency (AGO) and Defence Intelligence Organisation (DIO) stakeholders to:

- Establish, manage, communicate, and collaborate with key stakeholders on intelligence capability programs and intelligence enterprise initiatives;
- Support Group budget reviews and allocations;
- Support coordination and responses to Enterprise Committee requirements;
- Represent, advocate and negotiate at a high-level on behalf of the organisation to achieve capability outcomes;
- Communicate, collaborate, consult and coordinate advice and support from DSTG and other S&T providers;
- Coordinate responses to senior Committee briefings and tasks for the Division;
- Work within ICD and the broader DIG stakeholder network to anticipate and plan engagement and responses for the enterprise committees attended by Head Intelligence Capability and the Chief of Defence Intelligence, where required.

About our Team

The role leads a small but high-performing team providing analytical support, independent stakeholder engagement, and decision-quality briefings and support to a 2-star Capability Manager and Division Head. The Director role reports to Executive Director Capability Support (EL2.1) in support of the 2-star Head Intelligence Capability (HIC).

Our Ideal Candidate

Intelligence Capability Division (ICD) is seeking an individual able to engage across a broad set of Defence stakeholders, tailoring information requests, communicating priorities and applying judgement and awareness appropriate to the relevant audience when developing advice to senior leaders.

As an individual with awareness of Tier 2 & Tier 3 senior committees you will be able to produce briefs and analysis appropriate to a DIG 2-star and SES Band 3 Group Head and provide support to Divisional processes addressing DIG Finance and Budget, Innovation Science and Technology (IS&T) enterprise reporting and promoting DIG strategic outcomes.

While focused on capability analysis, there is direct crossover with additional accountabilities to support Executive Director Capability Support. Your accountabilities will include direct equity/dependency management and, as needed, leading or supporting Government and Budgetary reporting, IS&T advice, conducting direct stakeholder engagement and capability analysis on behalf of DIG with Defence Finance Group and other Groups and Services as needed.

Our ideal candidate will also be able to demonstrate the ability to be:

- 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 managing allocated resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.

Eligibility

Security Clearance:

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

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To Apply

Position Contact	Name Withheld, 02 5131 4253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A843B77F-032A-7E24-542C-E3E

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Defence

Vacancy VN-0759755

Department of Defence

Closing Date:Thursday 10 July 2025

Associate Secretary Group
Data

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$120,303 - $135,701
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/05260/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=61B00C37-CACD-8252-FC19-E3EFCF199E6E

Duties

The Role

As an EL 1 Data Scientist within the AI Modelling and Engineering Directorate of the Defence AI Centre (DAIC), you will work with stakeholders across all the Groups and Services of Defence to provide hands-on technical assistance; support the test, evaluation and assurance of AI-enabled systems; build prototypes for pathfinder use cases; and, in general, support the design and implementation of secure, scalable solutions to uplift AI capability.

This role offers the opportunity to shape Defence's approach to AI by developing standards, design patterns, platforms and architectures that support effective MLOps and establish a clear line of sight across all technology readiness levels, from applied research to proof-of-concept, deployment and, eventually, retirement / decommissioning. You will need to establish and maintain effective technical working relationships with internal and external stakeholders, be a confident presenter and be both willing and able to justify your views on the basis of your strong technical expertise. You will be pragmatic, resilient and flexible, recognising that a possible ‘good’ solution is superior to an impossible ‘perfect’ solution, and you will be a team-player, working closely with the rest of the DAIC to deliver practical results that enhance Defence’s decision superiority and asymmetric information advantage. You may be required to supervise and mentor junior staff.

You will often be called upon to represent DAIC at community of practice meetings, conferences, workshops and meetings with industry. Some of these events may involve domestic travel.

About our Team

The DAIC was established in June 2024, reporting to the Chief Data Integration Officer. It is a partnership between Data Division (ASG), Defence Science and Technology Group (DSTG) and Joint Capabilities Group (JCG), operating using a hub-and-spoke model. We support all Groups and Services, and work closely with academia and industry.

Our mission is to coordinate, inform and sponsor Defence efforts toward adopting AI at scale. This includes managing risks, identifying and embracing opportunities, and supporting the growth and increasing prevalence of AI. We deliver AI strategies, operational policies, training, governance and assurance over the use of AI in Defence, in partnership with Groups and Services and external stakeholders. We also act as a centre of technical expertise and support for exemplar Defence AI projects.

Our Ideal Candidate

- The successful candidate for this position will be working on complex to very complex technical problems and thus strong, relevant skills are essential.
- They will have a solid grounding in the application of artificial intelligence and machine learning concepts and methodologies – drawing upon their relevant professional experience and/or academic qualifications in disciplines such as computer science, statistics and mathematics.
- They will be proficient in modern data science languages, especially Python and R, and preferably also languages for high-performance computing, such as C/C++.
- Ideally they will be familiar with automatic differentiation libraries, such as Pytorch, and database query languages, such as SQL, Cypher and SPARQL.
- They will have strong written and verbal communication skills.
- They will need to engage with stakeholders at all levels, and tailor their communication style to different audiences.
- They will be pragmatic, resilient and self-motivated, challenging the status quo over the medium to longer term, while applying the “art of the possible” to achieve results in the short-term.
- They will also have proven management and leadership skills, including demonstrated ability to: manage and influence technical initiatives; provide strategic advice; manage competing priorities and meet deadlines; operate with a degree of autonomy; take the initiative and resolve complex technical problems in a fast-paced, rapidly evolving and often ambiguous environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Timothy Cadogan-Cowper, 02 5130 8070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=61B00C37-CACD-8252-FC19-E3

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Defence

Vacancy VN-0759769

Department of Defence

Closing Date:Wednesday 23 July 2025

Defence People Group
Joint Health Command

Job Title	Mental Health Promotions Coordinator
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	DPG/04914/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9A727F24-1EDD-E7AE-7A7B-E3F00B78F5DE

Duties

The Role

The role of a Mental Health Promotions Coordinator within the Directorate of Military Mental Health and Psychology will allow you to be innovative, creative, flexible, and challenge you to think outside the box in the way you deliver Mental Health Promotion strategies, activities and training to an incredibly unique audience. You will get to work collaboratively with a geographically dispersed team to promote and communicate training, resources, and events to Australian Defence Force (ADF) community using a variety of channels.

The role requires overnight travel, providing administrative support as part of training governance requirements, minor technical support to online training, occasional work on weekends and outside of core business hours (with accrual of flex time), and requires a large amount of time away from your desk delivering training and engaging with ADF members.

About our Team

The Military Mental Health Training and Promotions team sits within the Directorate of Military Mental Health and Psychology.

The Directorate of Military Mental Health and Psychology is involved in a range of activities supporting the mental health and psychological effectiveness of Australian Defence Force (ADF) personnel, including training and education, mental health support programs, policy and governance, organisational climate surveys, and monitoring and evaluation.

Within this Directorate, you will be part of an agile and geographically dispersed multi-disciplinary team that provides mental health promotion, prevention, and early intervention services to support ADF members.

Our Ideal Candidate

Our ideal candidate will possess the following:

- Ability to work closely and collaboratively with immediate manager.
- Able to work effectively as part of a small team, with capacity to work independently as required.
- Confidence to engage with broad and diverse stakeholders.
- Ability to engage and tailor communication styles, to a wide range of audiences either face-to-face or virtually (online).
- Able to deliver a number of workshops across different topics including; suicide prevention, mental health & wellbeing and alcohol, tobacco & other drugs.
- Capacity to undertake intra-territory and interstate overnight travel via vehicle or aircraft and able to operate a vehicle in regional, remote and very remote locations.

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	Julian Robinson, 0473 758 600
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9A727F24-1EDD-E7AE-7A7B-E3

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Defence

Vacancy VN-0759773

Department of Defence

Closing Date:Monday 14 July 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Systems Integration Engineer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/04428/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=91CDCA03-742E-23C1-60EB-E3EFD16F2185

Duties

The Role

As an APS 6 Systems Integration Engineer you will be part of the Surveillance and Control System Program Office (S&CSPO) and work in a dynamic team that supports Air Traffic Management (ATM) Systems. While the role supports ATM systems across Australia, you will be based at RAAF Base Williamtown, located near Newcastle in the Hunter Valley. Your knowledge of engineering systems, legislation and compliance is paramount to this role as you perform and achieve complex systems engineering work within an integrated workforce.

Your communications skills will be excellent as you engage with both internal and external stakeholders in support of Defence's mission to deliver safe and effective ATM capability as an Air Navigation Service Provider within Australia's national airspace management strategy. The work of the CAF12 ATM Systems Integration Engineer will be to engage with stakeholders, investigate systems engineering concepts, deliver and manage systems engineering specifications and resources in support of the Defence materiel capability lifecycle.

About our Team

Our team is a fast-paced and dynamic environment where there is a focus on health and wellbeing. You can expect a focus on your learning and development whilst you work closely with your team comprising of APS, ADF and Industry partners.You will work in the S&CSPO CAF12 Futures, Assurances and Architecture team and as part of the S&CSPO team, you will find yourself working in one of Australia's premier tourist destinations, the Hunter Valley. With idyllic surf beaches in Port Stephens and Newcastle, Lake Macquarie, the Hunter wine region, hiking trails and Barrington tops are all within an hour of the Base.

Our Ideal Candidate

You will be a self-starter who has had experience supporting executive teams, engineering change management activities and the review, amendment and approval of technical documentation.

You will be able to:

- Perform critical and complex engineering activities and provide advice in the field of systems engineering under broad direction.
- Be accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations.
- Apply engineering knowledge and experience to identify risks and uncertainties and take these into account, in planning, decision making and priority setting.
- Demonstrate systems engineering knowledge and provide advice and recommendations on the development of advancements to established engineering principles, techniques, methods and regulations.
- Build and sustain positive relationships with team members, actively participate in team-work and motivate and mentor developing engineers.

- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	David Crossman, 02 4077 8775
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=91CDCA03-742E-23C1-60EB-E3

Defence

Vacancy VN-0759794

Department of Defence

Closing Date:Monday 07 July 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Health Safety and Environment Advisor
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05246/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=89EB3619-D7D4-46ED-87F1-E3F00ACE0436

Duties

The Role

Located at the Royal Australian Air Force (RAAF) Base Williamtown in Newcastle region, the Air Warfare Systems Program Office (AWSPO) leads and manages a portfolio of projects and products in support of Air Force and Navy capability. AWSPO, in partnership with industry, deliver the Lead-in-Fighter Training System, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group, Air Warfare Centre and Maritime Warfare Centre.

This role involves the governance of our Health, Safety and Environment activities, ensuring compliance with all relevant legislation and Defence policy. For AWSPO, Health Safety & Environment (HSE) management is closely aligned with our Facilities management requirements and you will have the opportunity to further develop your HSE advisory skills by supporting the coordination of our facilities activities as part of this role.

The role provides advice and support to the Executive and contributes to delivering organisational outcomes. Professionalisation is a key focus within Capability Acquisition and Sustainment Group (CASG) and both ongoing professionalisation and accredited training is provided as part of the role.

This position will be required to access US export controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR) regulations.

About our Team

Air Warfare Systems Program Office (AWSPO) is an integrated work environment located at RAAF Base Williamtown in the beautiful Port Stephens region of NSW. You will have access to beaches and the local lakes and rivers. Take a short drive to the Barrington Top Mountains for hiking and the Hunter Valley for vineyards and entertainment venues. Explore the beautiful city of Newcastle with its countless wonderful cafés and restaurants. As our people are our greatest asset, you can be assured you will be supported to innovate, create value, and proudly play a meaningful role, finding your sense of purpose.

We offer a flexible, engaging and supportive setting that focuses on development and support of its employees. Grow your career in a dynamic and collaborative environment. Within Aerospace Systems Division, AWSPO leads and manages a portfolio of projects and products in support of Air Force and Navy capability. This includes the management of acquisition projects in various phases of the capability life cycle including the AIR5438 Lead-In Fighter Capability Upgrade program.

AWSPO, in partnership with industry, also manage three sustainment products:

- The Hawk Lead-In Fighter, which supports air combat operations through aircraft and off-aircraft systems, delivering aircrew introductory fighter training.
- Advanced Training and Test Environment (ATTE), which improves Air Force and Navy lethality and survivability through the delivery of a threat, representative training environment.
- The Special Operations Air Warfare Program, supporting through the coordination, provisioning and sustainment of combat equipment.

Our Ideal Candidate

We are looking for people with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities. The successful candidate will need to be able to understand and interpret policy and apply it to AWSPO's business. The successful candidate will be experienced in stakeholder engagement and will possess planning and management skills, as well as organisational and interpersonal skills with a strong focus on performance, governance and attention to detail. We are looking for leaders who can demonstrate their ability to manage priorities for themselves to deliver organisational capability.

Key attributes and experience we are looking for:

- Demonstrated performance in stakeholder influence and management in a multi-disciplined team.
- Demonstrated ability to be an effective team member.
- Demonstrated effective interpersonal communication skills, including strong emotional intelligence, resilience and adaptability.
- Demonstrated ability to support strategic direction through planning and governance functions, set work area priorities, manage workflows, develop strategies and evaluate business outcomes.
- The ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables.
- The ability to understand the 'big picture' to identify any emerging opportunities or threats in relation to your program of work.
- The ability to prepare briefings, submissions and reports relating to HSE & Facilities progress and issues that arise in accordance with organisational requirements.
- Risks and opportunities – ability to identify and take account of these in planning, decision-making and priority setting.
- The ability to read, interpret and apply policy.
- HSE experience and/or the ability to develop a sound understanding of HSE and Facilities policy under limited direction.

The ability to learn is key, as the right candidate will be supported with comprehensive learning and development opportunities, and will enjoy close mentoring support by senior members of the team. The ability to complete a Certificate IV in Work Health and Safety (BSB41419) within 18 months from commencement of employment is a requirement of the role. Funding and study support is available.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Bart Jarvis, 02 4077 9809
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=89EB3619-D7D4-46ED-87F1-E3

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Defence

Vacancy VN-0759815

Department of Defence

Closing Date:Thursday 10 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Director - Australian Defence Strategic Sales Office
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/04999/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=233AF126-A790-5787-B266-E3F00CB06322

Duties

The Role

The Industry Engagement Division is looking for EL 2 Director, Project Manager Lead and Sales Operations Lead for the Australian Defence Strategic Sales Office (ADSSO). Defence is taking the next step forward in unleashing Australian innovation, technology and manufacturing on the international stage by establishing a new office dedicated to selling sovereign Australian defence technology to our international partners.

The new Australian Defence Strategic Sales Office will promote and facilitate the sale of select Australian defence capabilities to priority international partners. Australian companies will benefit from a centrally coordinated platform that proactively promotes, negotiates and drives forward their export sales. The ADSSO is a joint Government and industry endeavour, drawing on front line experience of industry representatives. A major responsibility is working collaboratively with internal, external stakeholders and subject matter experts to facilitate the achievement of Defence outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

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

About our Team

The Australian Defence Strategic Support Office will identify markets, develop campaign plans, leverage international acquisitions and actively manage ministerial, whole of government and industry efforts to drive strategic sales and through-life sustainment arrangements.

This will directly improve the resilience of Australian industry and contribute to the ongoing viability of production and supply chains supporting the National Defence Strategy and Defence Industry Development strategy outcomes.

Working with us will provide a unique opportunity to engage with Government and Industry on important Government initiatives, and an opportunity to develop or utilise your experience in the Australian Public Service.

Our Ideal Candidate

Working within Industry Engagement Division is more than just a job; it offers opportunities over the course of a career to work across diverse project and policy matters of national significance and liaise with stakeholders across Australian, Foreign governments and industry. We are seeking a motivated, solution focused and collaborative EL 2s to join the Australian Defence Strategic Sales Office.

To succeed in the EL 2, ADSSO position, applicants require:

- Experience in industry, policy development, research and implementation.
- Strong analytical skills and attention to detail.
- Creativity and an innovative approach to problem solving.
- Organisational and time management skills.
- Adaptability and flexibility to changing priorities.
- An ability to work autonomously, and as part of a team.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Nate Purdy, 02 5109 8379
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=233AF126-A790-5787-B266-E3F

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Defence

Vacancy VN-0759856

Department of Defence

Closing Date:Thursday 10 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05004/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F2D156B2-A23D-1E90-7999-E3F0BF775245

Duties

The Role

Pursuit Delivery, Land, Sea and Air – develop and execute pursuit campaigns; Establish and lead campaigns, ensuring that complete integrated sales team are established; ensure that the full Defence enterprise is properly leveraged for the campaigns; support the sales campaign teams Broader team duties may include;

- Support the Australian Defence Strategic Sales Office (ADSSO) in the development, implementation and evaluation of communications and marketing strategies.
- Assist in the planning of strategic events, trade exhibitions that promote Australian defence exports.
- Maintain close working relationships with internal stakeholders and external industry representatives.
- Track and report on the performance of campaigns and stakeholder engagement activities.
- Understanding of strategic communications and government marketing practices
- Develop and implement communication strategies that align with the ADSSO’s objectives to promote Australian defence capabilities internationally.
- Other duties as required

About our Team

The APS 5 will provide a critical support role in establishing the strategic direction and operational delivery of the Australian Defence Strategic Sales Office (ADSSO). The ADSSO is a strategic priority for Department of Defence enabling a stronger and more resilient Australian defence industry. These positions will support the ADSSO across policy, market intelligence, market awareness and domain specific (land, sea and air) sales campaigns activities.

Our Ideal Candidate

We are seeking a high-performing, motivated, enthusiastic and collaborative APS5 to join the newly formed ADSSO. To succeed in the ADSSO, the successful applicants must demonstrate the following:

- Practiced people skills (including cross-cultural sensitivity);
- Sound judgement with an innovative approach to problem-solving;
- Strong written and verbal communication skills;
- Strong policy, project or program management skills;
- Strong stakeholder relationship-building skills; and
- Adaptability, resilience, and flexibility in the face of changing priorities.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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	Debra Williams, 02 6268 1404
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F2D156B2-A23D-1E90-7999-E3F

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Defence

Vacancy VN-0759862

Department of Defence

Closing Date:Thursday 17 July 2025

Defence People Group
Joint Health Command

Job Title	Health Clerk
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$79,176 - $86,438
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/05179/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2BE402E2-788A-24D8-A6C2-E3F0BFFC85B2

Duties

The Role

An opportunity exists for and APS 4 Health Clerk to join a dynamic and collaborative team providing health care services to Australian Defence Force (ADF) personnel in Adelaide. The successful candidate will be required to perform a broad range of administrative and support tasks for a multi-disciplinary health care team. These tasks may include processing admissions, dispatches, reception duties, records maintenance, and the collation and distribution of reports.

The APS 4 Health Clerk is an important member in the Primary Health Care Team model, acting as an essential interface between ADF patients and their health care service. Their role involves liaison with patients, health professionals, and other relevant stakeholders to ensure support to services.

As an APS 4 Health Clerk, they are responsible for allocating tasks, monitoring workloads, setting priorities, and streamlining procedures to meet required medical administrative outcomes. They also provide triage support to the health centre and provide coaching and training for new and less experienced team members.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS4 Health Clerk position is part of Joint Health Unit - Central Australia and is based at Edinburgh Health Centre, RAAF Base Edinburgh, South Australia. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

The Health Clerk Team is the face and administration hub of the health centre, responsible for managing the initial patient streaming (triage), medical appointments, referrals, specialist bookings and administration processes. This position reports to the APS6 Registered Nurse/Health Administration Team Leader, Edinburgh Health Centre.

Our Ideal Candidate

Working as part of the health care team, the ideal candidate will have experience in health administration and an ability to understand and apply medical terminology. They must understand privacy principles and how to handle sensitive and personal medical information in the maintenance of patient confidentiality.

The candidate must be customer focused and able to engage effectively with a variety of stakeholders to support the delivery of safe, efficient, and high quality care to patients. They must have strong written and verbal communication skills, and the ability to quickly develop rapport and foster effective working relationships.

They will have the ability to lead a small but diverse team, and provide coaching and training to less experienced members. They must be able to adapt to changing work priorities, and to manage their work area accordingly in the achievement of moderately complex tasks.

They must understand and comply with relevant Defence policies and legislative frameworks applicable to their role, and be committed to 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

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

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To Apply

Position Contact	Salina Partridge, 08 7929 4714
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2BE402E2-788A-24D8-A6C2-E3

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Education

Vacancy VN-0759989

Australian Research Council

Closing Date:Thursday 10 July 2025

Research Programs and Services Discovery Programs

Job Title	Program Officer, Discovery Programs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,436 - $89,231
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	APS Level 5
Position Number	ARC25-014
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MzI0NDM1ODM3OTh-MS

About the Position

The Research Programs and Services Branch administer grants for the ARC's Discovery and Linkage Programs, as well as delivering programs on behalf of other Commonwealth agencies. Our work spans the entire grants lifecycle, from program design and application management, to overseeing competitive selection processes and management of grant agreements.

Program Officers manage and work as part of small teams, responsible for planning and implementing various aspects of grants programs. These roles combine project management, stakeholder engagement, risk management, communication, administration skills. Program Officers undertake grants administration using the ARCs Research Management System (RMS) and other related systems.

Across all roles within the branch, there are opportunities to contribute towards strategic projects and process improvements.

The APS 5 Program Officer would be expected to strive to master all forms of communication, engage with and support organisational change, have strong supervisory skills, support planning and projects, have strong organisational and time management skills, provide strong technical skills and be able to conduct data analysis.

Duties

Duties and Responsibilities

The Program Officer may be responsible for:

Delivering quality outcomes

- Support and manage grant administration tasks with accuracy and attention to detail.
- Manage multiple tasks within set timeframes using effective time management and priority setting skills.
- Interpret and consistently apply policy, procedures, guidelines and legislation.
- Be aware of and navigate situations involving complexity and sensitivity.
- Work flexibly across teams to provide support across the Research Programs and Services Branch as required.

Building strong relationships

- Provide clear, accurate and timely advice to research sector and other external stakeholders, enquiries including sensitive handling of complaints and appeals.
- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability, where required.

Managing information

- Use the ARC's Research Management System (RMS) and other internal systems and software to manage tasks.
- Prepare and review documents, reports, policy briefings and other correspondence.
- Monitor budgets and ensure accurate tracking of spending and financial information.
- Present data and information to provide compelling, accurate, evidence-based reporting.

Leading innovation

- Propose and facilitate innovation initiatives and contribute to business improvement strategies and to change in workplace practices.
- Support planning and development activities for the branch, aligning to the ARC strategic objectives.
- Contribute to team building and workplace culture, supporting diversity and inclusion.
- Undertake other duties such as, project management and secretariat support, as required.

Required Skills and Knowledge

- Display sound judgement, strong attention to detail and an ability to manage multiple priorities and respond flexibly in a changing work environment.
- Demonstrated experience managing projects and/or programs including time management and organisational skills; and the ability to meet tight deadlines and remain calm under pressure.
- Excellent interpersonal skills with the ability to engage high-level stakeholders, build collaborative relationships and manage staff.
- Strong IT skills, particularly in word processing, spreadsheets and databases, and the ability to learn ICT systems and support colleagues in their use.
- High level of oral and written communication skills, effectively sharing clear and accurate information.
- Ability to think strategically and identify opportunities for innovation and business improvement.
- Ability to quickly gain an understanding of the ARC's role in the Australian research landscape, its programs, and strategic objectives.

Our Ideal Candidate

Our ideal candidate is an administrative whiz, with exceptional organisational skills, attention to detail and ability to prioritise and complete tasks within critical deadlines. You will have excellent communication skills and the ability to build and maintain productive relationships.

You will be a confident writer who can synthesise complex information into clear and persuasive communication. You are proficient with common office software such as Word or Excel and can use and quickly learn to navigate new systems. You are also able to undertake basic financial administration, such as monitoring budgets and checking expenses.

Our ideal candidate is an innovator, adept at improving ways of working to achieve better outcomes. You will ask questions, share ideas, and embrace opportunities to learn, striving to connect your everyday work to ‘the big picture’. You will be a supportive team member and emerging leader, who can bring out the best in others and contribute to building a positive and productive culture. You display personal drive and integrity, adapting to change, embodying APS values and demonstrating commitment to the APS Code of Conduct.

Grant administration experience is welcome but not essential. Candidates with professional experience in university research administration, procurement, contract management, program management, executive support, office management, banking or other administrative roles are encouraged to apply.

What you'll gain from the experience

Working at the ARC, you will get to work as a valued team member in a small and friendly agency. In the Discovery Program section, you will get exposure to complete lifecycle of the peer reviewed research grants administration process through ARC’s Research Management System. You will have the opportunity to help deliver the ARC Discovery Projects and Discovery Indigenous grant programs and gain knowledge about the processes involved in administering competitive grants schemes.

About our team

In the Pre-award teams, the focus is on supporting the management of grant applications, overseeing the competitive selection process to provide recommendations for funding. This can include engaging with stakeholders, preparing documentation, meeting coordination and secretariat, and other administration tasks that contribute to delivering high-quality outcomes.

In the Post-award teams, focus is on managing grant agreements and monitoring funded research projects to ensure delivery of world-class research outcomes. This can include building relationships with funded researchers through engagement and outreach activities, grant variation processing, conducting reviews, meeting coordination, and reporting.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

Eligibility

- Must be an Australia citizen
- Undergo ID verification check
- Undergo a Police Check
- Possess and maintain a Baseline Commonwealth Security Clearance

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Kuan Li, (02) 6287 6657
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0759894

Department of Education

Closing Date:Wednesday 09 July 2025

Improving Student Outcomes
Executive Executive

Job Title	First Assistant Secretary
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be supported under an Individual Section 24(1) Determination
Classification	Senior Executive Service Band 2
Position Number	25/0350
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As First Assistant Secretary, Improving Student Outcomes, Schools Group you will be a key member of the department's senior leadership team, supporting the Executive in the provision of advice to Government, and playing a key role in setting the strategic direction for the organisation. You will help build our organisation capability by providing intellectual leadership and through your development of others.

Strategic policy, program delivery and stakeholder engagement are a key focus of this role, and you will oversee national policy and programs for First Nations students as well as student

participation, engagement and wellbeing for learning, students with disability and regional, rural and remote initiatives.

Duties

In this role, you will be responsible for:

- Leading the Improving Student Outcomes Division to develop and provide policy advice and program and project management services
- Supporting the negotiation and implementation of agreements, including the Better and Fairer Schools Agreement
- Supporting the implementation of priority reforms, including the National Agreement on Closing the Gap
- Overseeing high quality strategic policy initiatives for First Nations Teacher Strategy and First Nations Education Policy
- Leading the department's reform action in response to the Disability Royal Commission
- Delivering the 2025 Review of the Disability Standards for Education.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

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

To Apply

Position Contact	Meg Brighton, 02 6121 6941
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0759886

National Gallery of Australia

Closing Date:Sunday 13 July 2025

Artistic Program
Learning

Job Title	Public Programs Convenor
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site;Hybrid
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 6
Position Number	6006
Agency Website	https://nga.gov.au

Job Description

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

The Public Programs Convenor is a key role in the Learning Team with responsibility for the development and delivery of programs for adult audiences including talks, workshops and performances at the National Gallery in Canberra and across Australia.

The National Gallery Learning Team deliver programs and events that support education and lifelong learning, working with audiences across adult programs, kids and families, young people, students and teachers and access. We deliver programs onsite, online and offsite to engage national audiences with the National Collection and artistic program.

Working closely with the Public Programs Manager, the Public Programs Convenor collaborates with artists, curators, program convenors, content producers, program partners and communities to deliver programs that promote national engagement with the National Gallery collection and exhibitions program onsite, online and offsite. The Public Programs Convenor produces inclusive and accessible programs for diverse audiences that widen participation, spark curiosity and inspire new ways of thinking.

The Public Programs Convenor works with First Nations colleagues across the National Gallery to elevate the voices of First Nations artists and build knowledge and understanding of First Nations arts practices, cultures and perspectives.

The Public Programs Convenor is responsible for all aspects of program delivery including project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff.

The Public Programs Convenor role requires regular after hours and weekend work. Weekend penalties or time off in lieu will apply.

This position reports to the Public Programs Manager. This position is an ongoing, full-time role.

Duties

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

1. Work collaboratively to devise, implement and manage programs that support a wide range of audiences to engage with the National Gallery.
2. Collaborate with National Gallery partners, artists, communities and other external stakeholders to produce programs, overseeing or supporting the operational delivery of programs and events.
3. Undertake all aspects of program delivery, including project timelines; stakeholder management; artist and speaker management; risk management; ticketing; website

communication; budgets and supervision of casual and contracted event staff in the delivery of programs.
4. Contribute to the gathering and analysis of audience and programs data to support organisational reporting and the assessment of program impacts.

Eligibility

ELIGIBILITY

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0759888

National Gallery of Australia

Closing Date:Sunday 06 July 2025

Chief Operating Officer
Information Services

Job Title	IT Procurement Advisor
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site;Hybrid
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 6
Position Number	3044
Agency Website	https://nga.gov.au

Job Description

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

Duties

In accordance with the APS 6 work level standards, you will:

1. Preparation of end to end IT procurement documentation, and provide support for procurement, evaluation, market assessment and contracting activities.
2. Use Gallery systems and AusTender/BuyICT as part of procurement processes
3. Manage inboxes including ICTProcurement and ICTBilling.
4. Engage with the internal legal team and finance teams as required. Engage with external clients and providers as required.
5. Assist with financial processes including invoice and accruals processes.
6. Assist with administration and secretariat duties as required for Advisory or Working Groups.
7. Other duties as required commensurate with your skills and abilities.

Eligibility

ELIGIBILITY:

Citizenship: to be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of two pages) along with a statement of no more than one page that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

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To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0759889

National Gallery of Australia

Closing Date:Sunday 13 July 2025

Artistic Program
Conservation

Job Title	Senior Conservator Objects
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$112,438 - $128,298
Future Merit Locations	Parkes
Office Arrangement	On Site;Hybrid
Office Arrangement Details	flexible working arrangements may be available
Classification	Executive Level 1
Position Number	5042
Agency Website	https://nga.gov.au

Job Description

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

The Senior Conservator, Objects will lead a small team of conservators and a technician to manage all aspects of the care of objects, outdoor sculpture and time based and electrical/kinetic works of art from within the national collection and on loan to the gallery.

The National Collection has an exciting and diverse collection of works of art that fall within the category of objects. The Gallery is a leader in lending, touring and exhibiting traditional and contemporary art and this role will play a key role in meeting these requirements. To achieve this, you will work closely with a wide variety of internal stakeholders, external contractors and clients. This role is also responsible for sculptures in the sculpture garden that due to their size and complexity require a light level of project management to contract external supplies for treatment due to the size and complexity of the works of art.

This position reports to the Head of Conservation and is responsible for managing staff, research, resources, and the workflow through the Objects Section to manage the permanent collection and to meet the Gallery's exhibition, touring and lending program. This position of Senior Conservator, Objects an ongoing full-time role with the conservation team.

Duties

In accordance with the APS EL1 work level standards, you will:

1. Develop, monitor and maintain the workflow of the Objects section to ensure exhibition, loan and travelling exhibition deadlines can be managed and resourced effectively. Manage and supervise staff within the section and promote their development.
2. Supervise the conservation, documentation and research of objects within the National Collection and on loan to the NGA. Carry out examinations, treatments and maintain conservation records of objects to the highest professional standards.
3. Provide expert advice on all matters relating to the preservation of the wide variety of media that falls within the area of objects conservation. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of works of objects within the collection. Develop and contribute Risk Assessments to assist with caring for the collection.
4. Initiate and coordinate research and development into conservation methods and materials and into the techniques of works of art. Participate and encourage staff to develop lectures and research projects relevant to the NGA collection.
5. Participate in preventative conservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
6. Undertake other duties as required by the Head of Conservation, including preparations of policies, guidelines, corporate and financial reporting for the Department.

Eligibility

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Tertiary qualification in the conservation of cultural materials
- Licences -Drivers Licence
- Accurate colour vision excellent manual dexterity and the ability to lift, climb ladders and use tools and equipment.
- Physical capability to undertake the duties of this role.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

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To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0759895

National Gallery of Australia

Closing Date:Sunday 06 July 2025

Artistic Program
Art Across Australia

Job Title	Project Manager, Sharing the National Collection
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 6
Position Number	8221
Agency Website	https://nga.gov.au

Job Description

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

This position is responsible for providing project support to the Sharing the National Collection initiative. This role is highly valued, supporting partner cultural institutions to participate in Sharing the National Collection and ensuring the initiative is well supported both internally and externally.

Being part of this project team is a significant opportunity to engage with regional and suburban partner cultural institutions across the country and be a part of a noteworthy chapter in the art history of the nation.

This position involves contact with a range of regional and suburban institutions across Australia, working through various tasks that may include gathering information, providing and coordinating specialist advice from within the National Gallery, finding creative solutions to issues and other tasks that may be relevant to sharing works of art from the national collection.

This is a full-time, non-ongoing employment opportunity until 30 June 2027.

Duties

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

1. Project manage assigned loan requests associated with the successful delivery of the Sharing the National Collection project.
2. Lead the relationship management with partner institutions, collect and deliver information and provide advice and support, that enables participation in the Sharing the National Collection program.
3. Assist with budget management including variance reporting, credit card acquittals, procurement and financial management tasks.
4. Proactively monitor deadlines, triage work and forward plan commitments to ensure that papers and meeting materials are developed and shared in a timely manner.
5. Support the Manager in gathering and understanding complex information to deliver advice.
6. Liaise directly with, internal and external stakeholders to draft and prepare briefs, reports, contracts, and other correspondence on behalf of the project.
7. Work with project team members to generate solutions on issues relating to the delivery of the project.
8. Build strong working relationships and rapport with key stakeholders and represent the National Gallery with professionalism, integrity and tact.
9. Use a variety of systems and information resources.
10. Coordinate, develop, implement and review risk assessments with the Project team to ensure a safe delivery of the project.
11. Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.

Eligibility

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Environment and Energy

Vacancy VN-0759764

Clean Energy Regulator

Closing Date:Monday 07 July 2025

Scheme Support
Compliance Participant Assessment

Job Title	Regulatory Officers – Participant Assessment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$82,926 - $95,099
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	APS Level 4;APS Level 5
Position Number	CER 048/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description *https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm*

About the Branch

The Compliance Branch provides specialist services in investigations, enforcement, targeted outreach and education, audit, intelligence and analytics and participant assessment. The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, our internal lawyers and our internal fraud team. Timely and effective progressing of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises of four sections and specific work includes:

- Compliance and Enforcement Section – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administrated by the agency.
- Intelligence and Assessment Section – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas, maintaining an ongoing participant monitoring function and coordinating engagement and collaboration with other regulators and undertaking a preliminary assessment triage function for all referrals received by the Branch.

- Participant Assessment Section – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks.
- Compliance Strategy and Assurance Section – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

About the Section

The Participant Assessment section performs and delivers the following functions:

- Assesses potential participants in CER schemes to ensure that they meet the legislative requirements for being fit and proper. This includes for the Australian Carbon Credit Unit Scheme, Australian National Register of Emissions Units account holders and users with access to these accounts, Renewable Energy Target registered persons and agents as well as for new schemes including the Nature Repair Market.
- Assesses individuals seeking to be appointed as Inspectors for the Renewable Energy Target and as Registered Greenhouse and Energy Auditors.
- Provides advice and guidance to participants on application processes and requirements.
- Provides expert advice on scheme participant entry design and implementation to ensure integrity.

The agency is delivering a significant digital transformation program, and the section has a key role in providing business subject matter expertise to support the transformation.

Duties

Under general direction, the **APS Level 4 Regulatory Officer** will be expected to:

- Assist with the processing of assessment of applications for entry into the schemes administered by the agency.
- Assist with authentication of identity documents of applicants applying for entry into schemes administered by the agency.
- Under direction, draft executive briefs supporting the assessment of applications for entry into the schemes administered by the Clean Energy Regulator.
- Contribute to the maintenance and development of section processes and operating procedures.
- Provide administrative support to the Section as necessary.
- Perform other duties as directed.

In addition to the above, **APS Level 5 Regulatory Officer** will also be required to:

- Interpret and apply legislation, regulations, and policies to determine appropriate courses of action, leveraging practical experience and expertise.

- Prepare requests for information, executive decision briefs, notes, and relevant correspondence for processing applications with limited supervision.
- Draft executive briefs supporting the assessment of applications for entry into the schemes administered by the Clean Energy Regulator.
- Communicate with influence on a wide range of internal and external stakeholders, both verbally and in writing about technical issues and legislative obligations, providing sound recommendations.

Qualifications/Experience

Qualifications

None required; however, experience in a compliance-focused discipline would be highly regarded.

Experience

- Working in line with standard operating procedures.
- Working to defined time frames or schedules.
- Preparing high quality written materials.
- Using a range of software applications.
- Understanding and addressing complex issues.

Desirable experience

- Interpreting and applying legislation.
- Using a Customer Relationship Management (CRM) system, such as Microsoft Dynamics or similar.
- Using a Microsoft SharePoint-based application.
- Undertaking application assessments.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Andy Britt, 02 6159 3421
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0759361

Digital Transformation Agency (DTA)

Closing Date:Thursday 03 July 2025

NA
Corporate Business Services Team

Job Title	Senior ICT Operations Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,804 - $112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	088_06/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us
Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.
Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.
Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.
Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Business Services Team and is part of the Corporate Branch.

The Senior ICT Operations Support Officer (APS6) is responsible for delivering high-quality, day-to-day ICT operational support within the Digital Transformation Agency. This includes managing and resolving service desk requests, providing responsive desktop support, and ensuring the effective operation of ICT systems and services. The role oversees ICT asset and vendor management, user access administration, and software licensing, including audits and compliance reviews.

Please note: This role requires in person availability between 08:30 am – 17:30 pm Monday – Friday in the Canberra Office. This time will be based on a monthly rotating roster shared within a small but dynamic team to ensure we maintain our operational requirements and allow for flexible working arrangements.

Key Duties

- Deliver high-quality customer service and technical support to DTA staff, ensuring effective use of corporate ICT services and timely resolution of complex issues.
- Manage and resolve service desk tickets, support asset lifecycle processes, and contribute to the smooth operation of internal ICT services within a small, collaborative team.
- Provide subject matter expertise in Microsoft cloud technologies, particularly Microsoft 365, to support solution design, implementation, and continuous improvement initiatives.
- Perform advanced troubleshooting, maintenance, and support across a broad range of platforms and services, with a focus on the Microsoft 365 ecosystem.
- Lead the delivery, administration and optimisation of unified communications and collaboration tools, including Microsoft Teams, SharePoint Online, and related Office 365 services.
- Collaborate with external vendors to support the agency’s Laptops and SOE managed services delivery model, ensuring service quality, responsiveness, and alignment with business needs.
- Drive continuous improvement across ICT environments and toolsets by identifying and implementing enhancements that improve performance, usability, and security.
- Provide escalation support for complex technical issues, ensuring timely resolution and minimal disruption to business operations.
- Mentor and coach junior ICT operations staff, fostering a culture of knowledge sharing, professional development, and continuous learning.
- Conduct regular audits and reviews of user access, licensing, and third-party applications to ensure compliance, efficiency, and cost-effectiveness.
- Assist with ICT procurement activities, including license renewals, reconciliations, and vendor engagement, in line with agency policies and procurement frameworks.

Eligibility

Security Clearance level required: Baseline (NV1 preferred or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and

provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Joshua Meller, 0499 877 042
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0759792

Independent Parliamentary Expenses Authority

Closing Date:Sunday 06 July 2025

Job Title	Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$96,101 - $117,289
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements available
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

IPEA has 2 vacant opportunities, initially for a 12 month period to join either the Travel Expenses and Contracts Branch or the Client Services Branch.

About the Branches

Travel Expenses and Contracts Branch

Manages IPEA’s client-facing operations and administers travel for parliamentarians and their staff so that they can successfully undertake their parliamentary business in accordance with the legislative framework for travel. We pride ourselves on our exceptional client service and knowledge of the Parliamentary Business Resources Framework.

Client Services Branch

Provides personal travel advice and administers high volume travel allowance claims, to parliamentarians and their staff. Develops and implements education programs and materials to delivers educational sessions to a high standard to clients and stakeholders both face-to face and virtually.

About you

We are looking for enthusiastic people with high standard of customer service and a commitment to deliver IPEA's purpose and functions.

As the Team leader, you will work closely with the Assistant Director and play an integral role in the day-to-day operations to provide high quality services, advice and support to Parliamentarians and their staff in accordance with the legislative framework.

You will have strong organisational and time management skills to assist with the supervision of a high-volume processing team and third-party arrangements in a fast-paced environment. This is a position of trust, and you must have a strong understanding of sensitives involved in providing services and advice to high profile clients, as well as collecting, storing and using information of a sensitive and complex nature.

Duties

Our ideal Candidate

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the following job specific skills

- Leadership and accountability
- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack - Working at IPEA | Independent Parliamentary Expenses Authority

Eligibility

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

This is a designated security assessed position.

The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes

Application

Your application should include

• A 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the ‘our ideal candidate’ section

• Indicate your preference (if applicable) in which Branch you would like to work

• A resume of no more than three (3) pages

• Personal Particulars form

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the work level standards can be found here.

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website here.

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch and resume should be email to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA’s Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470..

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

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Katrina Collins, 6215 1736
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0759832

Austrade

Closing Date:Sunday 06 July 2025

Trade
Education and Skills Education

Job Title	Content, Communications and Events Adviser (EDI, SAP)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,332 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5617
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This role is responsible for the creation, refinement and delivery of content and communications on behalf of the International Education team in Austrade's Trade Division. This includes working across internal teams in Australia and around the world, collaborating with staff across Austrade's Marketing and Digital teams, and with external suppliers, partners and government colleagues.

The Content, Communications and Events Adviser is responsible for the sourcing, writing and repurposing of content for Austrade's provider-facing news and social media, and the technical delivery of sector and global virtual events. The role also supports team managers responsible for the delivery of the EDI service, SAP partnership initiatives and sector-facing communications, with a range of administrative duties. It involves generating and implementing ideas in support of content and communications strategy, and broader engagement with government and sector stakeholders.

Duties

- Deliver cohesive and coordinated content across Austrade's education sector-facing channels, including EDI and Austrade's Education sector LinkedIn.
- Work closely with colleagues in Austrade's global network to coordinate and deliver a fortnightly eDM for 12,000 readers nationally.
- Develop and maintain relevant, up-to-date and timely content, according to publication deadlines.
- Generate and implement ideas for content and communications that align with Austrade's global trade sector strategies and priorities.

- Provide administrative support for the delivery of the EDI service to subscribers, including web user and analytics and account management duties.
- Provide technical and coordinating support for the delivery of online events and briefings, including external webinars and internal professional development sessions.
- Build trust as a reliable point of contact for Austrade staff, federal government colleagues, and state and territory partners.
- Manage, develop and implement projects as required, ensuring compliance with financial, procurement and other relevant Austrade policies.
- Fulfil other duties as required, including representing Austrade in corporate and government settings.

Eligibility

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

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

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

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Foreign Affairs and Trade

Vacancy VN-0759901

Austrade

Closing Date:Thursday 10 July 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	UX Design Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5488_06/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Digital and Technology Services Division is looking for dynamic, user-oriented UX Design Lead, with experience leading at the executive level.

The Digital and Technology Services Division has responsibility for Austrade's digital infrastructure, platforms and applications that host, support and secure our services.

We are looking for a creative and enthusiastic person to be actively involved in the design and delivery of Austrade's Go Global Toolkit digital service. As the UX Design Lead, you will work with teams to ensure that the service is designed for user needs. You will develop designs based on evidence of user needs and organisational outcomes, and facilitate co-design, bringing in end users to design with your team. You will help your team build an understanding of the components that make up a service such as people, props, process, front stage and backstage through

research. We are looking for a strong team player who values agile ways of working and Human Centred Design (HCD) by working openly and collaboratively. A core function of the role is to conduct and interpret evidence-based research and work with teams to prioritise tasks and design iterations to test with users.

Duties

- Design and develop mock-ups, prototypes and user interfaces for digital services in a fast-paced agile environment.
- Advocate for user-centred design within a multi-disciplinary team with an adaptable approach to meet the needs and standards of the organisation.
- Map out complex service environments to show both current and future state
- Conduct user research and hypothesis testing to understand user and organisational needs.
- Communicate and negotiate with stakeholders at all levels to clearly articulate design decisions and research insights.
- Ensure all designs meet the Australian Government's Digital Service Standard and Accessibility standards.

Eligibility

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

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Ethan Weatherfield, +61 (2) 6201 7446
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0759653

Australian Secret Intelligence Service

Closing Date:Monday 07 July 2025

Not specified
Not specified

Job Title	Security Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$105,013 - $113,141
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This is an Office based role in Canberra
Classification	APS Level 5
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

There are multiple Level 5 Security Administration Officer positions available that will join a high performing team responsible for undertaking Negative Vetting (NV) security clearances and associated clearance maintenance activities.

The Security Administration Officer will be responsible for conducting first line analysis of gaps, anomalies and discrepancies in vetting information and / or managing ASIS NV security clearances once they are granted and active. The role involves liaison with internal and external stakeholders. The Security Administration Officer will be able to exercise discretion and sound judgement in providing general security advice to stakeholders based on relevant legislation and policy.

Security-related experience is not required and on-the-job training will be provided. However, the successful applicant is expected to be able to follow set processes and work well as part of a team. In addition, they will be able to work in a fast-paced work environment with the ability to multi-task.

Duties

Under limited direction, the role will be responsible for the following key responsibilities and tasks:

- Reviewing security clearance documentation in accordance to the Protective Security Policy Framework (PSPF) requirements and ASIS procedures;
- Being the point of contact for candidates in the pack review stage of vetting; including requesting documentation and monitoring return of information;
- Ensuring accurate data entry and maintenance of digitised records;
- Contributing to compliance, including risk management and mitigation;
- Developing and documenting NV and clearance maintenance procedures;
- Providing general security advice to internal and external stakeholders which aligns with best practice, policy and legislation;
- Supporting best practice workflows within the team; and
- Working as part of a team contributing to the development and delivery of the NV and clearance maintenance capability.

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- High level organisation skills and attention to detail;
- Effective written and verbal communication skills;
- Ability to follow processes, multi-task and adapt to changing priorities;
- Ability to work independently and as part of a team.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

There are no formal educational requirements for this role however the following will be highly regarded:

- Experience encompassing the Core Skills outlined above.
- Familiarisation with the Protective Security Policy Framework.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0759738

Australian Secret Intelligence Service

Closing Date:Monday 07 July 2025

Not specified
Not specified Not specified

Job Title	FMIS – Systems Accountants
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,169 - $163,364
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	Not specified
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

As the Systems Accountant in ASIS you will be responsible for delivering high quality and effective support through the management of ASIS's Financial Management Information System (FMIS). Your contribution will go towards ensuring the financial integrity of ASIS and its business groups. This will involve effective collaboration with team members and stakeholders, as well as ensuring compliance with all aspects of Australian legislative and regulatory requirements.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

Manage one or more of the following areas of responsibility:

1. Management of TechnologyOne modules with a focus on:

o Financial Management and Reporting

o Business Process Automation including Workflows, DocOne and ETLs

o Supply Chain Management with a focus on Contract Management

o Travel & Expenses

2. Assist in providing regular system support to a wide and geographically dispersed user base;

3. Build strong relationships with internal clients, including the provision of targeted training where required;

4. Identify, analyse and develop solutions to new requirements;

5. Identify, analyse and develop improvements to existing business processes;

6. Supervise external consultants where required;

7. Coordinate and manage TechnologyOne's CiAnywhere offering on deployment of new patches and version upgrades for enhanced functionality.

Skills and Experience Required

· Demonstrated experience in administering financial systems and associated tools (Technology One experience preferred);

· Demonstrated experience in financial accounting practices including financial processing and/or reporting;

· Demonstrated experience in reporting and Analytics with a focus on ETLs, XLOne, DocOne and Enterprise Budgeting.

· Well developed communication and liaison skills;

· Qualifications in Information Technology, Commerce, Accounting, Finance or related disciplines highly regarded.

Eligibility

Candidates must be Australian citizens.

The position is Canberra based, with conditions of service similar to those in the Australian public service, Including superannuation. The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from cultural and diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are

successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful candidates.

To apply, please submit an application via the website.

Applications close the 7/7/2025

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0759197

Aged Care Quality and Safety Commission

Closing Date:Sunday 06 July 2025

Aged Care Quality and Safety Commission
Compliance Management Compliance Case Management

Job Title	Senior Compliance Officer, Case Management (Residential and Home Services)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Darwin NT, Sydney NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	20035374, 20045982, 20035359, 20043176, 20035384, 20036383
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Aged Care Quality and Safety Commission:
The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019.
We work to improve the lives of older people by maintaining the integrity of the aged care system.
As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.
It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

About the team:
The Compliance Case Management section responds to non-compliance of providers with their obligations and conditions on registration under the Aged Care Act 2024. The section is responsible for encouraging and promoting compliance through education, information and engagement with providers as part of monitoring activities.

The section takes regulatory action proportionate to risk and uses its powers based on the capability and willingness of providers to take action required. Where providers are unable to demonstrate ability or willingness to mitigate the identified risks in a sustained way, the section will closely case manage the provider, often working with other internal and external stakeholders.

About the Role:
Using data and intelligence, Compliance Case Management takes a proportionate risk-based response to identified non-compliance to incentivise sustained long term behavioural change amongst providers.
Senior Compliance Officers monitor a provider's compliance through a range of mechanisms, including information received from external and internal sources. This role will manage a complex case load effectively, and in a timely manner, within an environment of competing priorities and change.
The role requires ability to identify risk accurately using appropriate decision tools, and prepare comprehensive, well analysed, and evidence-based written recommendations for delegated decisions in accordance with relevant legislation, national policies and procedures. Discretion and judgement are required in dealing with numerous confidential and sensitive issues.

Duties

- Case manage and closely supervise providers to ensure risks to consumers are being appropriately managed and that providers comply with their legislative obligations. Where appropriate, use regulatory powers to incentivise changes in provider behaviour and delivery of required actions.
- Gather and analyse complex data and intelligence from various sources to conduct fair, balanced, and effective risk assessments in line with the Commission's Regulatory Strategy and Risk Framework.
- Apply sound judgement and expertise to accurately research, interpret and apply complex legislation, information, and advice to inform decision making.
- Prepare well- reasoned and evidenced-based, analyses, recommendations and regulatory notices that are risk-based and proportionate.
- Facilitate provider meetings (virtually or onsite) by preparing for engagements, setting milestones, clearly communicating expectations, and gathering information to support outcome delivery.
- Work collaboratively and liaise with stakeholders, develop and maintain professional relationships, seek information and specialist advice (e.g. legal and/or clinical) on complex or sensitive matters to support unbiased and defensible decisions.
- Professionally engage, negotiate and influence difficult and sensitive conversations with a provider, other government entities and members of the public.
- Support the Assistant Director and Director by independently preparing and/or contributing to the preparation of executive reports, briefings or equivalent.
- Develop, train and mentor new and existing staff to build their knowledge and capability on compliance-related matters.
- Contribute to the continuous improvement for operational processes and technological enhancements to support compliance activities and team objectives.

Eligibility

- In-depth knowledge, or the ability to quickly acquire knowledge, of aged care legislation, policy, and regulatory frameworks, such as the Aged Care Act and the Commission's Regulatory Strategy.
- Strong analytical and problem-solving skills to support well- reasoned recommendations based on evidence.
- Highly developed written communication skills with demonstrated experience in preparing high quality documents, reports, or regulatory notices.
- Highly developed interpersonal skills with demonstrated negotiation, conflict resolution and engagement skills with internal and external stakeholders.
- Ability to work independently under strict deadlines with demonstrated skills in effective time management, working with competing priorities and managing a case load effectively in line with agreed performance measure indicators.
- Proven experience driving continuous improvement initiatives to improve operational efficiency and compliance.
- Demonstrate the ability to take ownership of personal and professional development.
- Demonstrated initiative, self-motivation and resilience with ability to identify practical solutions to problems.

Role specific requirements:

- Ability to undertake local and interstate travel when required.

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by 6 July 2025 and 11:30pm (AEST).

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Scott Rumbold by emailing scott.rumbold@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion:

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Scott Rumbold, scott.rumbold@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0759743

Aged Care Quality and Safety Commission

Closing Date:Sunday 06 July 2025

Regulatory Operations Division
Risk Intake and Inspectorate Group Inspectorate

Job Title	Assistant Director – Risk Based Monitoring (Worker Regulation)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	Executive Level 1
Position Number	550_06/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

The Risk Intake and Inspectorate Group (RIIG) protects older Australians through proportionate response to provider, worker, financial, prudential and provider governance risks. To achieve this outcome, RIIG comprises two functions: Risk Intake and Analysis, that analyses risk and triages the appropriate response escalation; and Inspectorate that undertakes preventative and responsive monitoring of identified risks.

Risk Based Monitoring (Worker Regulation) is a section within RIIG. It is responsible for:

- Detecting and responding to aged care worker (aged care workers and responsible persons) risks, including assessing provider compliance with their obligations to ensure workers are complying with the Aged Care Code of Conduct
- Conducting both targeted and responsive risk-based monitoring of worker risks
- Embedding worker compliance with the Aged Care Code of Conduct across the aged care sector and increasing the accountability of providers for the quality of their workforce
- Building sector confidence in the Commission and fostering improvement in worker regulation.

As an Assistant Director– Risk Based Monitoring (Worker Regulation) you will lead a geographically dispersed team of Risk Based Monitoring Inspectors who are responsible for preventative and responsive monitoring of worker risks and provider compliance with their responsibilities for their workforce. As a delegate of the Commissioner, the role may make regulatory decisions within legislated timeframes, based on the findings and recommendations of the Risk Based Monitoring (Worker Regulation) team.

As an Authorised Commission Officer under the Aged Care Act 2024, the Assistant Director – Risk Based Monitoring (Worker Regulation) has the authority to conduct monitoring with or without consent and exercise a range of regulatory powers.

Duties

- Lead and manage a geographically dispersed team of Risk Based Monitoring Inspectors, fostering a high-performance culture and supporting staff wellbeing and development.
- Promote a culturally safe and inclusive workplace, ensuring team members are equipped to engage respectfully and effectively with diverse communities.
- Lead the identification, assessment, and response to emerging risks related to aged care workers and responsible persons, using the Commission’s risk management framework.
- Exercise delegated regulatory powers to make evidence-based decisions that align with compliance objectives and uphold the Aged Care Act 2024, relevant legislation, and the Regulatory Operating Model.
- Apply the Commission’s risk management framework and specialist knowledge of statutory, regulatory, and policy frameworks including the Aged Care Act 2024 and Regulatory Powers (Standard Provisions) Act 2014 to identify, assess and respond to emerging and systemic risks, contributing to continuous improvement in regulatory practice.
- Promote provider accountability for workforce quality and compliance with the Aged Care Code of Conduct while supporting sector education to embed compliance expectations and drive continuous improvement.
- Build and maintain effective relationships with internal and external stakeholders to support collaborative regulation, enhance sector confidence in the Commission’s role, and represent the Commission in relevant forums, working groups, and inter-agency initiatives.
- Lead the integration of Aboriginal and Torres Strait Islander cultural capabilities to ensure assessment and compliance activities are respectful, culturally informed, and aligned with recognised cultural protocols, while fostering meaningful engagement with communities to support inclusive regulatory outcomes.
- Collaborate with Inspectorate Planning and Coordination and other stakeholders to plan and monitor operational activities.

Eligibility

- Demonstrated experience leading, managing, coaching and developing a high performing geographically dispersed team, and build capability in a complex environment.
- Demonstrated ability to lead and model culturally informed engagement with Aboriginal and Torres Strait Islander peoples, applying cultural awareness to guide respectful practices and support inclusive, community-sensitive assessment and compliance approaches.
- In-depth understanding, or the ability to quickly acquire knowledge, of aged care legislation, policy, and regulatory frameworks, such as the Aged Care Act 2024 and Regulatory Powers (Standard Provisions) Act 2014.
- Sound judgement and analytical skills, with the ability to understand and apply legislation, make delegated decisions, and form evidence-based recommendations aligned to regulatory strategy.
- Highly developed communication skills with demonstrated experience in preparing high quality documents, reports and decisions.
- Highly developed stakeholder management and interpersonal skills with the ability to work collaboratively, negotiate and communicate with influence with internal and external stakeholders.
- Demonstrated ability to identify and respond appropriately to risk within the Regulatory Operating Model.
- Ability to work with a level of independence, under broad direction, to make sound judgements based on thorough research, analysis, problem solving, innovation and evidence-based practice to resolve issues to achieve quality objectives. Proven ability to lead quality improvement initiatives with awareness of their strategic, political, and operational impact.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

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To Apply

Position Contact	Duncan Given, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0759902

Aged Care Quality and Safety Commission

Closing Date:Thursday 10 July 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Regulatory Strategy Policy Executive Unit

Job Title	Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Surry Hills NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	Executive Level 1
Position Number	20043955
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=D827E93F-BF46-BD92-0471-E3F0F93C30A2

This position will report directly to the Executive Director of the RSP Group and manage a small team as part of the Executive Unit.

The successful applicant will work effectively with Commission executives, corporate services, staff across all offices, and with key external stakeholders with a focus on supporting the RSP Group to operate efficiently and effectively in fulfilling its corporate, strategic and operational responsibilities in the Commission. Some (but not frequent) interstate travel is involved.

Duties

- Work closely with the Executive Director to identify business priorities and actively support the group's strategic direction
- Supervise and oversee the operations of the RSP Group Executive Unit and manage the performance and day-to-day activities of the Executive Assistant and Executive Support Officer.
- Work closely with RSP staff to develop and maintain business systems which ensure the groups accountabilities and functions are met, including tracking the program work across the five sections of RSP, monitoring deliverables, risk planning and management
- Coordinate reporting and advice on the RSP group work program for the Executive Leadership Group, Project Management and Transformation Office, and Corporate and operational plans including performance measures.
- Support the RSP Group executive team and managers to maintain and develop workforce capability and capacity
- Drive technology and innovation solutions to enhance work practices in the group including building the related capability in project management
- Facilitate effective communications and information sharing within the group
- Support the Executive Director and Directors to manage and monitor the groups budget including tracking and reporting on budgets, project expenditure and procurement
- Support the Executive Director to prepare for internal and external meetings, including preparing and/or coordinating presentations and papers
- Develop and deliver strategic projects for the group as required
- Coordinate, manage and review correspondence and ministerial requests requiring the Executive Director's attention
- Develop and produce material for the Executive Director. This may include reports, emails, correspondence, briefs, presentations and staff messages
- Oversee the provision of secretariat support and planning for RSP Group meetings
- Represent the Executive Director in a professional, respectful and courteous manner, developing and enhancing relationships with key internal and external stakeholders.

Eligibility

- Experience leading a team and/or working with executives and across organisations
- A high level, or the ability to quickly acquire, understanding of the Commission's role, its strategic objectives, processes and people
- Excellent interpersonal, oral and written communication skills
- Ability to communicate with influence and work collaboratively to resolve complex issues
- Strong organisational, business, administrative and IT skills and experience in developing and managing reporting solutions
- Experience and skills in project management or willingness to acquire

Notes

- Salary offered will be between $118,588 - $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **10 July 2025 and 11:59 PM AEDST.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Katherine Galway by emailing katherine.galway@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Katherine Galway, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=D827E93F-BF46-BD92-0

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Health

Vacancy VN-0759900

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

Closing Date:Tuesday 08 July 2025

ACSQHC
ACSCHC Medicines Safety and IPC

Job Title	EL1 Senior Project Officer, Infection Prevention and Control (IPC)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20021668
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Infection Prevention and Control (IPC) team is part of the Medicines Safety and Infection Prevention and Control (MSIPC) directorate. The IPC team supports the Commission's work on the National Safety and Quality Health Service Preventing and Controlling Infections Standard, the National Safety and Quality Primary and Community Healthcare Standards (the Primary and Community Standards) and coordination of the National Hand Hygiene Initiative (NHHI). This includes the development of national policies, guidelines and strategies to prevent and respond to healthcare-associated infections (HAIs).

The Senior Project Officer is responsible for the development of resources to support implementation of the NSQHS Standards and the Primary and Community Standards, the implementation of the Australian Guidelines for the Prevention and Control of Infection in Healthcare, the NHHI, and contributing to other activities to support the IPC program. This includes undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. Work with the Manager on the planning, detailed documentation and consultation on strategies, policy, and national guidance to support infection prevention and control and

reduction of healthcare-associated infections. This includes the development of resources for healthcare workers, health service organisations and the wider community on IPC and HAI, and providing user support and advice with regards to the NHHI and infection prevention and control.
2. Review, analyse and report on published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
5. Keep current their knowledge of relevant strategic and clinical issues and investigate how these may be addressed by the Commission, as appropriate to the role.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program to produce high quality Agenda Papers and related materials.
7. Consult with consumers, experts and stakeholders, including the development of consultation approaches and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
9. Liaise, and foster productive working relationships within the Commission and with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
10. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
11. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated knowledge and understanding of infection prevention and control, epidemiology and public health, in the context of improving patient safety and quality in health care or aged care.
- Demonstrated skills and experience in the timely delivery, implementation and evaluation of infection prevention and control projects.
- Demonstrated policy and guideline development, and project management experience relevant to infection prevention and control, safety and quality, or related areas.
- Demonstrated sound decision-making skills, and sustained record of high level of productivity, initiative and professional judgement.
- Demonstrated high level research and analytical skills and exceptional writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter specifically addressing your suitability against each of the six selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Kim Stewart (02) 7232 5638.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Tuesday 8 July 2025.**

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

About the Australian 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	Kim Stewart, (02) 7232 5638
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0759846

Australian Digital Health Agency

Closing Date:Sunday 06 July 2025

Technology Services
Technology Planning and Delivery Infrastructure Planning

Job Title	Senior Project Manager - Technology Planning and Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$120,486 - $137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

- Leading the end-to-end delivery of projects from initiation through to planning, design, development, testing, implementation, and transition to operations.
- Providing high-level project leadership, ensuring delivery is aligned with business goals and adheres to quality, time, and budget constraints.
- Building and maintaining strong stakeholder relationships across business units, vendors, and partner organisations in a complex, multi-vendor delivery environment.

- Managing dependencies across multiple programs and workstreams, and clearly articulating impacts on delivery timelines and project scope.
- Ensuring alignment with Agency project delivery frameworks, and tailoring delivery approaches (Agile, Waterfall, or hybrid) to meet project objectives.
- Driving team engagement and supporting cross-functional collaboration across project contributors

Duties

What You'll Bring

- Advanced proficiency in project management tools (e.g., MS Project, Azure DevOps, or similar).
- Experience managing budgets across multiple concurrent initiatives or portfolios.
- Experience managing projects in a technical, multi-vendor environment, and coordinating delivery across infrastructure, cloud, and application workstreams.
- Ability to liaise with architects, engineers, and operations teams to ensure technical alignment and solution integrity throughout the project lifecycle.

Eligibility

Eligibility

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

Notes

Qualifications and Experience

- Minimum 10 years' project management experience. Program management desired.
- Minimum 5 years' experience managing complex technology projects.
- Relevant project management certification (e.g. PRINCE2, PMBOK, PMP)

Our Benefits

- Ask us about our 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements
- Generous leave opportunities including Parental (primary & secondary), compassionate,Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

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

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

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

Closing Date: 6 July 2025, 11:00pm

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety.

Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Recruitment Team, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0759994

Australian Digital Health Agency

Closing Date:Tuesday 08 July 2025

Technology Services
Information Technology Services IT Engineering Systems and Operations

Job Title	Asset Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description *https://www.digitalhealth.gov.au/about-us/careers*

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

The Asset Manager oversees the entire lifecycle of IT assets, ensuring their efficient use and compliance with Agency policies. This includes maintaining accurate inventory records, conducting regular stocktakes, audits and developing and maintaining process documentation. The role involves managing the procurement of new IT assets and disposing of obsolete equipment in an environmentally responsible manner.

Duties

What You'll Bring

- Experience developing, implementing and maintaining asset management strategies. Managing the lifecycle of all IT assets. Keeping an accurate inventory of hardware and software assets, including purchases, licenses and contracts.
- Ensuring compliance. Making sure IT assets comply with company policies and licensing regulations.
- Coordinating with teams across the Brand and Agency. Working with IT teams to forecast budgets and identify potential IT asset purchases. Auditing and reporting.
- Regularly auditing, analysing, and reporting on the cost, performance, and value of IT assets.
- Minimal 2 years' experience as an Asset Manager.
- Experience using ServiceNow.
- A deep understanding of IT infrastructure and lifecycle management.

Eligibility

Eligibility

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

Notes

Our Benefits

Ask us about our 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

Salary packaging (also known as salary sacrifice) is available.

Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

Generous leave opportunities including Parental (primary & secondary), compassionate,Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra, with travel to other sites required on occasion. To apply, submit your resume and a cover letter.

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

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

Closing Date: 8 July 2025, 11:00pm

Salary: This role offers between $98,045 - $110,612 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Talent Acquisition Team, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0759998

Australian Digital Health Agency

Closing Date:Sunday 13 July 2025

Corporate Services Division
Finance Branch

Job Title	Procurement Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0420_06/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Agency has recently moved to a centralised procurement function which provides a range of procurement management operations from centrally delivered to self-service by business areas. The Procurement Business Partner (PBP) is accountable under broad direction to perform complex work and deliver key outcomes focusing on procurement and commercial advice, within the divisions they are responsible for.

Duties

The PBP will partner with business areas to learn and support their procurement activities, to deliver appropriate and compliant procurement activities. They will provide strategic advice to senior management, including identifying procurement activities and developing strategic procurement plans to build procurement capability across the Agency.

As a procurement professional, the PBP will utilise their knowledge and expertise to contribute to the broader operation of the Finance Branch and Agency. They will work with a high level of autonomy and accountability to perform these tasks and review the work of others. Reporting to the Director – Procurement Services, the PBP may lead a small team and mentor junior procurement officers.

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

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

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Shalveen Prasad at shalveen.prasad@digitalhealth.gov.au.

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

Closing Date: Sunday 13 July 2025 at 11:00pm

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Shalveen Prasad, (02) 5134 2853
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760001

Australian Digital Health Agency

Closing Date:Wednesday 09 July 2025

Digital Solutions
Executive Executive

Job Title	Branch Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,714 - $86,341
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Located in Canberra with an attractive working from home policy
Classification	APS Level 4
Position Number	0421_06/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The **APS4 Branch Support Officer (BSO)** is a full-time ongoing position. This role will be required to work as part of a high performing Branch within a complex and fast-paced environment, providing day to day support to the team. The BSO is accountable under general direction for a range of administration, corporate and executive support activities across a Branch. This is a position of trust that requires excellent judgement, great administration skills and high levels of personal integrity, sensitivity and discretion.

The successful applicant will be organising and prioritising their workflow and making decisions within defined parameters relating to their areas of responsibility within the Branch. They will apply a knowledge of the Branch's operating requirements, procedures and guidelines to support the senior executive officer and senior managers. They will be required to undertake some research and analysis activities; communicating with and providing advice to a range of internal and external stakeholders to progress work outcomes on behalf of the senior executive officer in the Branch.

Duties

Skills and Experience

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

- Proven experience in organisational and administrative skills, including planning, meeting deadlines, and delivering high-quality work with attention to detail.
- Exceptional verbal, written, and presentation skills for clear communication with the Executive Team and the Chief Digital Officer.
- Ability to document, minute, and escalate issues effectively.
- Strong teamwork skills, with the ability to work collaboratively in a team environment.
- Experience using record management systems.
- Proficiency in Microsoft tools, such as Outlook, for diary and inbox management, including calendar scheduling and mailbox management.

Eligibility

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

Notes

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

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Amy Sostarko, officeofthecdo@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0759839

Australian Institute of Health and Welfare

Closing Date:Tuesday 08 July 2025

Primary Healthcare, Information Standards & Communications
Communications & Engagement

Job Title	APS6 - Strategic Communications Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,702 - $108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	75_06/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Primary Healthcare, Information Standards and Communications Group is looking for a high-performing and highly motivated APS6 Strategic communications advisor to support its stakeholder engagement and corporate communications functions.

The Communications and Engagement unit promotes the institute and its work through media, stakeholder engagement, internal communication and ministerial liaison. It takes a leading role in helping AIHW staff to produce interesting and informative work. It is also responsible for the institute's corporate reporting and parliamentary functions. The unit comprises 4 teams – reporting and parliamentary, media, authoring support, and strategic communications and stakeholder engagement. This position can be based in Canberra or Sydney, and remote working will be considered.

Critical to the role will be the ability to lead a small team and build trusted relationships with key internal and external stakeholders.

Under limited direction you will:

- Work with the Strategic Communications Manager to develop and implement a comprehensive corporate communication program encompassing newsletters, intranet, events and leadership messaging.
- Collaborate with the AIHW's business areas to develop and deliver strategic communications plans for specific projects and priorities.
- Provide specialist advice to stakeholders on the design, development and implementation of a range of internal and external communication products and activities.
- Work collaboratively with the Unit Head and other team leads to provide leadership, direction, performance management of staff and the effective management of allocated resources.
- Liaise, engage, negotiate and collaborate with other areas of the AIHW, other government agencies, Ministerial staff, State and territory authorities, and community organisations.
- Develop and report on the AIHW's media and communications activities (including the collection and/or analysis of relevant data) and prepare required reports (such as collated media coverage for AIHW reports, Board papers, briefings for senior management, annual reports).
- Represent the institute in professional forums and meetings as appropriate.
- Provide assistance to the broader communications team for general media and communications activities during peak periods and support cross-skilling and capability-building of junior staff.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance (minimum Baseline vetting required)
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please visit the AIHW Careers page and submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
2. Your current CV and the names of two referees.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Leana Mancuso, 02 6249 4717
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0759863

Australian Institute of Health and Welfare

Closing Date:Tuesday 08 July 2025

Primary Healthcare, Information Standards & Communications
Communications & Engagement

Job Title	APS6 - Parliamentary and Corporate Reporting Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,702 - $108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	#076_06/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise

- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Primary Healthcare, Information Standards and Communications Group is looking for a high-performing and highly motivated APS6 Parliamentary and Reporting Advisor to support its parliamentary and reporting functions.

Unit description

The Communications and Engagement unit promotes the institute and its work through media, stakeholder engagement, internal communication and ministerial liaison. It takes a leading role in helping AIHW staff to produce interesting and informative work. It is also responsible for the institute's corporate reporting and parliamentary functions. The unit comprises 4 teams – parliamentary and reporting, media, authoring support, and strategic communications and stakeholder engagement.

Position description

The Parliamentary and Reporting Advisor is expected to assist with and coordinate AIHW's corporate reporting activities and Parliamentary services. This position is expected to assist in developing and implementing a program of work to deliver best practice in corporate reporting and parliamentary services that complies with relevant legislation, policies and guidelines. The Parliamentary and Reporting Advisor is expected to initiate innovation to meet current and emerging trends and compliance requirements, manage projects and support the strategic goals of the AIHW. This position can be based in Canberra or Sydney, and remote working will be considered.

Under limited direction you will:

- Work collaboratively with the Parliamentary & Reporting Manager and other staff within the unit and across the AIHW to provide support the coordination of corporate planning, performance reporting and responses to Parliamentary, Ministerial and portfolio department requests.
- Manage projects and/or activities, coordinate administration and provide professional advice and support to achieve outcomes.
- Undertake the collection and/or analysis of data and information including the writing of reports and review AIHW policies and procedures.

- Provide complex advice and develop options on professional, technical and management matters.
- Manage relationships with stakeholders including liaising and negotiation with other areas of the AIHW, other government agencies, Ministerial staff state and local authorities and/or business or community organisations and represent the AIHW.
- Represent the institute in professional forums and meetings to promote its interests at community and cross-agency levels as appropriate.
- Contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
- Provide assistance to the broader communications team for general media and communications activities during peak periods and support cross-skilling and capability-building of junior staff.

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

- Demonstrated in depth knowledge and experience in corporate reporting and/or coordination of Parliamentary services
- An in-depth understanding of relevant legal and regulatory requirements, specifically the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Well-developed communication skills including ability to work well with others, and to communicate, liaise, and negotiate effectively with a range of internal and external stakeholders within the scope of the role.
- Demonstrated ability to work autonomously to manage and progress projects for successful outcomes.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance (minimum Baseline vetting required)
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please visit the AIHW Careers page and submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Shreya Thakur, 02 6249 4843
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0759595

Department of Health, Disability and Ageing

Closing Date:Tuesday 15 July 2025

Regulatory Practice and Support Division
Regulatory Engagement Branch Committees and Research Services Section

Job Title	Library Manager, Committees and Research Services Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fairbairn ACT, Sydney NSW, Melbourne VIC
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Melbourne, Sydney, Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated with manager
Classification	Executive Level 1
Position Number	25-RPSDIV-29361
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

Are you passionate about contributing to the health and safety of the community?

The Therapeutic Goods Administration (TGA) is seeking a highly organised and detail-orientated individual to join our dynamic team. In this vital role, you will manage essential library and information resource and research services, ensuring the smooth operation of our activities and contributing to the regulatory framework that protects public health. This position offers a unique opportunity to gain comprehensive exposure across all areas of the organisation. This cross-functional experience will not only enhance your professional skills but also provide valuable insights into the regulatory landscape, while building a versatile foundation for your career. If you thrive in a fast-paced environment and have a commitment to excellence, we invite you to apply and help us make a difference in the lives of Australians.

Duties

- Lead and manage the Information Resources and Research Services team to provide high level information services and support in the delivery of library and information services to the Department of Health, Disability and Ageing and portfolio agencies
- Provide direction on library operations, systems and library services, and manage the development, implementation, review and evaluation of policies and procedures in a digital library environment
- Manage the library budget, prepare procurement plans and negotiate the purchase of library resources
- Support the Department and portfolio agencies in appraisal of literature search strategies. Prepare and analyse data and statistical reports on library activities
- Manage relationships with internal and external stakeholders, resolve complex negotiations and promote and support strategic alliances
- Assist with the management of the section by providing leadership, managing staff and building commitment within the team to deliver high quality services.

Eligibility

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

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

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

To be eligible for this position applicants must hold relevant tertiary qualifications in the field of librarianship, information management or a comparable overseas qualification recognised by the Australian Library and Information Association for admittance to Associate level membership.

Notes

Applications close Tuesday 15 July 2025 at 11:30pm AEST.

Applicants are asked to quote reference number 25-RPSDIV-29361 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Tanya Simpson, 02 5132 3261
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0759999

National Health and Medical Research Council

Closing Date:Wednesday 09 July 2025

Corporate Operations People, Property and Security

Job Title	Property and Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,475 - $107,708
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 6
Position Number	25-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://www.nhmrc.gov.au/about-us/careers

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Property and Security Advisor with our People, Property and Security (PPS) section. If you are a proactive and solution-focused individual with strong organisational, communication and stakeholder engagement skills then we want you in our team!

About the section

The PPS section partners with NHMRC's Executive, teams and individuals to build an adaptable, effective, and cohesive workforce. We manage key aspects of employee lifecycle, from attracting talent to fostering retention, workforce planning and support ongoing development. The section ensures fair and equitable employment conditions, creating strong policy frameworks and strategies that build a diverse, inclusive and safe work environment. Our work supports NHMRC’s mission through maintaining business continuity, a positive security culture and providing flexible workspaces that enhance collaboration and reduce environmental impact.

What we offer

Join a team where innovation and service delivery excellence are at the heart of everything we do. Enjoy a range of benefits designed to support you, such as:

- Paid study leave and financial assistance
- A focus on work/life balance to keep you energised
- A paid Christmas closedown break to help you recharge
- A flat leadership structure ensuring connection and collaboration
- The autonomy to lead and shape your role.

Duties

As the Property and Security Advisor, your responsibilities include leading a small team to:

- Oversee the management of NHMRC’s property services including repairs and maintenance, liaison with landlords and outsourced property management services supplier, and security access (including building/floor/car parking pass allocation and management).
- Manage compliance and assurance within the security governance framework, including the mandatory requirements of the Protective Security Policy Framework to create a positive security culture.
- Assist in the management of NHMRC’s Emergency Management Framework and Business Continuity Plan, acting as the first point of contact for security and building incidents including after-hours callouts when necessary.
- Contribute to strategic planning and reporting against government requirements, including the development, implementation, monitoring and review of NHMRC’s security and property plans, policy and procedures.
- Prepare high quality written correspondence, submissions and secretariat support to the Security Governance Committee.
- Manage security and property-related projects, including leading the implementation and relevant reporting, procurement activities and stakeholder management.

- Liaise with the Work Health and Safety team to address WHS matters related to tenancy including inspections, workstation assessments and service requests.

- Lead and supervise junior team members to build a high performing team and positive culture.

This is an office-based position and requires the successful candidate to attend the office as required, with an occasional requirement for hands-on work to support workplace inspections or urgent facilities-related tasks.

For more information about the role refer to the Job Description.

Eligibility

Mandatory requirement

The successful candidate will be required to obtain and maintain a Baseline security clearance.

Eligibility

To be eligible for a position at NHMRC you must be an Australian citizen and be able to provide evidence of this. If successful for the role, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Amanda Chadwick, 02 6217 9382
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Health

Vacancy VN-0759734

Professional Services Review

Closing Date:Sunday 06 July 2025

Executive Unit

Job Title	General Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$225,279 - $271,793
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	On Site, Flexible
Classification	Senior Executive Service Band 1
Position Number	20025828
Agency Website	https://www.psr.gov.au/

Job Description

https://www.psr.gov.au/our-employment-opportunities

Professional Service Review (PSR) is an Agency within the Health, Disability and Ageing portfolio whose work protects the integrity of the Medicare, child dental benefits and the pharmaceutical

benefits programs (PBS). PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work.

The General Manager reports to the Director of PSR and is responsible for leading the Case Management Unit and the Corporate Support Unit.

The Case Management Unit supports the Director, Associate Directors, Committees and the DA to manage and progress cases which have been referred to PSR within the key performance indicator targets.

The Corporate Support Unit supports all aspects of corporate functions including executive and secretariat support, corporate governance, communications, parliamentary, ICT, finance, human resources, procurement, property and security.

Duties

The General Manager is responsible for the efficient management of PSR and reports directly to the Director, who is a statutory office holder. The General Manager will provide strategic, technical and operational advice and leadership in relation to broader agency objectives and will collaborate within the agency and share experience on matters of significance to the PSR scheme, governance, compliance and whole-of-government matters.

The General Manager is accountable for managing agency risk, having regard to whole of government considerations, the Medicare regulatory landscape and the unique work of PSR. The General Manager is also accountable for managing PSR’s governance and compliance frameworks, having regard to whole-of-government priorities and reforms.

As a key member of the Executive Management Team, the General Manager identifies the strategic priorities of the agency and is responsible for implementing work projects that align with these priorities.

The General Manager is responsible for designing and cultivating high-performing legal and corporate teams with the skills and experience required to support the agency both now and into the future.

The General Manager provides advice to the Director on a range of governance matters including privacy and secrecy provisions, freedom of information (FOI), contracts and procurement, and *Public Governance, Performance and Accountability Act 2013* (PGPA Act) compliance.

The General Manager will model behaviours and expectations that are set out in the Secretaries' Charter of Leadership Behaviours and within the construct of the APS Values and Code of Conduct.

The General Manager's duties include:

- leading the General Counsel who manages the Case Management Unit as well as the Chief Operating Officer and Chief Financial Officer who are responsible for the Corporate Support Unit
- providing overall leadership of and taking responsibility for the structure and capability of staff across the agency, including building and developing high performing teams to deliver the core priorities of the agency, ensuring staff have adequate and structured training and development opportunities, attractive career pathways and that appropriate staff can be recruited and retained
- anticipating and supporting the Director in establishing the strategic priorities and direction of the agency, taking responsibility for managing resources and capabilities and encouraging continuous business improvement
- ensuring the effective governance, business planning and continuity arrangements of PSR and overseeing the agency's compliance framework
- providing expert advice to the Director in their capacity as the Accountable Authority and Agency Head on strategic and operational enabling services matters including in relation to matters such as corporate governance, conflicts of interest, risk management and privacy
- as Chief Risk Officer, taking responsibility for the framework and governance for managing risk and providing an advisory role to support the Director in their capacity as the Accountable Authority in understanding PSR's capability to manage risk in-line with its risk profile
- as Chief Security Officer, providing strategic oversight of PSR's protective security arrangements
- building and maintaining effective and productive networks with the Department of Health, Disability and Ageing and with other stakeholders
- representing PSR at various forums including stakeholder forums, with the Department of Health, Disability and Ageing, and at Senate Estimates
- exercising delegated human resources and financial functions and powers and delegated functions and duties under the Public Interest Disclosure Act 2013
- participating in PSR's quarterly Audit and Risk Committee meetings
- contributing to decisions made by PSR's executive leadership.

Eligibility

This vacancy is open to Australian citizens only and you must have the ability to obtain and maintain a Negative Vetting 1 security clearance.

Notes

Please read through the Candidate Information Kit for detailed information about this vacancy, the expectations of the role and how to apply on the PSR website.

https://www.psr.gov.au/our-employment-opportunities

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

About the Professional Services Review

Professional Services Review is a small statutory authority tasked to review and investigate Medicare-referred cases of possible inappropriate practice relating to Medicare, the Child Dental Benefits Scheme and the Pharmaceutical Benefits Scheme. We operate flexibly and exercise high level leadership skills and undertake a diverse breadth of work. PSR is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experience. PSR welcomes applications from people of all genders, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, mature age people, and people with disability. PSR provides a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of PSR with the needs of the individual. Flexible working options may include full time/part time working arrangements, working from home or working remotely. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Katrina Hargreaves, 0427 153 568
Agency Recruitment Site	https://www.psr.gov.au/our-employment-opportunities

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Home Affairs

Vacancy VN-0758931

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Education Contact Centre

Job Title	Senior Officer, Contact Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Brisbane QLD
Salary	$90,411 - $99,126
Future Merit Locations	Haymarket
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1.

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

This role is responsible for delivering high-quality assistance and customer service to external stakeholders, including the general public, reporting entities (spanning the financial, money services, gaming industries, dealers in precious stones, metals and products, lawyers, conveyancers, accountants and trusts and company service providers), professional services, partner agencies, and industry bodies. It offers a unique opportunity to engage with AUSTRAC’s stakeholders, promoting compliance and supporting their understanding of the AML/CTF Act.

The Contact Centre operates from 8:30am – 5pm (AEST) but may extend its hours to 8:30am-7:30pm (AEST) and the working hours are managed according to this.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Ability to understand and interpret Australia’s AML/CTF legislation and guidance.
- Communicate Effectively - Communicates clearly, concisely and unambiguously, and tailors communication to audience and circumstances and ensures common understanding of issues.
- Procedures and Instructions - Has specialised knowledge and understanding of policies, procedures and guidelines relevant to the work area, and follows lawful instructions, seeking guidance on these appropriately.

Duties

The Senior Officer, Contact Centre, under general supervision is responsible for:

- Assisting the team to deliver AUSTRAC’s Contact Centre service according to business needs.
- Responding to a broad range of enquiries from stakeholders via multiple channels and other electronic channels using scripted responses.
- Managing enquiries within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Working collaboratively in a team environment, supporting team members on all aspects of the legislation and associated policy.
- Driving the improvement of team processes and procedures aiming for best practice.
- Assisting and supporting the technical specialist with reporting/statistics as required and leading activities
- Taking responsibility for personal and professional development
- Working to agreed outcomes and time constraints and be responsive to the need to change functions to meet the needs of AUSTRAC
- Responding to a broad range of enquiries from stakeholders via multiple channels and communicative platforms using scripted responses

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Gemma Holliday, Please contact the email listed
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurA

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Home Affairs

Vacancy VN-0758932

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Engagement Contact Centre

Job Title	Senior Officer, Contact Centre (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW
Salary	$90,411 - $99,126
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Haymarket
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1.

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

This role is responsible for delivering high-quality assistance and customer service to external stakeholders, including the general public, reporting entities (spanning the financial, money services, gaming industries, dealers in precious stones, metals and products, lawyers, conveyancers, accountants and trusts and company service providers), professional services, partner agencies, and industry bodies. It offers a unique opportunity to engage with AUSTRAC’s stakeholders, promoting compliance and supporting their understanding of the AML/CTF Act.

The Contact Centre operates from 8:30am – 5pm (AEST) but may extend its hours to 8:30am-7:30pm (AEST) and the working hours are managed according to this.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Ability to understand and interpret Australia’s AML/CTF legislation and guidance.
- Communicate Effectively - Communicates clearly, concisely and unambiguously, and tailors communication to audience and circumstances and ensures common understanding of issues.
- Procedures and Instructions - Has specialised knowledge and understanding of policies, procedures and guidelines relevant to the work area, and follows lawful instructions, seeking guidance on these appropriately.

Duties

The Senior Officer, Contact Centre, under general supervision is responsible for:

- Assisting the team to deliver AUSTRAC’s Contact Centre service according to business needs.
- Responding to a broad range of enquiries from stakeholders via multiple channels and other electronic channels using scripted responses.
- Managing enquiries within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Working collaboratively in a team environment, supporting team members on all aspects of the legislation and associated policy.
- Driving the improvement of team processes and procedures aiming for best practice.
- Assisting and supporting the technical specialist with reporting/statistics as required and leading activities
- Taking responsibility for personal and professional development
- Working to agreed outcomes and time constraints and be responsive to the need to change functions to meet the needs of AUSTRAC
- Responding to a broad range of enquiries from stakeholders via multiple channels and communicative platforms using scripted responses

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government’s financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia’s financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Gemma Holliday, Please contact the email listed
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurA

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Home Affairs

Vacancy VN-0758933

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Engagement Contact Centre

Job Title	Senior Officer, Contact Centre (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW
Salary	$90,411 - $99,126
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1.

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

This role is responsible for delivering high-quality assistance and customer service to external stakeholders, including the general public, reporting entities (spanning the financial, money services, gaming industries, dealers in precious stones, metals and products, lawyers, conveyancers, accountants and trusts and company service providers), professional services, partner agencies, and industry bodies. It offers a unique opportunity to engage with AUSTRAC’s stakeholders, promoting compliance and supporting their understanding of the AML/CTF Act.

The Contact Centre operates from 8:30am – 5pm (AEST) but may extend its hours to 8:30am-7:30pm (AEST) and the working hours are managed according to this.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Ability to understand and interpret Australia’s AML/CTF legislation and guidance.
- Communicate Effectively - Communicates clearly, concisely and unambiguously, and tailors communication to audience and circumstances and ensures common understanding of issues.
- Procedures and Instructions - Has specialised knowledge and understanding of policies, procedures and guidelines relevant to the work area, and follows lawful instructions, seeking guidance on these appropriately.

Duties

The Senior Officer, Contact Centre, under general supervision is responsible for:

- Assisting the team to deliver AUSTRAC’s Contact Centre service according to business needs.
- Responding to a broad range of enquiries from stakeholders via multiple channels and other electronic channels using scripted responses.
- Managing enquiries within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Working collaboratively in a team environment, supporting team members on all aspects of the legislation and associated policy.
- Driving the improvement of team processes and procedures aiming for best practice.The Senior Officer, Contact Centre, under general supervision is responsible for:
- Assisting the team to deliver AUSTRAC’s Contact Centre service according to business needs.
- Responding to a broad range of enquiries from stakeholders via multiple channels and other electronic channels using scripted responses.
- Managing enquiries within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Working collaboratively in a team environment, supporting team members on all aspects of the legislation and associated policy.
- Driving the improvement of team processes and procedures aiming for best practice.
- Assisting and supporting the technical specialist with reporting/statistics as required and leading activities
- Taking responsibility for personal and professional development
- Working to agreed outcomes and time constraints and be responsive to the need to change functions to meet the needs of AUSTRAC
- Responding to a broad range of enquiries from stakeholders via multiple channels and communicative platforms using scripted responses

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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To Apply

Position Contact	Gemma Holliday, Please contact the email listed
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurA

Home Affairs

Vacancy VN-0758937

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Engagement Contact Centre

Job Title	Specialist, Contact Centre (Affirmative Measures - Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1.

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

As a Specialist, Contact Centre, you will provide technical assistance to the team that is co-located in Brisbane and Sydney, addressing complex enquiries via phone and written correspondence. This role involves supporting the Contact Centre manager and team and delivering high-quality assistance and customer service to a wide range of external stakeholders, including the general public, reporting entities (spanning the financial, money services, gaming industries, dealers in precious stones, metals and products, lawyers, conveyancers, accountants and trusts and company service providers), professional services, partner agencies, and industry bodies. This position offers a unique opportunity to engage with AUSTRAC’s stakeholders, promoting compliance and enhancing their understanding of the AML/CTF legislation.

The Contact Centre operates from 8:30am – 5pm (AEST) but may extend its hours to 8:30am-7:30pm (AEST) and the working hours are managed according to this.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Familiarity developing and implementing contact centre processes, including working with contact centre telephony solutions and systems.
- Lead and Supervise - Communicates a sense of purpose and meaningful direction to colleagues, clients and stakeholders, and ensures optimal use of own and team’s expertise in supporting business objectives.
- Procedures and Instructions - Resolves problems effectively using legislation, established practices, policies and methodologies relevant to area of specialisation, and provides quality assurance.

Duties

The Specialist, Contact Centre, under supervision of the Contact Centre manager is responsible for:

- Providing technical support to the Contact Centre team to deliver the AUSTRAC Contact Centre service.
- Providing technical guidance and applying expertise regarding aspects of the AML/CTF regime to the Contact Centre Team.
- Providing guidance expertise to internal stakeholders regarding the operations of the contact centre.
- Being accountable for building technical knowledge around aspects of the AML/CTF regime, reform and systems, working towards subject matter expertise.
- Being a point of escalation to the Contact Centre Team.
- Allocation of workload to the Contact Centre Team.
- Mentoring and providing guidance and support to team within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Assisting and advising colleagues on all aspects of the legislation and associated policy, and participating in various internal forums relating to such matters.
- Supporting the manager with scheduling of activities of team members and being responsible for their adherence to the work schedule to ensure business unit priorities and deadlines are met.
- Modelling behaviours that foster a collaborative team environment including quality assurance monitoring and coaching team members.
- Modelling the use of AUSTRAC systems in the correct manner and holding staff to account for the quality and integrity of AUSTRAC records.
- Working collaboratively with AUSTRAC staff in the development of scripts and system operating procedures for the AUSTRAC Contact Centre.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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To Apply

Position Contact	Gemma Holliday, Please contact the email listed
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurA

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Home Affairs

Vacancy VN-0758939

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Engagement Contact Centre

Job Title	Specialist, Contact Centre (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1.

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

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What are we looking for

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- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Familiarity developing and implementing contact centre processes, including working with contact centre telephony solutions and systems.
- Lead and Supervise - Communicates a sense of purpose and meaningful direction to colleagues, clients and stakeholders, and ensures optimal use of own and team’s expertise in supporting business objectives.
- Procedures and Instructions - Resolves problems effectively using legislation, established practices, policies and methodologies relevant to area of specialisation, and provides quality assurance.

Duties

The Specialist, Contact Centre, under general supervision is responsible for:

- Providing technical support to the Contact Centre team to deliver the AUSTRAC Contact Centre service.
- Mentoring and providing guidance and support to juniour staff within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Assisting and advising colleagues on all aspects of the legislation and associated policy, and participating in various internal forums relating to such matters.
- Scheduling the activities of team members and being responsible for their adherence to the work schedule to ensure business unit priorities and deadlines are met.
- Modelling behaviours that foster a collaborative team environment including quality assurance monitoring and coaching team members.
- Modelling the use of AUSTRAC systems in the correct manner and holding staff to account for the quality and integrity of AUSTRAC records.
- Working collaboratively with AUSTRAC staff in the development of scripts for the AUSTRAC Contact Centre.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

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To Apply

Position Contact	Gemma Holliday, Please contact the email listed
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurA

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Home Affairs

Vacancy VN-0759804

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 06 July 2025

Regulation
Education & Industry Engagement

Job Title	Specialist, Contact Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering regulator and specialist financial intelligence unit. In our regulatory role AUSTRAC oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

As a Specialist, Contact Centre, you will provide technical assistance to the team that is co-located in Brisbane and Sydney, addressing complex enquiries via phone and written correspondence. This role involves supporting the Contact Centre manager and team and delivering high-quality assistance and customer service to a wide range of external stakeholders, including the general public, reporting entities (spanning the financial, money services, gaming industries, dealers in precious stones, metals and products, lawyers, conveyancers, accountants and trusts and company service providers), professional services, partner agencies, and industry bodies. This position offers a unique opportunity to engage with AUSTRAC’s stakeholders, promoting compliance and enhancing their understanding of the AML/CTF legislation.

The Contact Centre operates from 8:30am – 5pm (AEST) but may extend its hours to 8:30am-7:30pm (AEST) and the working hours are managed according to this.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Relevant Experience - Minimum 12 months experience in providing customer service either in a contact centre or the financial services industry.
- Specialist Knowledge - Familiarity developing and implementing contact centre processes, including working with contact centre telephony solutions and systems.
- Lead and Supervise - Communicates a sense of purpose and meaningful direction to colleagues, clients and stakeholders, and ensures optimal use of own and team’s expertise in supporting business objectives.
- Procedures and Instructions - Resolves problems effectively using legislation, established practices, policies and methodologies relevant to area of specialisation, and provides quality assurance.

Duties

The Specialist, Contact Centre, under supervision of the Contact Centre manager is responsible for:

- Providing technical support to the Contact Centre team to deliver the AUSTRAC Contact Centre service.
- Providing technical guidance and applying expertise regarding aspects of the AML/CTF regime to the Contact Centre Team.
- Providing guidance expertise to internal stakeholders regarding the operations of the contact centre.
- Being accountable for building technical knowledge around aspects of the AML/CTF regime, reform and systems, working towards subject matter expertise.
- Being a point of escalation to the Contact Centre Team.
- Allocation of workload to the Contact Centre Team.
- Mentoring and providing guidance and support to team within agreed Service Level Agreements (SLAs) and meet defined Key Performance Indicators (KPIs).
- Assisting and advising colleagues on all aspects of the legislation and associated policy, and participating in various internal forums relating to such matters.
- Supporting the manager with scheduling of activities of team members and being responsible for their adherence to the work schedule to ensure business unit priorities and deadlines are met.
- Modelling behaviours that foster a collaborative team environment including quality assurance monitoring and coaching team members.
- Modelling the use of AUSTRAC systems in the correct manner and holding staff to account for the quality and integrity of AUSTRAC records.
- Working collaboratively with AUSTRAC staff in the development of scripts and system operating procedures for the AUSTRAC Contact Centre.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

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To Apply

Position Contact	Gemma Holliday, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0759858

National Emergency Management Agency

Closing Date:Tuesday 08 July 2025

National Crisis Operations Crisis Planning

Job Title	NEMA Senior Planning Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,775 - $106,505
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 138310
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138310/

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 states and territories 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
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- 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.

For further information on NEMA's purpose, vision and values, please see About us | NEMA

Overview of the Branch and Section:

NEMA's Crisis Planning Section is part of the National Crisis Operations Branch (NCOB), which is in the Emergency Management and Response (EMR) Group. The NCOB is responsible for capability development and intelligence analysis functions, including 24/7 situational awareness (through the National Situation Room) and open source interrogation and reporting. The NCOB provides awareness of unfolding and potential situations, predictions of potential community impacts and consequence assessments to support decisions for current and emerging crises.

The Crisis Planning Section conducts planning ahead of and in response to domestic and international all-hazards crises affecting Australia or Australian interests. The section engages broadly across Government, with the states and territories, and with capability owners that provide federal and jurisdictional assistance for domestic and offshore crises. The section also manages the activation of national emergency response plans and responds to requests for Australian Government non-financial assistance, including providing logistics support and managing Crisis Coordination Teams (CCTs).

About the role:

NEMA is seeking highly motivated, curious, critical thinkers who enjoy working in a dynamic environment and delivering positive outcomes for communities. You will have an interest in emergency management and a desire to build knowledge, capability and relationships to ensure the success of Australian Government assistance in times of crisis.

The Senior Planning Officer, within the Crisis Planning Section, operates under limited direction to contribute to NEMA's planning ahead of and in response to domestic and international hazards affecting Australia, or Australian interests. In a dynamic and rapidly evolving environment, the Senior Planning Officer delivers high quality planning products and advice, response options and logistics for domestic and international requests for assistance.

The Senior Planning Officer works in close collaboration with other Australian Government agencies, jurisdictions' emergency and response agencies and domestic and international partners to inform and support decision-making and planning. The Senior Planning Officer also drafts high level advice, including ministerial briefings, and leads and supports capability development projects across EMR Group. All staff in the section support the CCTs, which may

require work outside of standard business hours, particularly during the higher-risk weather season.

Our ideal candidate:

The successful candidate will be a positive leader who is a self-starter. They will have experience in emergency management, planning and/or logistics or have strong evaluation and analysis skills, sound judgement and a willingness to learn. With experience leading teams and/or projects, the successful candidate will also be proficient in drafting high level advice and briefings, including ministerial briefings.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Demonstrate positive leadership in high stress, dynamic and complex environments to contribute to strategic priorities
- Lead and support the Crisis Appreciation and Strategic Planning (CASP) process
- Produce planning products for executive decision-makers
- Participate in and lead or support Crisis Coordination Team activities as required, including deploying domestically or internationally
- Collaborate effectively with key Australian Government, jurisdictional and international stakeholders to develop response options to support requests for Commonwealth assistance during crisis response and recovery efforts
- Lead and support capability development projects across the Emergency Management Response Group
- Lead and support the development and review Australian Government planning products and activities
- Proven ability to produce high quality work within tight deadlines
- Demonstrate highly-developed written and oral communication skills, including the ability to liaise confidently with a variety of stakeholders, and provide high level advice and briefings
- Prepare and contribute to executive, ministerial and parliamentary documents, and meeting papers and records
- Display excellent time management skills and flexibility in response to shifting priorities in an unpredictable working environment
- Maintain relationships with external stakeholders to support NEMA operational outcomes, including state and territory Governments, Australian Government and International partners
- Participate in emergency management forums, exercises, post-event workshops and reviews.

Role requirements/qualifications:

The successful candidate will possess:

- Experience in emergency management, planning and/or logistics, or demonstrable relevant transferable skills
- Have completed, or have the ability to complete, relevant training in the Crisis Appreciation and Strategic Planning (CASP) process
- Have completed, or have the ability to complete, relevant Crisis Coordination Team training and be prepared to deploy domestically or internationally, if required
- Prior experience in leading teams and/or projects
- Possess resilience, agility, responsiveness and curiosity, along with a can-do attitude
- Demonstrate sound decision making and judgment
- Be committed to continuous improvement and professional development
- Obtain and maintain an NV1 and the ability to obtain a Certificate of Suitability for AFP building access
- Work sample test may be included as part of the assessment method.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

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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	Kristy Bryden, 0461 454 768
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138310/

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Home Affairs

Vacancy VN-0759892

National Emergency Management Agency

Closing Date:Tuesday 08 July 2025

National Crisis Operations Crisis Planning

Job Title	NEMA Planning Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$85,687 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 138263
Agency Website	https://nema.gov.au/about-us

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 states and territories 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
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- 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.

For further information on NEMA’s purpose, vision and values, please see About us | NEMA

Overview of the Branch and Section:

NEMA’s Crisis Planning Section is part of the National Crisis Operations Branch (NCOB), which is in the Emergency Management and Response (EMR) Group. The NCOB is responsible for capability development and intelligence analysis functions, including 24/7 situational awareness (through the National Situation Room) and open source interrogation and reporting. The NCOB provides awareness of unfolding and potential situations, predictions of potential community impacts and consequence assessments to support decisions for current and emerging crises.

The Crisis Planning Section conducts planning ahead of and in response to domestic and international all-hazards crises affecting Australia or Australian interests. The section engages broadly across Government, with the states and territories, and with capability owners that provide federal and jurisdictional assistance for domestic and offshore crises. The section also manages

the activation of national emergency response plans and responds to requests for Australian Government non-financial assistance, including providing logistics support and managing Crisis Coordination Teams (CCTs).

About the role:

NEMA is seeking highly motivated, curious and critical thinkers who enjoy working in a dynamic environment and delivering positive outcomes for communities. You will have an interest in emergency management and a desire to build knowledge, capability and relationships to ensure the success of Australian Government assistance in times of crisis.

The Planning Officer, within the Crisis Planning Section operates under reasonable direction to contribute to NEMA's planning ahead of and in response to domestic and international hazards affecting Australia, or Australian interests. In a dynamic and rapidly evolving environment, the Planning Officer contributes to the delivery of high quality planning products and advice, response options and logistics for domestic and international requests for assistance.

The Planning Officer works in close collaboration with other Australian Government agencies, jurisdictions' emergency and response agencies and domestic and international partners to inform and support decision-making and planning. The Planning Officer also contributes to high level advice, including ministerial briefings, and supports capability development projects across EMR Group. All staff in the section support the CCTs, which may require work outside of standard business hours, particularly during the higher-risk weather season.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

The successful candidate will be a positive team member who is a self-starter. They will have some experience in emergency management, planning and/or logistics or have strong evaluation and analysis skills, sound judgement and a willingness to learn.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Operate in highly stressful, dynamic and complex environments to contribute to strategic priorities
- Demonstrate well-developed written and oral communication skills

- Demonstrate the ability to produce high quality work within tight deadlines
- Display excellent time management skills and flexibility in response to shifting priorities in an unpredictable working environment
- Understand and apply the Crisis Appreciation and Strategic Planning (CASP) process
- Contribute to planning products for executive decision-makers
- Participate in Crisis Coordination Teams as required, including deploying domestically
- Support capability development projects across the Emergency Management Response Group
- Contribute to executive, ministerial and parliamentary documents, meeting papers and records
- Support the development and review of Australian Government planning products and activities.

Role requirements/qualifications:

The successful candidate will possess:

- Experience in emergency management, planning and/or logistics, or demonstrable relevant transferable skills
- Have completed, or have the ability to complete, relevant training in the Crisis Appreciation and Strategic Planning (CASP) process
- Have completed, or have the ability to complete, relevant Crisis Coordination Team training and be prepared to deploy domestically, if required
- Possess resilience, agility, responsiveness and curiosity, along with a can-do attitude
- Be committed to continuous improvement and professional development
- Obtain and maintain an NV1 and the ability to obtain a Certificate of Suitability for AFP building access
- Work sample test may be included as part of the assessment method.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

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To Apply

Position Contact	Kristy Bryden, 0461 454 768
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138263/

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Home Affairs

Vacancy VN-0759926

National Emergency Management Agency

Closing Date:Wednesday 09 July 2025

National Resilience Capability Programs
National Resilience

Job Title	NEMA Executive Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$121,794 - $138,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 138138
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138138/

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 states and territories 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
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- 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.

For further information on NEMA's purpose, vision and values, please see About us | NEMA

Overview of the Branch and Section:

The National Resilience Capability Programs Division (NRCP) builds nationally scalable emergency management capability projects including, the National Emergency Management Stockpile (NEMS), Public Safety Mobile Broadband (PSMB) and the National Messaging System (NMS). The NRCP Division also enables the National Coordination and Planning Network, Emergency Management and Response (EMR) Training and Strategy and Capability sections to deliver enhanced resilience and safety outcomes for the Australian community.

About the role:

As an EL1 Executive Officer you will report directly to the First Assistant Coordinator-General (FACG) and are responsible for the delivery of high-level support and advice to the FACG and Division. The Executive Officer works as part of a small Executive team within a complex and fast-paced environment. This is a position of trust that requires sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

The National Resilience Capability Programs Division (NRCP) in the Emergency Management and Response Group builds nationally scalable public safety capability projects including the National Emergency Management Stockpile (NEMS), Public Safety Mobile Broadband (PSMB) and the National Messaging System (NMS). The NRCP Division also enables the National Coordination and Planning Network, Emergency Management and Response (EMR) Training, and Strategy and Capability sections to deliver enhanced resilience and safety outcomes for the Australian community. At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

We are looking for high-performing candidates, who can work with minimal direction within a complex and fast-paced office environment. The individual will need to be flexible, adaptable and able to prioritise while maintaining procedural efficiency in a rapidly evolving environment. The successful candidate will be self-driven, able to provide a high level of administrative and strategic support as well as be able to directly influence the priorities of the Division.

To be successful in this role, you will possess:

- Proven ability to work independently, and identify priorities, goals and objectives
- Proven ability to coordinate consistently high quality outputs to meet the Division's targets and critical deadlines
- Proven ability to manage multiple priorities simultaneously in a complex and fast-paced environment
- Superior oral and written communication skills
- High level stakeholder engagement skills.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

The Executive Officer will provide a high level of administrative and strategic support, including:

- Providing high level strategic advice to the FACG and other senior leaders on Agency matters
- Coordinating and/or preparing complex/and or sensitive correspondence, briefings, corporate documentation, ministerial submissions, speeches, talking points, research papers and other strategic communication and correspondence
- Critically analysing complex issues and undertaking high quality research
- Contributing to strategic planning and delivery of a range of programs and projects
- Identifying, reporting and mitigating risks
- Building productive working relationships with a broad range of internal and external stakeholder
- Representing NEMA at inter-departmental meetings and at conferences and seminars
- Acting as the principal point of contact on issues for the FACG as required.

Role requirements/qualifications:

- Working closely with relevant stakeholders to develop new policy proposals (NPPs) through analysis and consultation across Government, including costing NPPs
- Supporting our Minister and our senior executive on policy issues relating to response and preparedness issues
- Drafting briefing and other correspondence for the Minister for Emergency Management's consideration on portfolio matters
- The ability to deliver under tight deadlines and the ability to pivot and adjust when required
- Experience in program and project management
- Experienced leader and staff manager who will support staff development.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

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To Apply

Position Contact	Georgia Hornby, 0456 737 316
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138138/

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Industry, Science, Energy and Resources

Vacancy VN-0759798

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 06 July 2025

Nuclear Medicine
Quality Quality Assurance

Job Title	Quality Assurance Manager - Operations
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$133,902 - $149,880
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2187
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Quality Assurance Manager – Operations

Position Overview

- Ongoing | Full Time | $133k - $149k +15.4% super | salary sacrificing available
- Onsite Childcare for Employees | Cafe on site | generous leave provisions
- Sutherland Shire location I Health & Wellbeing Programs I bus from Sutherland Station
- Looking for a Quality Assurance & Compliance professional who has experience in end-to-end GMP manufacturing.

About the Opportunity

The Quality Assurance Manager manages the Quality Assurance functions of ANSTO Nuclear Medicine to ensure compliance with the requirements of the TGA licence to manufacture therapeutic goods, Nuclear Medicine Product Quality System (PQS) and other regulatory requirements. This includes:

- Manage overall authorisation of release for supply and second stage release of finished goods and API.
- Provide Quality leadership to cross-functional teams working on FMEA, root cause analysis, and other investigative tools to ensure a holistic and systemic quality approach is imbedded in everything we do.
- Quality oversite for Risk assessment system
- Triage of facility and manufacturing events ensuring the safe supply of nuclear medicine products from Lucas Heights campus whilst maintaining regulatory compliance.

About You

We are looking for a highly motivated and passionate Quality Assurance and Compliance professional who has experience in end-to-end GMP manufacturing. The ideal candidate will have experience in management of quality systems, release for supply as an authorised person, a good understanding of facility control and sterility assurance." - **Lee-Ann Carrasco, Head of Quality**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

- As a manager and product quality expert, lead and develop staff to ensure a depth of technical knowledge within Nuclear Medicine.
- Driving the transformational quality culture initiatives across the site by liaising with cross functional teams. Embed quality processes into all facets of manufacture through the quality on the floor program. Provide Quality leadership to cross-functional teams working on FMEA, root cause analysis, and other investigative tools to ensure a holistic and systemic quality approach is imbedded in everything we do.
- Conduct regular evaluation of quality product systems including analysis of changes in legislation, nuclear medicine policies, procedures, training, and communication.
- Manage overall release for supply and second stage release of starting material, intermediates, finished goods and API in accordance maintaining current regulations whilst meeting operational and customer requirements.
- Management of the investigation of operational component of non-conformances, including key participation in the identification and raising of issues, root cause analysis, identification, and implementation of corrective and preventative actions

Please click here to view the Position Description or click Apply to View.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59am 6 July 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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To Apply

Position Contact	Lee-Ann Carrasco, 9717-3111
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0759872

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 06 July 2025

Nuclear Safety, Security & Stewardship
Nuclear Security Personnel Security

Job Title	Manager Personnel Security
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$133,902 - $149,880
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-0924
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Manager Personnel Security

Position Overview

- Tenure | Two-Year Fixed Term $133k - $150k +15.4% super
- Sutherland Shire | Work-life balance | Attractive employee benefits
- Exciting Leadership opportunity working with a professional & supportive team.
- ANSTO actively fosters a culture of diversity, inclusion, equity and belonging.

About the Opportunity

The Manager Personnel Security is responsible for the day-to-day management of a team fulfilling personnel security vetting and administration of security and reception services to meet the Australian Government Protective Security Policy Framework and other regulatory requirements. This is a strategic role where outstanding relationship management capabilities balanced with promoting operational excellence are essential. You will utilise intelligence derived from monitoring activities to plan to meet objectives relying on your strong stakeholder engagement skills to build collaborative relationships with a variety of key internal and external stakeholders.

About You

"We are seeking a dynamic and experienced leader to join ANSTO's Nuclear Security & Nuclear Safeguards leadership team. The ideal candidate will have a passion for delivering exceptional customer service and a proven track record of leading teams to success in a fast-paced environment" - Chris Ristevski, Senior Manager Nuclear Security.

About Us

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Working with us you will enjoy:

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- 18 days personal/carers leave for each year of service

- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)

- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

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Duties

Your Duties and Responsibilities

- Lead ANSTO’s ongoing suitability and trustworthiness programme including ongoing security assessments, reviews, separations, revalidations and re-evaluations of cleared personnel.
- Maintain a procedural framework that ensures compliance with regulatory requirements, Australian Government and international standards, and global best practice..
- Leading programs that shape ANSTO’s security culture by understanding and acting on contemporary threats and opportunities, sharing information at speed and scale, and achieving behavioural change through communications and influence.
- Provide mentoring, advice, leadership and guidance to team members, including multi-skilling of team members and cross-functional transfer of information and skills.
- Provide specialised security advice to the Senior Manager Nuclear Security and the Chief Security Officer regarding threats, challenges procedures, compliance and security service level metrics;
- Foster and develop relationships with key stakeholders and line managers, to improve utilisation and service delivery whilst achieving effective security outcomes.

Please click here to view the Position Description or click apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Travis van Der Velden on (02) 9717 9780. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 06 July 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

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To Apply

Position Contact	Travis Van der Velden, +61 2 9717 9780
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0759937

Australian Nuclear Science and Technology Organisation

Closing Date:Tuesday 08 July 2025

Nuclear Safety Security Stewardship
Nuclear Security Nuclear Safeguards Nuclear Security Operations

Job Title	Coordinator - Personnel Security
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	N/A
Classification	
Position Number	PD-2436
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

- **Position Overview** Ongoing I Full Time | $84k - $94k +15.4% super | Salary sacrificing available
- Multiple positions available | Onsite Childcare for Employees | Cafe on site | generous leave provisions
- Sutherland Shire location I Health & Wellbeing Programs I bus from Sutherland Station
- A unique opportunity to contribute towards security within a leading scientific and technological organisation.

About the Opportunity

The Personnel Security Coordinator role at ANSTO offers a unique opportunity to contribute towards security within a leading scientific and technological organisation. The role involves a blend of customer service, administrative duties, and security management, providing a dynamic and engaging work environment. This position is integral to maintaining the safety and security of ANSTO's facilities, personnel, and visitors as the first point of contact for all individuals attending site.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Duties

Your Duties and Responsibilities

As a Personnel Security Coordinator, your key duties and responsibilities include:

- **Security Clearance Process**: Initiate the on-boarding security clearance process, ensuring accuracy and completeness of submitted applications
- **Visitor Management**: Administer the Visitor Management Software (VMS) system, ensuring all visitor and escort records are accurately entered and maintained.
- **Customer Service**: Provide timely responses to in person, telephone and email inquiries, directing them appropriately and ensuring high levels of customer service.
- **Administrative Tasks**: Undertake a range of administrative responsibilities, including data entry, procurement, and maintaining records in systems such as Gallagher, SAP, and HRO.
- **Teamwork**: Work effectively within a small team, supporting colleagues and prioritising tasks to meet tight deadlines and objectives.

These responsibilities ensure the effective and efficient operation of ANSTO's security functions, contributing to the overall safety and security of the organisation.

Please click here to view the Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Descriptionor contact Ingrid Stead on (02) 9717 3007. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 8 July 2025

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Ingrid Stead, 0497 830 314
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0759786

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 13 July 2025

STRATEGY & ENGAGEMENT BU
Indigenous Science & Engagement Program

Job Title	Indigenous Research and Engagement Lead (Identified Role - Indigenous)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Canberra ACT, Darwin NT, Townsville QLD
Salary	$114,219 - $123,605
Future Merit Locations	Adelaide, Brisbane, Hobart, Melbourne, Sydney, Perth, Canberra, Darwin, Townsville
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Any Australian CSIRO site may be considered
Classification	APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Negotiable-Indigenous-Research-and-Engagement-Lead-%28Identified-Role-Indigenous%*

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The opportunity

- **Are you an Aboriginal and/or Torres Strait Islander leader with a passion for embedding Indigenous knowledge in science?**
- **Help shape how CSIRO partners with communities and Country through respectful, co-designed and Indigenous-led research.**
- **Join CSIRO – Australia's leading scientific research organisation!**

CSIRO's Indigenous Science and Engagement Program (ISEP) is committed to respectful partnerships with Aboriginal and Torres Strait Islander peoples and embedding Indigenous perspectives across our research.

We are currently seeking an Indigenous Research and Engagement Lead (Identified) to support this work by contributing expertise, cultural guidance, and strategic engagement across a portfolio of research projects.

In this role, you will work within a decentralised model—formally part of the Indigenous Science and Engagement Team, while embedded in project teams across CSIRO. You will contribute to the design and delivery of research projects, advise on community engagement and ethics, and help build relationships with Indigenous communities, knowledge holders, and partners.

This position offers a unique opportunity to influence research practice and outcomes, enhance internal cultural capability, and support co-designed, place-based approaches to science and innovation.

Duties

Your duties will include:

- Contribute to the design, implementation, and evaluation of CSIRO's Indigenous Science and Engagement Programs across the organisation.
- Actively co-lead or support research projects by embedding Aboriginal and Torres Strait Islander knowledges, methodologies, and cultural protocols into scientific design and delivery.
- Build capacity within research teams by enhancing cultural capability and improving understanding of ethical Indigenous engagement.
- Build trusted, long-term relationships with Aboriginal and Torres Strait Islander communities, cultural knowledge holders, and organisations.
- Raise the visibility of CSIRO's Indigenous research and science through internal and external communication.
- Produce gap analyses and insights for senior leadership regarding barriers, risks, and opportunities in Indigenous science delivery.
- Operate with creativity, initiative and limited direction, while ensuring alignment with the goals of Indigenous peoples and CSIRO's IS&EP.

Location: Any Australian CSIRO site may be considered

Salary: AU$114K - AU$123K plus 15.4% superannuation

Duration: Indefinite; Full-time *(part-time and flexible work arrangements may be considered based on needs of the role and individual circumstances)*.

Reference: 99810

Eligibility

To be considered you will need:

Selection Criteria for this role includes but is not limited to:

- Relevant tertiary qualifications and/or significant demonstrated experience in Indigenous research, Indigenous engagement, Indigenous science, or a related field.
- Proven ability to proactively identify, build and maintain strategic, trusted relationships with Aboriginal and/or Torres Strait Islander peoples, organisations, and cultural knowledge holders and an ability to navigate protocols with integrity, respect, and accountability.
- Demonstrated ability to incorporate Aboriginal and Torres Strait Islander knowledges and perspectives into research processes and outcomes and a track record of supporting or co-leading Indigenous-led initiatives.
- Experience representing an organisation and/or research team in Aboriginal and/or Torres Strait Islander communities and respectfully delivering against organisational objectives.
- Demonstrated ability to work effectively in a complex and dynamic environment, adapt quickly and proactively to manage, re-prioritise multiple tasks, build relationships with internal and external stakeholders with an ability to influence and coach others to achieve organisational objectives.
- High-level written and oral communication skills, and strong judgement and problem-solving skills and an ability to work autonomously at times.
- Willingness and ability to travel to regional or remote areas across Australia to meet with communities and support projects on Country.

For the full list of selection criteria and details on who to contact, please refer to the **Position Description**.

Eligibility

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander Cultural Referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

Please apply online and provide a CV and cover letter outlining your suitability and motivation for the role.

Applications close

Sunday 13 July 2025, 11:00pm AEST

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

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Terry Sparrow, Terry.Sparrow@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Negotiable-Indigenous-Research-and-Engageme

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Industry, Science, Energy and Resources

Vacancy VN-0759787

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 25 June 2025

Science Connect
CSIRO Education and Outreach (CEdO)

Job Title	Indigenous STEM Programs Lead (Identified Role - Indigenous)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Newcastle NSW, Narrabri NSW
Salary	$114,219 - $123,605
Future Merit Locations	Sydney, Newcastle, Narrabri
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Any CSIRO NSW-based locations (or Work-from-Home/Remotely)
Classification	APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Sydney%2C-NSW-Indigenous-STEM-Programs-Lead-%28Identified-Role-Indigenous%29/*

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The opportunity

- **Are you passionate about creating meaningful and lasting impact in Indigenous STEM education?**
- **Lead the delivery of place-based, culturally grounded programs across Australia.**
- **Join CSIRO – Australia's leading scientific research organisation!**

CSIRO's Education and Outreach (CEdO) team is on a mission to build Australia's STEM capability through transformative, empowering learning experiences. Working in partnership with communities, industry and education sectors, CEdO delivers a portfolio of evidence-based programs that inspire curiosity, connect emerging talent, and foster equity in access to STEM careers.

A key focus of this work is increasing engagement and retention of Aboriginal and Torres Strait Islander students in STEM pathways. Current initiatives include:

- Deadly in Generation STEM program (NSW)
- Living STEM (WA)
- Young Indigenous Women's STEM Academy (National)

We are seeking an **Indigenous STEM Programs Lead** to oversee and grow the *Deadly in Generation STEM* and *Living STEM* programs. In this strategic leadership role, you will guide a geographically dispersed team of Education Project Officers, build trusted relationships with communities, and ensure program delivery reflects cultural integrity, excellence, and meaningful impact.

This is a unique opportunity to help shape long-term outcomes for Indigenous students, support Aboriginal and Torres Strait Islander leadership in STEM, and contribute to the future of Indigenous science education in Australia.

If you thrive in dynamic, collaborative environments and are committed to embedding Indigenous perspectives in education, this role offers a platform to lead with purpose and influence Australia's inclusive STEM future.

Duties

Your duties will include:

- Leading and managing a culturally grounded, geographically dispersed delivery team, including staff onboarding, performance, wellbeing and development.
- Overseeing operational planning, budgeting, reporting and process improvement to meet program KPIs and contractual deliverables.
- Fostering respectful, strengths-based relationships with Aboriginal and Torres Strait Islander communities, schools, and partners.
- Supporting stakeholder engagement, community-led planning, and co-designed learning activities.
- Contributing to program strategy, design and evaluation, and enhancing team practices through coaching and continuous learning.
- Engaging with CSIRO's broader Indigenous-led networks and leadership to support cultural governance, collaboration, and Indigenous advancement across CSIRO Education and Outreach.

Location: Any CSIRO NSW-based locations (or Work-from-Home/Remotely)

Salary: AU$114K – AU$123K plus 15.4% superannuation

Duration: Specified Term until 31 December 2027

Reference: 100098

Eligibility

To be considered you will need:

Selection Criteria for this role includes but is not limited to:

- Tertiary qualifications in a relevant field (e.g. STEM, Education, Community Engagement, Program or Project Management) and/or equivalent relevant experience working in Aboriginal and Torres Strait Islander education, engagement, or STEM pathways.
- Demonstrated experience in project and program management, including the ability to lead complex multi-stakeholder initiatives, prioritise and manage competing demands, meet contractual deliverables, and drive continuous improvement across geographically dispersed teams.
- A deep understanding of Aboriginal and Torres Strait Islander cultures, knowledge systems, and community protocols, and the ability to work with cultural integrity, build trust, and engage respectfully and effectively with First Nations peoples and communities.
- Proven leadership capability, including experience supervising, coaching, and developing staff, managing team performance and wellbeing, and fostering a positive and accountable workplace culture.
- Demonstrated understanding of child safety obligations and a strong personal commitment to maintaining a culturally safe environment for young people, including following child safety practices and procedures, including holding a valid Working with Children Check (or ability to obtain prior to commencement).
- Willingness and ability to travel regularly to support program delivery, relationship building, and place-based engagement and hold a current Australian Class C driver's licence.

For the full list of selection criteria and details on who to contact, please refer to the **Position Description**.

Eligibility

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander Cultural Referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements. This role has child safety obligations, and therefore, the successful candidate would also be required to obtain or provide evidence that they hold a valid Working with Children Check prior to confirmation of appointment.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

Please apply online and provide a CV and cover letter outlining your suitability and motivation for the role.

Applications close

Wednesday 25 June 2025, 11:00pm AEST

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

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Kirsty O'Sullivan, kirsty.o'sullivan@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Sydney%2C-NSW-Indigenous-STEM-Programs-I

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Industry, Science, Energy and Resources

Vacancy VN-0759788

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Monday 30 June 2025

Job Title	Undergraduate Vacation Studentships (Identified Role - Indigenous)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Narrabri NSW, Hobart TAS, Toowoomba QLD
Salary	-
Future Merit Locations	Canberra, Brisbane, Perth, Adelaide, Narrabri, Hobart, Toowoomba
Office Arrangement	On Site
Office Arrangement Details	May include Canberra, Brisbane, Perth, Adelaide, Narrabri, Hobart or Toowoomba (other CSIRO sites may be possible).
Classification	Aboriginal Cadet
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Various-Undergraduate-Vacation-Studentships-%28Identified-Role-Indigenous%29/10644(

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

Solve Australia's greatest challenges with the CSIRO Agriculture and Food Team!

- Are you undertaking a degree in agricultural science, agricultural economics, environmental science, soil science, environmental, biosystems engineering or related field?
- Get hands-on research experience with a team that fosters a shared vision to create measurable economic, environmental and social impact.
- Join CSIRO – Australia's leading scientific research organisation!

The opportunities we are offering

CSIRO Agriculture and Food is helping to improve productivity, profitability and sustainability in cropping, livestock production, aquaculture, horticulture and the food industry.

Our Undergraduate Vacation Studentships run over the Australian summer holidays and offer undergraduate students the opportunity to collaborate with leading CSIRO researchers in our world class facilities.

Students will have the chance to work on a real project in science, technology or a related field such as science communication.

Participation in the Vacation Studentship Program has influenced previous scholarship holders in their choice of further study and future career options. Many have gone on to pursue a PhD in collaboration with CSIRO or to build a successful research career within CSIRO, a university or industry.

For more information, please see our website at Agriculture and Food.

Locations: May include Canberra, Brisbane, Perth, Adelaide, Narrabri, Hobart or Toowoomba (other CSIRO sites may be possible). Travel expenses will be covered if necessary.

Stipend: $1,988.70 per fortnight

Duration: Placements are for 11 weeks between 24 Nov 2025 & 6 Feb 2026

Reference: 99974

Duties

To be considered you will need:

- To be enrolled in an undergraduate degree at an Australian university.
- Have completed at least 2 years of a (full-time equivalent) undergraduate course prior to commencing your placement.
- An average academic record of a credit or higher.
- An interest in pursuing a research career in science or technology, or a career in a related discipline.
- The ability to undertake a full-time placement for 8-12 weeks over the university summer vacation period.

Life at Agriculture and Food and how you can accelerate your career with us

CSIRO's Agriculture and Food Business Unit applies world class multidisciplinary science, technology and facilities, relevant IP and global networks across the value chain to create healthier, trusted, safer and more sustainable food and fibre for the future.

Agriculture and Food's strategic focus areas are:

1. Future Crops and Animals - New genetics and breeding technologies designed for the future
2. Secure Food Systems - For Australia and the region- enhanced prosperity of the agri-food system with reduced environmental impacts, and benefits to human health
3. Profitable Agriculture Production - Innovative, sustainable and resilient animal and plant production systems
4. Trusted Value Chains - Agrifood value chains that improve the socioeconomic and environmental outcomes of agrifood and fibre systems
5. Value-Added Foods and Feeds - Enhanced prosperity of agrifood industries with greater human and animal health outcomes and reduced environmental impacts

As part of our growth strategy, we will work with you to strategically align your experience, skills, and expertise with our focus areas. We offer a structured program for our vacation scholars including a series of workshops, discussion panels and the opportunity to present the results of your project at a final symposium, which results in extremely positive feedback from participants every year.

Eligibility

Who is eligible to apply?

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship. The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

Notes

Where to from here!

If you are interested in the Agriculture and Food Undergraduate Vacation Studentship Program and meet the above candidate requirements, please apply online today!

Agriculture and Food Directors, Group Leaders and Talent Acquisition are partnering together to review applications. We are excited to hear from you and will be in touch with you over the coming weeks where there is a potential match to a project.

If you prefer to have an informal chat before putting in your application, you can contact our Indigenous Talent Acquisition Team at IndigenousCareers@csiro.au for more information.

Apply Online

To apply you will be required to:

1. submit a **Resume/CV and Cover Letter** (as one document) in the '***Resume/CV***' field which includes:
   - the reasons why the research project/s you have selected are of interest to you and how your skills/knowledge meet the project requirements; and
   - an outline of your longer-term career aspirations and how this program will help you achieve them.
1. upload your **academic results** in the '***Cover Letter***' field;

If you experience difficulties applying online please email: careers.online@csiro.au.

Applications Close

Monday 30 June 2025, 11:00pm AEST

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.

This vacancy has been nominated for filling within the agency's cadetship program. A Cadetship program is designed to provide university students with employment whilst they complete an appropriate tertiary course leading to a degree required by the agency. Cadetships consist of time spent undertaking both academic study as well as working part-time and as required to complete the specified course of academic study.

This vacancy has been nominated for filling within the agency's Traineeship program. A traineeship provides eligible participants with the opportunity to undertake a course of training, generally for a Certificate Level qualification whilst also recieving on the job training and experience from the agency.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Indigenous Talent Acquisition Team, IndigenousCareers@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Various-Undergraduate-Vacation-Studentships-%

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Industry, Science, Energy and Resources

Vacancy VN-0759726

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 04 July 2025

Chief Finance Officer

Job Title	Assistant Manager - Credit Cards and Insurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1098_06/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=9D67E6A4-A421-F7BE-D88E-E3EF955465A9

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the **APSC's APS Employee Value Proposition** for more information on the benefits and value of employment within the APS.

About the team

The Fleet, Credit Card, Insurance and Travel Section (FCIT) is part of the Financial and Shared Services Branch within the CFO Division.

The section has responsibility for providing the following services to the department:

- Credit card policy, administration, and support,
- Comcover Insurance management,
- Overseas travel policy, bookings, and system administration,
- Domestic Travel policy, support, and advice,
- Fleet management policy, administration, and support,
- Expense8 business support,
- Business improvement relating to functions and,
- Change and comms relating to FCIT and financial services.

What's in it for you?

Join our team and you will have an opportunity to be involved in whole of government initiatives relating to credit cards and insurance and extend your skills and experience in team management, customer service, service delivery, risk management and process improvement.

Our ideal candidate

We are looking for an innovative and forward-thinking assistant manager to lead the credit card and insurance team.

Our ideal candidate will have:

- Strong management skills and ability to motivate others to perform consistently and to a high standard.
- Ability to think strategically to support the Manager, FCIT with driving change and process improvement.
- Advanced written and oral communication skills
- Ability to build and grow relationships with both internal and external stakeholders.
- Great judgement, analytical and problem-solving skills.
- Ability to manage constantly competing priorities with tight deadlines.
- Great attention to detail and proven ability to deliver quality outcomes within short timeframes.
- Sound understanding of whole of government and departmental policies including, Governments financial framework and PGPA.
- Experience in leading a team responsible for credit cards and/or insurance and expense8 is desirable.

Duties

As Assistant Manager you will lead the credit card and insurance team and provide high level support to the Manager FCIT.

Key tasks will include:

- Lead and manage the workload distribution and resourcing for the credit card and insurance team.
- Staff Management - Establish and monitor KPIs and overall staff performance.
- SOP Management for credit card and insurance (updates, version control and sign off).
- Management and actioning of ServiceNow Tickets.
- Initiate, participate and lead the implementation of business process improvement initiatives as they relate to FCIT Section.
- Provide high level advice and guidance on policy and procedures, and liaise with other teams in FCIT, across Finance Group and the greater Department.

- Review and update policies and procedures.
- Engage and negotiate with internal and external stakeholders to provide the best outcome for the business.
- Action and respond to requests for information and briefs such as audit, Senate Estimates, Questions on Notice and other ad hoc requests.
- Manage end of month processes and reporting.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Negative Vetting 1 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Cathy Parisi, 02 6213 7153
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=9D67E6A4-A421-F7BE-D88E-E3

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Industry, Science, Energy and Resources

Vacancy VN-0759763

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 21 July 2025

Anti-Dumping Commission

Job Title	Senior Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$122,235 - $146,491
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1075_06/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=A14E3FB5-F393-AD7E-34D4-E3EFCF1F5D05

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the Anti-Dumping Commission

We are Australia's international trade remedies authority - the Anti-Dumping Commission - and part of the Industry, Science, and Resources Portfolio. The Commission is responsible for undertaking investigations into allegations of unfair practices in international trade and administering Australia's anti-dumping system. These investigations seek to deliver a level playing field for Australian manufacturers by assessing the need to address dumping and countervailing subsidies by the imposition of duties (commonly referred to as tariffs). Professionalism, excellence, and independence underpins the commission's world-class reputation.

The commission is a connected team of professionals with skills and experience across various fields. Our strengths include international trade, investigations, economics, and the law. We are committed to a positive workplace culture. We encourage and support flexible working arrangements. We embrace diversity and inclusion.

About the team

The Legal Branch, led by the Executive Director, Legal (EDL), is a small specialist legal service team with expertise in regulatory, administrative and trade remedies law. The team supports and works closely with the Investigations Branch and the Strategy and Operations Branch. Each of the

two Principal Legal Counsel have approximately two to four direct reports for management purposes. Legal staff work across the Legal Branch on work as required and determined by the EDL and Principal Legal Counsels.

Work in the Legal Branch is fast paced, intellectually challenging and rewarding. The team is committed to providing high quality legal advice in a highly collegial culture.

The opportunity

The Senior Legal Counsel works independently under limited direction/supervision from the Principal Legal Counsel in performing their role and providing client-focused specialist legal advice and support to the commission staff on complex matters related to trade remedies law and investigative practice.

The commission has a collaborative investigations model where Senior Legal Counsels work as part of commission-wide teams undertaking anti-dumping investigations. As a Senior Legal Counsel in the commission, you will provide advice throughout investigation processes and be involved in merits and judicial review processes. As part of a best-practice regulator, you will be informed by developments in foreign jurisdictions and the jurisprudence of the World Trade Organization. Drawing on novel issues arising from investigations and other international developments, you will take the initiative to identify practice-related improvements to enhance the commission’s outcomes in collaboration with relevant stakeholders.

Our ideal candidate

To be successful in this role, as a motivated and skilled legal professional, you will have:

- 2-3 years post-admission experience.
- Experience providing legal advice that is client-focused, solutions-oriented, and evidence-based. This includes identifying legal requirements, legal risks, and developing legally compliant options for managing those risks in a way that meets the client’s objectives.
- Highly developed collaboration and advocacy skills, including the ability to negotiate, liaise and influence colleagues and stakeholders, including those from a non-legal background.
- Well-developed leadership, planning and organisational skills.
- High standards of professional and personal integrity.
- Knowledge of, or the ability to quickly acquire knowledge of, Australia’s anti-dumping legislation (Part XVB of the Customs Act 1901) and Australia’s obligations under the World Trade Organization Anti-Dumping Agreement and the Agreement on Subsidies and Countervailing Measures.
- Legal experience in advisory, government/regulatory practice or litigation in areas such as international trade, administrative/public law, or commercial/competition law will be highly regarded.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

This role's key duties include:

- Providing client-focused legal services to investigators, including from non-legal backgrounds. This includes taking a proactive partnership approach to identify and resolve matters and help decision-makers to manage risks.
- Providing effective legal advice verbally and in writing, such as in relation to statutory interpretation, trade remedies law, evidentiary matters, and investigations practice/procedure.
- Managing merits review matters, including drafting submissions and participating in conferences with Anti-Dumping Review Panel members, and providing input to judicial reviews.
- Monitoring developments in the Anti-Dumping Review Panel, the Federal Court, and the World Trade Organization, and informing the commission of consequences for legislation, policy, and practice.
- Identifying opportunities for continuous practice and operational improvement, aligned to the commission's strategic direction.
- Providing input to develop legislation and policy.
- Mentoring and supervising more junior lawyers.
- Actively contributing to a positive, productive, and collaborative team environment across the commission.
- The Senior Legal Counsel will perform the role and manage their workload in a manner consistent with the APS Values and Code of Conduct and internal Anti-Dumping Commission procedures.

Please refer to the APSC Work Level standards: APS Level and Executive Level classifications for general information about the role of an EL1 in the Australian Public Service.

Eligibility

Essential:

- Tertiary qualifications in the field of law and admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia.
- Eligible for a practising certificate issued by the Law Society of the ACT or in their state or territory of residence.

A minimum of 2-3 years post admission experience is required to apply.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra, ACT and Melbourne, Victoria based, although flexible or remote work arrangements may be considered for the right candidate. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Katrina Gunn, 0499 972 884
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=A14E3FB5-F393-AD7E-34D4-E3

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Industry, Science, Energy and Resources

Vacancy VN-0759830

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 08 July 2025

National Measurement Institute
Analytical Services Technical Management

Job Title	Technical Development Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$86,631 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis
Classification	APS Level 5
Position Number	1045_05/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions

- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

We are the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre around being Adaptable, Innovative, Accountable, Strategic, Inclusive and Influential.

The Analytical Services Branch consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals). Performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters). We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have a number of international stakeholders.

The Technical Development section provides highly effective and timely capability development to meet new stakeholder requirements and provides capability of national strategic importance for emerging needs.

The opportunity

We are offering an ongoing role based at North Ryde that will support the development and validation of new capabilities, methods and efficiency improvements through automation and process streamlining. The role will assist the Technical Development Manager in ensuring timely outcomes of new capability developments, methods and their implementation. This role involves method development and validation, streamlining laboratory processes as well as support of new capability development including accreditation requirements.

The Technical Development Officer role is highly analytical, engaging with staff across the laboratory and the associated support functions on the site. There will be significant opportunity for personal development and to engage with broader NMI, the Commonwealth Department of Industry, Science and Resources, organising committees and forums.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- $235 healthy lifestyle subsidy
- flexible working arrangements where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to study assistance
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovate, inclusive, influential and strategic.
- Tertiary qualifications in a scientific field, (chemistry preferred)
- Understanding of and ability to develop, validate and document complex methods which meet laboratory quality systems requirements as per ISO/IEC 17025, NATA, TGA and other accreditation bodies.
- Demonstrated experience and ability to operate, maintain and trouble shoot problems with advanced lab instrumentation such as: LC-MS/MS, GC-MS, GC-MS/MS, LC-QTOF, ICP-AES and ICP-MS.
- Ability and confidence to work independently or under limited guidance.
- Ability to deliver research outcomes e.g. reports, documented methods, validation and verification data in a timely manner through excellent organisational skills, teamwork and attention to detail, and capable of presenting in conferences, webinars and seminars.
- Ability to develop and maintain collaborative relationships with internal and external stakeholders.

Duties

As a Technical Development Officer, your key duties are:

- Undertake the development, validation and documentation of methods in accordance with ISO/IEC 17025, NATA and other accreditation bodies.
- Work closely with laboratory staff to understand needs, share ideas and effectively train for handover of newly developed methods.
- Assist with stakeholder engagement, both internal and external (tertiary education sector, industry, government).
- Support innovation in methodology and lab processes, includes undertaking research (literature reviews and laboratory method development work) and providing ideas for new capabilities and continuous improvement.
- Develop an understanding of NMI’s business context and role within government.
- Represent NMI at conferences, technical forums and events, including presentations on NMI technical activities.

Eligibility

The successful candidate will have tertiary qualifications in a scientific field (ideally chemistry).

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

This role is conducted on site (North Ryde, Sydney at the National Measurement Institute) and as such there is limited capacity to work flexibly outside of an ad-hoc basis. Please reach out to the contact officer to discuss further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Yvonne Yin, 0294490147
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0759912

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 09 July 2025

Technology & Digital
National AI Centre Safe & Responsible AI

Job Title	AI Literacy Program Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 1
Position Number	1219_06/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The National AI Centre was established to support the ambition to make Australia a world leader in AI innovation and responsible practices. The Centre's goal is focused on working with industry to unlock the positive potential of AI in Australia by delivering reliable information and trusted guidance to build confidence for all Australians.

The National AI Centre's mandate is to drive productivity and support the development of economic growth through AI adoption and diffusion. It works to build market intelligence on the adoption, acceleration, and impact of AI technology in Australian businesses and to develop an authoritative voice for Australian industry to trust as they develop AI solutions for the global market.

The NAIC team leads several high profile initiatives such as Australia's AI Month, the AI Leadership Summit, Australia's AI Sprint, AI Industry Connections, the AI Industry Directory, and the development of the actionable guidance that supports the Governments voluntary guardrails. These initiatives together with regular industry reports, enable Australia's businesses to take advantage of the AI opportunity in a safe and responsible way.

This is a great time to join the highly dynamic National AI Centre at the Department of Industry, Science and Resources.

The opportunity

The National AI Centre has several EL1 Individual Contributor roles in the Responsible AI and AI Literacy team. This team focuses on developing literacy and confidence in the value of adopting AI and the promotion of AI adoption, across the Australian economy and society in a way that is safe and responsible.

Areas of potential focus cover AI literacy, and include:

- Supporting the delivery of programs that promotes AI literacy and responsible AI use in Australia.
- Building and strengthening partnerships with industry associations, local and international technology vendors, business networks, and training providers.
- Convening experts to create or curate accessible tools, templates, and resources that demystify AI concepts and support safe adoption.
- Coordinating case studies with Australian organisations adopting AI tools, showcasing practical examples of responsible use.
- Evaluating program impact and contribute to long-term strategy for responsible AI adoption and AI literacy across the Australian economy.
- Supporting the delivery of signature online and in-person events

Our ideal candidate

Our ideal candidates are dependable, curious, positive, flexible, effective communicators, team players, work well under pressure and like to have fun at work!

We are looking for people with backgrounds in areas of program development and delivery, AI and cloud technology industry experience, stakeholder engagement, event management and procurement.

Our ideal candidates will demonstrate some of the following capabilities:

- Experience developing and delivering industry programs and initiatives. Ideally with a strong focus on training, skilling and development.
- Understanding of AI or cloud technologies, options for building AI literacy across businesses, industries and communities.
- Proven relationship skills and the ability to build rapport with stakeholders across industry, civil society and government.
- Good communication skills and the ability to efficiently prepare materials for presentation to senior officials, forums and non-expert audiences.
- Operational excellence, with the ability to carefully manage projects according to processes, timelines and budgets.
- Empathy for minority and underrepresented organisations and communities.
- Ability to work autonomously to complete tasks.

We will work with new team members to build their subject-matter expertise in the division’s focus areas and provide opportunities to develop skills in industry engagement, designing policy, and developing and implementing programs.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The National AI Centre works closely with industry to land programs and initiatives which support AI adoption and innovation across Australia’s businesses.

At the Executive Level 1, you will be responsible for a variety of tasks which could include:

- The development and delivery of a national AI literacy program.
- All aspects of AI and AI literacy program management including implementation, administration and evaluation of key programs.
- Liaising, collaborating and negotiating with a range of internal and external stakeholders to ensure alignment and shape program success.
- Preparing briefing papers, Ministerial correspondence and discussion papers for senior staff and stakeholders.
- Creation and curation of AI success stories in collaboration with internal stakeholders.
- Delivery of in-person and online events including content development, stakeholder engagement and all aspects of event coordination and logistics.
- Best practice, safe and responsible use of AI tools and systems.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department does currently offer flexible work opportunities for many roles. These vacancies are available nationally, flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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To Apply

Position Contact	Beth Worrall, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0759454

Geoscience Australia

Closing Date:Sunday 06 July 2025

Space
Positioning Australia GNSS Infrastructure and Informatics

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	18696
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us
Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our team
Geoscience Australia operates and maintains arrays of ground-based positioning sensors across Australia, Antarctica, and the Pacific. Our data supports real-time monitoring, analysis, and advice the movement of the Australian plate and enables accurate, reliable, and real-time positioning capabilities.

Duties

We are seeking to fill an immediate vacancy and establish a merit pool to support future projects.

As a Technical Officer you will play a crucial role in supporting and enhancing our ground-based sensor networks. This position offers a unique opportunity to work in diverse environments and contribute to projects that support community safety and create a location-enabled Australia.

In this role you will:

- Provide key operational and project support to maintain positioning sensor stations across Australia, Antarctica, and the Pacific.
- Engage and collaborate with key stakeholders to respond to, and resolve technical issues promptly, maintaining service standards, including network availability, reliability, and security.

- Develop, review, and maintain technical documentation, including work instructions, technical specifications, site and asset records, commissioning reports, schematics, change requests, contract and procurement documentation.
- Lead projects to develop technical improvements to modernise and improve the systems, working with consultants, contractors, and partners for design, implementation, and review.
- Configure and test equipment as part of planned infrastructure upgrades.
- Demonstrate leadership in safety by adhering to and improving work practices, ensuring fieldwork and operations prioritise the well-being of technical teams and site personnel within WHS frameworks.
- Contribute to the positive team culture through continuous delivery, development, agility and stakeholder engagement.

To be successful in the role you will:

- Work under limited direction to establish clear project outcomes; respond flexibly to changing demands whilst working towards successful delivery; cope effectively with change.
- Demonstrate strong technical leadership, analytical and problem-solving skills and work effectively to identify, prioritise, solve and communicate issues in a time-sensitive manner.
- Work collaboratively and operate as an effective team member; communicate effectively within the team to consult, collaborate & inform.
- Build and sustain positive relationships with external stakeholders from diverse backgrounds and experiences; confidently present and tailor technical information in both written and oral form to a range of audiences.
- Support section management and actively contribute to and foster an inclusive culture within the team; Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional manner.

Required skills, knowledge, experience and/or qualifications

- Technical qualifications in electronics and communications, electrical engineering, or systems engineering, or equivalent experience.
- Demonstrated experience working with low voltage systems, solar systems, and radio frequency systems.
- Experience planning and undertaking fieldwork in remote areas.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our culture
Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

To Apply
Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Thomas Kelly on (02) 6249 5949 or email thomas.kelly@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Recruitability
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website .

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance
If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds,

culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Thomas Kelly, 02 6249 5949
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0759885

IP Australia

Closing Date:Wednesday 09 July 2025

Data and Technology Various Information Technology Group

Job Title	Data Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - ACT ACT
Salary	$95,395 - $108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	APS Level 6
Position Number	1359
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

This role reports to the Data Governance Team Lead and supports data governance activities. They will work closely with the Records Management and Data Capability teams in uplifting IP Australia's capability for how it understands, manages, and uses its structured and unstructured data assets.

As the Data Governance Officer, you will be skilled and experienced in data governance and have a strong understanding of data governance requirements in an Australian Government environment. You will contribute to the progress of IP Australia's data strategy and policies, and drive initiatives for the improvement of data governance practices across the agency.

Duties

To be successful in the Data Governance Officer role, you will have the following knowledge and experience:

. Strong understanding of data governance principles, frameworks, and best practices in an Australian Government context

. Experience with data governance tools and technologies

. High level oral and written communication skills, including the ability to explain complex concepts to non-technical audiences

. Independently or collaboratively develop new insights, solutions, and recommendations for data governance

. Have high level negotiation and collaboration skills, and an ability to build effective networks, with a range of stakeholders, in a largely remote work environment

. Have excellent analytical and research skills, and a proven record of complex problem solving and managing projects through to completion.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate will be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Wicka Simet, (02) 6283 2857
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759545

Civil Aviation Safety Authority Australia

Closing Date:Sunday 29 June 2025

Corporate Services
People and Capability

Job Title	Senior Code, Performance and Rehabilitation Advisor - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	APS Level 6
Position Number	3862
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity
The Senior Code, Performance and Rehabilitation Advisor role reports to the Team Leader, Code and Performance, under the guidance of the Section Manager People, Policy, Performance, WHS and Workplace Relations.

The Senior Code, Performance and Rehabilitation Advisor provides expert advice, guidance and support to managers and employees on complex performance and rehabilitation management, workplace behaviours, and conduct issues. This role involves managing sensitive cases, applying CASA's employment framework and related directives and procedures, ensuring compliance with legislative and procedural requirements.

The role is also responsible for contributing to the development and continuous improvement of CASA procedures and practices, and ensuring that these are compliant with legislative, regulatory, and public sector requirements. The role requires a high level of discretion, strong problem-solving skills, and the ability to foster positive workplace culture through fair and consistent advice.

Duties

Our ideal candidate
Our Ideal candidate will demonstrate the following:

- In-depth knowledge and practical experience in interpreting and applying relevant employment legislation, CASA directives, APS Code of Conduct, and internal HR procedures in a regulatory or government context.
- Proven ability to lead or manage performance and conduct matters, including the delivery of investigations aligned with procedural fairness, making evidence-based decisions in sensitive or high-risk cases.
- Extensive experience in complex case management, including managing employee grievances, disputes, and rehabilitation cases, with a focus on early resolution and compliance.
- Exceptional judgement, discretion and confidentiality, with a demonstrated ability to handle sensitive and confidential employment matters ethically and professionally.
- Strong analytical and risk assessment capabilities, with a track record of delivering practical, compliant, and sustainable solutions to workplace issues.
- Highly effective written and verbal communication skills, with the ability to produce clear, well-reasoned advice and reports, and present confidently to senior stakeholders.
- Demonstrated ability to influence and engage stakeholders, including facilitating sensitive discussions, negotiating outcomes, and maintaining productive relationships across all organisational levels.
- Strong organisational and planning skills, including the ability to independently manage workload, meet tight deadlines, and deliver high-quality outputs in a fast-paced and high-volume team environment.
- Collaborative mindset with a proactive approach, contributing to team goals, adapting to evolving priorities, and consistently producing work that requires minimal revision or oversight.
- Tertiary qualifications or formal accreditation in industrial relations, employment law, human resource management, investigations, or business management, demonstrating a strong foundation for managing complex employment matters would be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Baseline Security Clearence

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Terry Keel, 02 62171646
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759918

Civil Aviation Safety Authority Australia

Closing Date:Wednesday 09 July 2025

Regulatory Oversight
Continuous Improvement & Strategic Support

Job Title	Regulatory Services Officer- Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Cairns QLD, Darwin NT, Perth WA
Salary	$78,663 - $85,322
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Adelaide, Cairns, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 4
Position Number	4314
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

The Regulatory Services Officer position, works under general direction, reporting to the National Team Leader Entry Control and Coordination and is part of the team responsible for entry control and activities associated with regulatory services, regulatory reporting, and administrative support to the CASA Regulatory Services teams.

The Regulatory Services Officer provides support to their peers and administrative support to the Regulatory Services Inspectorate Teams and other areas of the Division as required.

The Regulatory Services Officer is responsible for the following deliverables:

· Provides quality advice to support the development of standards, processes and policies regarding regulatory services.

· Work across a nationally dispersed team in the delivery of regulatory services.

· Works as part of a team in the delivery of timely and accurate processing of regulatory services tasks and applications

· Provide sound advice from routine to complex industry queries in relations to legislation and procedures

· Collate and maintain accurate data for regulatory services reporting

· Work collaboratively with the assurance team to ensure consistency and high-quality outcomes

· Fosters an environment of continuous improvement and proactively engages stakeholders with effective and considered communication working collaboratively to deliver regulatory services.

· Engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful, and equitable manner.

· Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Duties

Our Ideal candidate

Our ideal candidate must demonstrate the following:

· Stakeholder Engagement and Communication: Stakeholder management skills particularly in building and maintaining networking relationships, including the ability to liaise effectively with stakeholders, working collaboratively and manage key relationships to successfully achieve outcomes. Ability to work in a multidiscipline team environment across a geographic dispersed workforce

· Administration Support: Demonstrated experience performing a range of administrative support activities, including the ability to handle competing priorities within a fast-paced and dynamic environment.

· Regulatory and Compliance Experience: Knowledge of or ability to acquire an understanding of regulatory services and/or surveillance frameworks, practices and systems, including Australia's civil aviation legislation

· Integrity: Lead by example with integrity, being honest, transparent, and accountable. Address and call out behaviours that do not align with CASA values.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent citizen.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Liz Lake, +617 3144 7310
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759810

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

Closing Date:Sunday 29 June 2025

Job Title	EL1 - Assistant Director, Workforce Analytics
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Canberra ACT
Salary	$122,667 - $139,534
Future Merit Locations	Canberra, Various locations - ACT, Various locations - NSW
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days
Classification	Executive Level 1
Position Number	46832
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The People Branch supports the department to achieve its strategic outcomes by providing a range of client-focused advice and essential services through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Workforce Analytics, Capability and Strategy section has three main functions:

- **Workforce Analytics** – who provide workforce reporting and metrics to support workforce strategy and decision making. They provide accurate responses to requests for Senate Estimates, workforce planning and strategy, compliance and integrity. They are also responsible for the design and delivery of the People at a Glance Dashboard.
- **People Capability** – who build workforce capability to develop and embed core, leadership, and specialist skills. They maintain a curriculum of training courses, summits, conferences and programs for staff. They are also responsible for the department's Learning Strategy and the Learning and Development Calendar.
- **Workforce Strategy** – who develop and implements workforce strategies and workforce planning for the department. They are responsible for the coordination of APS-wide

initiatives including the APS Employee Census, APS Agency Survey and the APS Reform initiatives. The team also manage Rewards and Recognition for the department, including the Secretary's Awards.
- What will you do?

This position involves supporting the department in its decision making and compliance capabilities by ensuring people data is both accurate and accessible, this includes the developing of new reports and ways of reporting to adapt the team to changing environments and resources. This involves working with stakeholders to further understand reporting and analytical needs, and learning to anticipate these needs effectively. This role guides the strategic role of the team within the department and seeks to enable a culture of innovation whilst maintaining data privacy and security.

Duties

What will you do?

This position supports the branch direction by enhancing digital and data literacy, and providing meaningful data to support decisions which ultimately end up affecting staff.

Particular responsibilities of the role include:

- Manage and present, or contribute to clear and concise written reports and briefs for senior executive on complex and/or sensitive matters.
- Manage the preparation of analytic related documentation that present clear and actionable business insights.
- Work with stakeholders to understand requirements, translating business needs into data-driven solutions.
- Develop and deliver high-quality reporting products, ensuring alignment with user stories and acceptance criteria.
- Improve efficiency by creating a 'single source of truth' for all reporting, using rich and drillable visualisations.
- Manage reporting projects end-to-end, from requirements gathering to development and implementation.
- Adhere to coding and technical standards while ensuring accessibility and user experience considerations are met.
- Test and validate data to ensure accuracy and reliability of reports.
- Collaborate with business areas and technical teams to drive efficiencies and enable strategic decision-making.
- Store, handle and release sensitive data in accordance with legislative requirements and Departmental policies and procedures.
- Manage a small team to achieve objectives and outcomes.
- Promote and champion an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives.

- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the Executive Level 1 Work level standards.

The successful candidate for this role will possess high levels of proficiency in Microsoft Excel, Power BI and have experience in reporting from SAP.

The will demonstrate the following:

- Leadership and Management: Proven ability to lead and manage teams, delegate effectively, and motivate staff.
- Strategic Thinking: Ability to analyse complex issues, develop strategic plans, and make informed decisions.
- Communication and Interpersonal Skills: Strong written and verbal communication skills, with the ability to build rapport and influence others.
- Analytical Skills: Ability to conduct research, analyse data, and draw conclusions.
- Problem-Solving: Ability to identify and resolve complex problems.
- Knowledge of HR Principles and Practices: A thorough understanding of HR principles, legislation, and best practices.
- Integrity and Professionalism: Demonstrates a high level of integrity and professionalism.
- Commitment to the APS Values: Adherence to the APS Values and Code of Conduct.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	Nick Kirby, 02 6136 8551
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759874

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

Closing Date:Tuesday 01 July 2025

Job Title	EL1 - Senior Art Consultant, Creative Industries
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$122,667 - $139,534
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days
Classification	Executive Level 1
Position Number	46859
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

A little bit about us

The Arts Division leads the Department's engagement on arts and culture and provides high quality strategic advice to the Minister on creative sector policy and program issues. The Division also administers programs that support Australia's creative sector and stimulate participation in Australia's cultural life; and foster employment and growth across the creative sectors.

Artbank is a section within the Creative Industries Branch of the Arts Division. Established in 1980, Artbank is an Australian Government arts support program, and a key component of the Government's support for visual artists. The program aims to increase the sustainability and accessibility of Australian contemporary art; support Australian contemporary artists; and encourage engagement with and appreciation of Australian contemporary art by the broader community. Within this context, Artbank has two core program objectives: to provide direct support to living Australian artists through the acquisition of their work; and to promote the value of Australian contemporary art to the broader community by making this work available through an art rental scheme. Artbank has offices in Sydney, Melbourne and Perth.

The opportunity we have available

The position of Senior Art Consultant is responsible for leading Artbank's core policy mission of making artworks from the collection accessible through a public leasing scheme. It will require deep and professional knowledge of Australian contemporary art coupled with a keen business sense, with demonstrated achievement in both areas. The successful candidate will have well established networks in the Australian contemporary art sector and relevant industries upon which they can draw, along with successful experience managing a team of professionals.

Day to day this role will oversee the work of Art Consultants based in Sydney, Melbourne, Brisbane and Perth, in addition to managing their own portfolio of clients.

You will have excellent communication skills and act as a public face for the organisation, working with potential and existing clients in support of Artbank's art leasing program, and speaking at public forums to increase the profile of Artbank's client leasing program.

The role makes a significant contribution to Artbank's organisational objectives through leading the implementation of business development strategies, through understanding the areas that will be needed for future success in this area. The role will require expertise in analysis and presentation of client leasing data for inclusion in program reporting and planning and the ability to work collaboratively with Consultants in other states.

You will be the line supervisor of six art consultants – mentoring them to achieve professional goals, and ensuring they are completing their roles in accordance with APS requirements.

This position will be based at Artbank Sydney.

Duties

What will you do?

Under general guidance and in accordance with APS values and Code of Conduct, Government and Departmental policies and the relevant Secretary's Instructions, the Senior Art Consultant key duties include, but are not limited to, the following:

- Develop and maintain a strong understanding of Artbank's objectives and purpose.
- Undertake business planning to increase the reach of the Artbank leasing program.
- Drive increased business for the art leasing program, including through growing and leveraging opportunities in your existing networks and clients, and researching and building relationships with new clients.
- Directly manage clients, ensuring their ongoing needs are addressed.
- Supervise, lead and develop Artbank's Client Services team coordinate their activities to ensure they meets the program's objectives in line with the department's Integrity Framework, including forecasting sales targets and leading the team to reach them.
- Represent Artbank at internal and external public events including speaking confidently about the program and Australian contemporary art.
- Using your strong analytical skills and industry experience to contribute to the development and recommendation of strategic and business planning for Artbank, with especial focus on the activities, systems and processes that support the business and Client Service functions.
- Using superior analytical skills, consider and recommend new initiatives with the ability to engage with an appropriate level of risk.
- Contribute to Artbank event programming as required and other initiatives that support Artbank's objectives and promote increased access to and understanding of Australian visual art.
- Collaborate with other Artbank areas to analyse data with narrative and data visualisation/graphics; including them in appropriate reports.
- Take the lead when clients have specific needs or where a roadblock appears in Artbank delivering its services, be able to review options, consider deliverables and manage risks appropriately to meet client and Artbank needs.
- Ensure appropriate records are maintained in accordance with the Department's record keeping standards
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the Executive level 1 Work level standards. We are searching for an excellent visual arts leader, who is keen to apply their skills and knowledge in a unique arts program managed by the commonwealth government.

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve Results**: Demonstrates a track record in developing new business while retaining/growing existing business ideally in a contemporary art context.
- Has excellent organisation and administrative skills and has successfully managed teams to deliver against set KPIs.

- **Communicates Effectively**: Demonstrates highly developed interpersonal skills, being a confident negotiator and effective communicator.
- Has deep knowledge of Australian contemporary art and the ability to successfully communicate this knowledge to the broader public and prospective clients.
- **Thinks Strategically**: Has high-level analytical skills – especially related to data and the ability to draw conclusions and make recommendations to enhance Artbank's achievements in client leasing.
- **Collaborates across diverse teams**: Demonstrates a strong commitment and ability to build a positive and collegiate work culture, including a commitment to supporting diversity and nurturing talent, as this role is part of the Artbank leadership team responsible for delivery of a program with over 20 staff.
- Have an understanding of working in the government context, or the ability to quickly learn.
- Knowledge of and ability to apply APS Values, participative management practices, workplace diversity and occupational health and safety within a work and team environment.

Eligibility

Eligibility requirements

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

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

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Zoë Rodriguez, 02 9697 6000
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759746

Museum of Australian Democracy - Old Parliament House

Closing Date:Thursday 03 July 2025

Exhibitions, Interpretation, Engagement & Curatorial Museum Engagement

Job Title	Senior Engagement Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$94,563 - $105,910
Future Merit Locations	Parkes, Canberra
Office Arrangement	On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and within operational requirements
Classification	APS Level 6
Position Number	21820
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

The Museum Engagement Team develops and delivers visitor-centered public programs and events (large and small scale), engagement-driven exhibition experiences, in-person and digital outreach that fosters visitor participation and social cohesion.

The Senior Engagement Coordinator will play a key role in managing the development and delivery of a suite of programming and exhibition experiences.

Reporting to the Manager Engagement, the role will supervise a small team and work regularly with other teams across the museum, focusing on the development and delivery of the Engagement Team’s broad scope of projects. This includes large, medium and small-scale programming for visitors of all ages and the development of temporary exhibitions, engagement activities, public programming for school holidays and travelling exhibitions, and daily facilitated programming. This also includes participation in development, delivery and management of engagement experiences within the museum’s long-term exhibitions as required.

Duties

• Identify program opportunities and allocate appropriate budget and staffing resources.

• Collaborate with your small team to develop and deliver a wide range of programs – onsite, online and outreach programs – to engage diverse audiences. This includes supervising, coordinating and motivating junior staff, liaising across teams and with external community groups and suppliers.

• Supervise a small team in the project management of all phases of development and delivery for a range of programming and visitor experiences the Engagement Team delivers. This includes large-scale events and daily facilitated programming from conception stage through to evaluation/wrap-up.

• Undertake program evaluation and visitor feedback to critically assess our programs with the aim to improve and continue to meet visitor needs using museum best practice.

• Implement Work Health and Safety (WHS) and Workplace Diversity related to program delivery. Operate in a participative and consultative work environment.

• After-hours and weekend work may be required depending on the project. Weekend penalties or time off in lieu will apply.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)

• Working with Vulnerable People – Current WwVP card

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a Non-Ongoing opportunity for six months with the possibility of extension, and/or Ongoing

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Siobhan O'Connor, 02 6270 8243
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759817

National Archives of Australia

Closing Date:Sunday 06 July 2025

Corporate Services People and Culture

Job Title	Payroll and Reporting Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	$96,344 - $106,899
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 6
Position Number	32838/497067
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The **Corporate Services Branch** oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

The **People & Culture Section** is responsible for developing and implementing policies and strategies to ensure the National Archives' workforce and workplace has the tools and capabilities to achieve our key roles and responsibilities. The section administers employment arrangements under the National Archives Enterprise Agreement and key services including payroll, recruitment and performance management. The section also oversees work health and safety arrangements, workforce planning and the delivery of professional development opportunities and frameworks.

The **Payroll and Reporting Manager** will work under limited direction to conduct complex, high quality HR services and provide advice to managers and other staff. They coordinate and respond to complex requests and enquiries by employees, handle escalated cases and provide support to junior staff.

Duties

The main duties of the role are to:

- Manage a small team and work closely with all HR sections to provide a comprehensive level of HR support to the agency.
- Manage and coordinate the professional payroll activities through a managed payroll service.
- Provide regular reporting to employees, managers and the executive.
- Collaborate with managers and executive staff to identify and manage HR risks, compliance and issues.
- Create and implement improvements to HR processes in day-to-day operations and adapt HR technologies to support innovation and compliance.
- Develop and maintain effective, professional relationships with relevant internal and external stakeholders.
- Maintain knowledge of best practice HR and apply within the departmental context.
- Monitor the overall completion of work to ensure quality outputs and information flow is maintained and deadlines are met.
- 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 Strategy 2025-2030 and "Our Values".

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the 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. National 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. National 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	Sophie Bailey, 02 6212 3691
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0759782

National Indigenous Australians Agency

Closing Date:Wednesday 09 July 2025

Central
Arnhem Land and Groote Eylandt; Central Australian Region; Top End and Tiwi Islands Various

Job Title	Engagement Officer and Assistant Engagement Director, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Tennant Creek NT, Darwin NT, Katherine NT, Nhulunbuy NT, Alice Springs NT
Salary	$98,314 - $143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6;Executive Level 1
Position Number	NIAA/2025/080
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=DCC667CE-9A85-1620-9B09-E3EFD203D2C7

We're excited to announce an opportunity for experienced Engagement Officers and Engagement Assistant Directors in our Central Group Branch located across various locations in the Northern Territory (NT). This is your opportunity to collaborate with communities across the vibrant and

diverse geographical footprint of the agency and deliver priority commitments in line with the Australian Government. The positions will be based across the 3 NT Regional Branches of Central Group delivering on the Commonwealth Government's objectives of improving the lives of Indigenous Australians in a place-based setting. Here, you'll work alongside First Nations People, who continue to maintain their connection to country their culture and language.

As an **Engagement Officer** you will:

- provide strategic advice and specialist expertise across a broad range of activities including economic empowerment programs and initiatives
- develop and maintain complex internal and external relationships with key NIAA stakeholders
- provide appropriate advice and managing the resolution of issues or complaints
- undertake complex procedural, administrative and service-related tasks that support NIAA business activities or management of a project
- understand remote communities by gathering and analysing relevant data to assess the impacts and outcomes for Indigenous Australians
- conduct research and analysis on complex matters within area of expertise
- exercise appropriate delegations and ensure decisions are governed by the application of regulations, best practice principles or the NIAA operating instructions and procedures.

As an **Engagement Assistant Director** you will:

- work directly within the community, alongside local senior leaders and service providers
- build strong partnerships across all levels of government, driving outcomes that align with the aspirations of communities
- leverage local knowledge and our stakeholder relationships to create connections between community, private sector and all levels of government to contribute to positive outcomes with Indigenous Australians
- draft ministerial briefings, correspondence and executive/minister visits and provide high quality assurance services
- ensure compliance, identification and mitigation of risks to programs, stakeholders and other projects
- lead a team of Engagement Officers and Engagement Team Leaders to plan and deliver the NIAA's work program across a particular region or group of First Nations communities, including funding agreements and place-based initiatives
- provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice where appropriate.

Duties

To be successful in this role, you will be authentic, act with integrity and deliver with purpose to achieve high quality results for First Nations people in the region. As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency, as well as demonstrate the following skills and attributes:

The **APS6 position** will demonstrate the following skills and attributes:

- oversee the development, coaching and mentoring of staff, including maintaining succession planning by investing time into understanding team member's strengths and aspirations
- provide strategic advice and specialist expertise across a broad range of activities including economic empowerment programs and initiatives
- develop and maintain complex internal and external relationships with key NIAA stakeholders, provide appropriate advice and managing the resolution of issues or complaints
- undertake complex procedural, administrative and service-related tasks that support NIAA business activities or management of a project
- understand remote communities by gathering and analysing relevant data to assess the impacts and outcomes for Indigenous Australians
- conduct research and analysis on complex matters within area of expertise
- make decisions using good judgement, expertise, and knowledge
- understand and exercise appropriate delegations and ensure decisions are governed by the application of regulations, best practice principles or the NIAA operating instructions and procedures
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood. Support the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

In addition, to be successful in an **EL1 Assistant Director Engagement** role you will also demonstrate the following attributes:

- exercise sound decision making and judgement to produce high level policy advice
- provide leadership and effectively supervise staff to achieve branch outcomes and the NIAA’s broader strategic directions for its stakeholders, providers and partners
- able to provide constructive management with a focus on capability development, team building and leadership
- draft ministerial briefings, correspondence and executive/minister visits and provide high quality assurance services
- ensure compliance, identification and mitigation of risks to programs, stakeholders and other projects
- lead a team of Engagement Officers and Engagement Team Leaders to plan and deliver the NIAA's work program across a particular region or group of First Nations communities, including funding agreements and place-based initiatives
- provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice where appropriate
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Ruth Wall, 08 8958 1200
Agency Recruitment Site	https://niaa.nga.net.au/?jati=DCC667CE-9A85-1620-9B09-E3EFD203D2

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Prime Minister and Cabinet

Vacancy VN-0759811

National Indigenous Australians Agency

Closing Date:Sunday 06 July 2025

Corporate
People Recruitment, Entry Level Programs and SES Unit & Workforce Capability

Job Title	Director, Recruitment, Entry Level Programs and SES Unit & Director, Workforce Capability, People Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$147,052 - $175,016
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 2
Position Number	NIAA/2025/090
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=214E21D5-621A-3951-B100-E3F00BD5D6EB

The National Indigenous Australians Agency (NIAA) works in genuine partnership to enable the self-determination and aspirations of First Nations communities. We lead and influence change across government to ensure Aboriginal and Torres Strait Islander peoples have a say in the decisions that affect them.

The People Branch within the NIAA is seeking contemporary and driven Human Resources (HR) practitioners to fill the following identified positions:

- Director, Recruitment, Entry Level Programs and SES Unit
- Director, Workforce Capability

Led by the Chief People Officer, the People Branch provides operational and strategic human resource services with a clear focus on the agency's most valued asset: its staff.

Director, Recruitment, Entry Level Programs and SES Unit

This is not your average recruitment role. We are looking for a recruitment expert who knows how to build pipelines, shape strategy, and lead with vision. You will also have specialist expertise in strategic talent acquisition, onboarding, and executive staffing.

Key responsibilities include:

- Leading and managing a dynamic team delivering end-to-end recruitment services, managing entry level programs and the Agency's SES Unit.
- Providing strategic advice on contemporary marketing and attraction strategies to attract top talent and build a diverse and capable workforce.
- Designing and implementing workforce strategies, projects, and initiatives that strengthen the agency's approach to talent attraction, onboarding, internal mobility, and the development of both entry-level staff and senior executives.
- Maintaining a strong client-focused and collaborative approach across the team to ensure exceptional customer service and support the agency's business areas in line with agency priorities.
- Leading the resolution of complex HR issues by analysing root causes, developing innovative solutions, and implementing effective strategies.
- Leading the provision and presentation of data-driven workforce insights to inform strategic recruitment planning and support organisational reporting requirements.

Director, Workforce Capability

This role is for a capability and L&D expert—someone who can design and deliver learning strategies that empower people and elevate performance including the design and delivery of

strategic capability frameworks, leadership programs, and high-level knowledge of Learning Management Systems (LMS) to support scalable and effective learning solutions.

Key responsibilities include:

- Providing strategic leadership and direction to a multidisciplinary team responsible for delivering the agency's learning and development programs, capability frameworks, and leadership initiatives.
- Developing high-quality, agency-wide communications, executive briefs, policies, guidelines and procedures to support capability and leadership initiatives.
- Fostering and maintaining strong, collaborative partnerships with internal and external stakeholders, leveraging influence and negotiation skills to drive strategic outcomes and enhance organisational capability.
- Leading the design and implementation of innovative, evidence-based solutions to complex challenges affecting capability development and workforce performance.
- Delivering timely, strategic advice to senior executives on capability planning, including analysis of contextual drivers, resource implications, risk management, and alignment with agency priorities.
- Overseeing the end-to-end management of capability programs, including strategic scheduling, performance monitoring, procurement, budget oversight, logistics coordination, and evaluation to ensure continuous improvement and impact.
- Leveraging Learning Management Systems to deliver, track, and evaluate learning initiatives, ensuring accessibility, engagement, and alignment with organisational goals.

Shared Responsibilities

Both roles are responsible for:

- Promoting a culture of continuous improvement by reviewing HR policies and practices, identifying areas for enhancement, and implementing best practices.
- Promoting and embodying cultural safety by ensuring HR practices are inclusive, respectful, and responsive to the diverse cultural identities, values, and needs of all individuals.
- Demonstrating a high level of cultural competency, with a strong commitment to ensuring Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered in all aspects of their work.

Duties

Our ideal candidates are collaborative, innovative, and purpose-driven—ready to contribute to meaningful outcomes and ensure our workforce has the people and tools to deliver on its important purpose.

We are seeking candidates who have:

- Excellent written and verbal communication skills, with the ability to build effective partnerships that engage stakeholders in understanding issues, identifying innovative solutions and supporting implementation.
- Cultural awareness, capability and a strong commitment to ensuring Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered in all aspects of their work.
- A proven ability to lead and motivate a diverse and cross-functional team to achieve outcomes, influence processes and build capability.
- Demonstrated leadership and people management skills with the ability to set clear direction, think strategically, and manage competing priorities.
- Technical knowledge and application of HR practices and relevant legislative frameworks.
- The ability to distil complex concepts and strategic insights into clear and compelling written and verbal communication tailored to diverse audiences, including senior executives and external stakeholders.

Tertiary qualifications or the equivalent experience in Human Resources is required. AHRI certification will be highly regarded.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Rachael McMahon, -
Agency Recruitment Site	https://niaa.nga.net.au/?jati=214E21D5-621A-3951-B100-E3F00BD5D6E

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Prime Minister and Cabinet

Vacancy VN-0759916

Office of the Official Secretary to the Governor-General

Closing Date:Tuesday 08 July 2025

Job Title	General Hand
Job Type	Full-Time, Non-Ongoing
Location	Yarralumla ACT
Salary	$60,868 - $75,292
Future Merit Locations	Yarralumla
Office Arrangement	On Site
Office Arrangement Details	Office arrangements may be negotiated
Classification	APS Level 2;APS Level 3
Position Number	160
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

As part of the Property and Projects Branch, the General Hand position works as part of a team to assist with property and landscape tasks, inside the properties, as well as the grounds. Working to the Government House Horticultural Coordinator, the role undertakes necessary day to day cleaning, maintenance, parking arrangements, furniture movements, escorting contractors, and other ad-hoc activities across the properties and grounds.

The occupant of the position will need to be self-motivated, able to work with diverse teams, follow directions in a safe and reliable manner with minimal supervision at times. The occupant will take pride in completing all assigned tasks in an efficient and effective manner to a high standard.

The General Hand will need to adopt safe work practices at all times, with demonstrated experience with interoperating and implementing WHS policy and legislation. A basic working knowledge of computer systems and software including the Microsoft suit is required. The role requires daily manual handling and physical fitness is an ongoing requirement. The preferred candidate will be required to successfully complete a pre-employment medical assessment prior to commencing in the role.

This position will work Monday – Friday, with the occasional opportunity for weekend shifts.

A full uniform will be provided.

Duties

- Under some direction, carry out cleaning both internally and externally, minor maintenance and associated tasks, to agreed standards.
- General horticultural tasks including blowing, edging, weeding, mowing.
- Assist with set up and pack up of Office events, including the movement of furniture, equipment and supplies as necessary.
- Escort and/or supervise contractors engaged in work throughout the property.
- Assist with parking of vehicles at programmed events.
- Understand relevant work health and safety requirements and operate to the highest standards of safety at all times.
- With some direction, operate and maintain a wide range of plant and equipment such as electrical transport vehicles.
- Maintain high standards of discretion and use sound judgement when undertaking their duties.
- Carry out a range of basic administrative tasks as required.

Eligibility

Applicants must be Australian Citizens.

National Criminal Check and a Baseline security clearance, as a minimum.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee’s substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Geordie McGuiness, 0457705223
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0759803

Workplace Gender Equality Agency

Closing Date:Wednesday 09 July 2025

Technology team

Job Title	Salesforce Administrator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$94,773 - $108,263
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	40613
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

Why this role matters

Are you passionate about leveraging Salesforce to drive digital transformation and data excellence? We’re seeking a skilled **Salesforce Administrator** to join our dynamic team and play a pivotal role in optimising and managing our CRM platform.

About the Role

As a Salesforce Administrator, you will be responsible for ensuring the smooth and secure operation of our Salesforce environment. Your keen technical skills will support national data reporting capabilities and contribute to the Agency's broader digital transformation initiatives

Duties

You are someone who can:

- Confidently manage day-to-day Salesforce administration, including user accounts, data storage, and system performance.
- Troubleshoot and resolve technical issues to ensure smooth platform operations.
- Create and maintain reports and dashboards that support internal teams and external reporting needs.
- Support the Agency's Reporting Portal by ensuring data accuracy and accessibility.
- Collaborate in agile teams to plan, test, and deliver enhancements to the Salesforce platform.
- Champion best practices and promote adoption of Salesforce solutions across the organisation.
- Share your knowledge by mentoring colleagues and contributing to a culture of continuous improvement.

Eligibility

We are seeking an individual with the following skills and capabilities:

- At least two years of hands-on experience administering Salesforce, ideally including Public Sector Solutions and Account Engagement.
- A current Salesforce Administrator or Advanced Administrator certification.
- Familiarity with agile delivery practices and working in scrum teams.
- Strong problem-solving skills and the ability to work independently and collaboratively.
- A sound understanding of CRM enhancement, customer portals, and marketing automation tools.
- Australian citizenship and the ability to obtain Baseline Security Clearance.

Notes

To apply please provide your CV/resume and a cover letter that briefly describes your suitability for this role. More information about the role can be found in the Application Package for this position.

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

The Application Package is available from our website Jobs at WGEA | WGEA

Your application must be emailed to **recruitment@wgea.gov.au by 9 July 2025 at 10am**

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Felicity Leyne, 9432 7086
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0759805

Workplace Gender Equality Agency

Closing Date:Wednesday 09 July 2025

Technology Team

Job Title	Technology Solutions Lead
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$122,574 - $132,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	flexible working arrangements available
Classification	Executive Level 1
Position Number	23816
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

Why this role matters

Are you ready to lead transformative technology initiatives that make a real impact? We're looking for a visionary **Technology Solutions Lead** to guide the design and delivery of innovative, secure, and scalable Salesforce-based platforms.

In this role, you'll leverage your expertise in Salesforce architecture and solution design to lead the development of user-centric platforms that support key national programs, including the **Target Setting Legislation** and the **Employer of Choice Citation**. You'll be responsible for translating complex business requirements into robust technical solutions, shaping system architecture, and embedding best practices across the platform.

Duties

You are someone who can:

- Lead the design and delivery of scalable Salesforce solutions that meet complex business needs.
- Translate strategic goals into technical architecture and solution designs across the Salesforce platform.
- Guide and support internal and external development teams, ensuring best practices and high-quality outcomes.
- Oversee integrations with enterprise systems like Alteryx and Azure, ensuring secure and efficient data flows.
- Collaborate with stakeholders to deliver key initiatives, including new digital programs and platform enhancements.

- Promote platform adoption and continuous improvement through mentoring, documentation, and stakeholder engagement.

Eligibility

We are seeking an individual with the following skills and capabilities:

- Proven experience (3+ years) in Salesforce solution architecture and end-to-end delivery across multiple Salesforce products.
- Strong understanding of Salesforce Service Cloud, Community Cloud, Public Sector Solutions, and Account Engagement.
- Demonstrated ability to design secure, scalable integrations and data models aligned with business needs.
- Experience working in agile environments, using tools like Jira and Confluence to manage delivery.
- Ability to lead technical discussions, provide strategic guidance, and influence outcomes across teams.
- Australian citizenship with the ability to obtain Baseline Security Clearance.

Notes

To apply please provide your CV/resume and a cover letter that briefly describes your suitability for this role. More information about the role can be found in the Application Package for this position.

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

The Application Package is available from our website Jobs at WGEA | WGEA

Your application must be emailed to **recruitment@wgea.gov.au by 9 July 2025 at 10am**

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improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Felicity Leyne, 94327086
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759396

Services Australia

Closing Date:Monday 07 July 2025

Infrastructure and Operations
Application Infrastructure Various

Job Title	Technical Engineering Expert
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$118,465 - $131,268
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2025-976
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

About the job

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Infrastructure and Operations Division maintains national critical infrastructure for Services Australia and across government. We deliver a robust, secure, and resilient ICT environment so Australian citizens can access government services 24x7.

The Application Infrastructure Branch is responsible for the provisioning and support of underlying applications and databases that support the agency’s critical services. This includes performing ongoing maintenance to ensure vendor support and stability, providing incident investigation and performance analysis using advanced monitoring solutions.

About the role

ICT Technical Engineering describes the function that manages and maintains all ICT platforms, including all technical landscape design, installation, configuration, deployment, technical security and operation of ICT components and databases.

Technical Engineering Experts use their in-depth knowledge of specific ICT Platforms to provide expert advice on the management and maintenance of those platforms. They work closely with key third party suppliers to ensure the provision of a robust infrastructure capability to the business and liaise with architecture and shared services areas to ensure the security of the day-to-day technical operations.

Duties

- Leading and managing operations of a team, including overseeing work priorities and resource management.
- Managing the design, installation and operation of the ICT system instance landscape, client and transport processes.
- Providing broad technical support for project build, test and solution deployment activities.
- Managing the regular maintenance of patches and support packages for the ICT Platforms.
- Performing routine checks and monitor performance to ensure systems are working correctly.
- Performing problem management and root cause analysis.
- Supporting alignment with key third party suppliers.
- Managing technical change management.

Eligibility

Essential requirements:

- Security clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

Desirable qualifications:

- At least 5 years relevant operational experience.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Danielle Canever / Sara Bartholomeusz, 02 5163 1855
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759437

Services Australia

Closing Date:Monday 14 July 2025

Legal Services

Job Title	Government Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Newcastle, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	EXT-APSL-2025-735
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

Services Australia (the agency) Legal Services Division (the division) provides strategic legal advice and assistance to the agency's executive and the Minister. The division is responsible for the delivery of legal services within and on behalf of the agency.

As well as the Centrelink, Medicare and Child Support programs, the agency provides services for almost every Commonwealth

department and agency and administers both myGov and the Digital ID exchange, making the work diverse, complex and exciting. We are a large in-house Commonwealth legal practice. We are pleased to offer our lawyers mobility across the division, with a chance to broaden their legal skills and experience or the opportunity to be specialists in their chosen field.

The agency is at the forefront of modern service delivery, harnessing technology to provide our customers with simple, helpful and accurate services. Our lawyers provide legal advice on the use and risks of complex technologies, including artificial intelligence, across social security, child support and health care legislative regimes as well as for the myGov platform and the Digital ID exchange.

Government Lawyers undertake core legal functions including providing complex legal advice, preparing briefings and litigation files, advocacy work and projects. Lawyers at all levels actively engage with our business partners, external policy departments and legal officers external to the agency across the Commonwealth in private practice and at the bar.

Government Lawyers manage legal matters associated with:

- agency programs
- administrative law
- criminal law
- evidence law
- freedom of information
- privacy and secrecy
- practice and procedure
- employment
- industrial relations
- procurement and contracts

Government Lawyers work with minimal supervision and are often required to provide on-the-job support to junior lawyers.
The division is inclusive.
We offer flexible working arrangements in a range of geographical locations. We recognise the importance of well-being and healthy work / life balance.

Duties

- Manage a caseload of legal matters. Prepare straightforward legal submissions, court documentation and correspondence. Prepare draft written material including submissions, reports and briefs for external legal providers, and instruct them in proceedings.
- Provide legal and practical assistance in the development of agency policies, processes and procedure. Develop and implement improvements and best practice in processes and procedures.
- Support and mentor staff, including coaching and training to build knowledge and capability.
- Provide quality assurance to ensure adherence to procedures and guidelines. Contribute to projects and new business initiatives.
- Develop, support and maintain stakeholder relationships. Provide legal advice to internal stakeholders in response to routine enquiries.
- Represent the team or work area in a range of forums, including conferences, meetings and seminars. Appear for simple and routine matters in external jurisdictions on behalf of the agency.
- Perform administrative tasks including records and information management, database management and document retrieval.
- Exercise delegations appropriate to role in accordance with legislation and guidelines.

Eligibility

Mandatory qualification:
A law degree (or equivalent) from an Australian University or an equivalent and appropriately recognised overseas qualification.
Professional registration:
Admitted (or ability to obtain and maintain a practising certificate) to practise law. A minimum of 1 year post admission experience.
Security clearance level required:
Baseline (or ability to obtain and maintain).

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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To Apply

Position Contact	Jane Jennett, 0434 126 718
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759722

Services Australia

Closing Date:Thursday 10 July 2025

Technology and Digital Programs
Various

Job Title	Scrum Master / Senior Scrum Master / Agile Coach
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$94,711 - $131,268
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	APS Level 6;Executive Level 1
Position Number	EXT-M-2025-1037
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

About the Job

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

About the role

Scrum Masters in Services Australia may work within the following scenarios:

- Working within or across agile multi-disciplinary teams to support the problem definition, prioritisation, design, planning, development, implementation and acceptance of products;
- Guiding individuals or teams to work using a range of different agile values, principles and practices.

Scrum Masters are servant leaders who enable teams to self-organise, self-manage and deliver through the use of agile values, principles and practices. They guide teams towards structuring and managing their own work to meet their stated objectives. As agile process experts, they educate and coach teams towards achieving an agile mindset, as well as enforcing agreed team rules and facilitating team cohesion, collaboration, coordination and communication.

Senior Scrum Masters and Agile Coaches in Services Australia may work within the following scenarios:

• They are facilitators of agile values, principles and practices, influencing across all levels including SES to help create and maintain an environment where teams continuously improve.

• They inspire teams and individuals to perform at the most effective level and create the culture needed for the implementation and ongoing success of the agile approach.

Senior Scrum Masters and Agile Coaches exercise a considerable degree of independence and undertake a leadership role, with work performed under the broad direction of senior management. They undertake complex problem solving and issues management and develop strategic relationships to identify opportunities, achieve outcomes and facilitate cooperation.

Duties

APS6 Scrum Master

- Building the team’s knowledge and capability of agile values, and principles, as well as techniques, processes and tools.
- Planning and facilitating agile ceremonies including daily stand-ups, sprint planning, sprint reviews and retrospectives.
- Assisting the Product Owner with reviewing and refining the product backlog, re-prioritising and re-assessing the relevance of tasks/stories to ensure alignment with agile principles.
- Anticipating and addressing/removing blockers/impediments that the team may encounter so the team can remain focused on its goals.
- Conducting agile rituals and events and be actively involved in communication and change activities involving stakeholders.
- Researching agile trends, industry dynamics, frameworks and tooling to guide and improve the team’s use of agile methodologies.
- Manage team conflicts and challenges while improving team cohesion, motivation, dynamics and performance.

EL1 Senior Scrum Master / Agile Coach

- Coaching teams in agile values, principles and practices and model the agile mindset.
- Assisting the team to achieve goals, manage challenges, and build to being self-managing, self-organising and continually improving.
- Planning, setting up and facilitating agile events including daily stand-ups, sprint planning, sprint reviews and retrospectives.
- In collaboration with the Product Owner, reviewing and refining the product backlog, re-prioritising and re-assessing the relevance of tasks/stories.
- Shaping the design of processes and practices used by the team based on their maturity and ensure team adherence to the agreed agile process rules.
- Coaching newer Scrum Masters to build capability and lead a community of practice to facilitate continued learning and capability across the agency.
- Researching agile trends, industry dynamics, frameworks and tooling to guide and improve the agency’s use of agile methodologies.

Eligibility

Some positions may require a security clearance. These positions will be identified on an individual basis.

Some travel may be required.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Sarah O'Donnell, 0499 865 874
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0759775

National Disability Insurance Agency

Closing Date:Sunday 06 July 2025

Reviews and Information Release Division

Job Title	APS6 Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Parramatta NSW, Deakin ACT, Adelaide SA, Brisbane QLD, Geelong VIC, Richmond VIC
Salary	$100,215 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from Home arrangements to be discussed with Line Manager
Classification	APS Level 6
Position Number	1670_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

We’re looking for lawyers who are passionate about working with people, engaging in dispute resolution, administrative law, and achieving the correct and preferable outcomes for participants in the National Disability Insurance Scheme (NDIS).

The Dispute Resolutions and Litigation (DR&L) Branch is a place where your experience in administrative law, statutory interpretation, principles of good administrative decision-making, litigation and alternate dispute resolution will change lives, and your passion for social impact can flourish. The team provide high quality litigation advice, support and services, and aims to improve the experience of current and prospective participants in the NDIS by resolving applications for review in a timely and consistent manner. This makes every day at work both challenging and rewarding.

We currently are looking for APS6 Lawyers to support the DR&L Branch to fill multiple new vacancies and create a merit list for future opportunities. Bring your knowledge of the NDIS Act, the Administrative Review Tribunal Act 2024 (ART Act), alternative dispute resolution practices, as well as your skills in leadership and mentoring junior staff to these exciting opportunities at the NDIA.

Mandatory qualifications:

This position is within the Legal stream and the officer **must possess relevant academic qualifications having been admitted as a legal practitioner**, however described, of the High Court or the Supreme Court of an Australian State or Territory; and hold, or be able to obtain, a practising certificate.

Duties

Where you can add value

The role of an APS6 Lawyer is to provide detailed technical, professional, operational support and advice in relation to complex problems and has a considerable level of public contact in relation to complex, difficult or sensitive issues. It is required to liaise with a range of internal and external stakeholders in a representational role on behalf of the Branch, Division, and Agency.

Duties of this role can include but are not limited to:

- Providing legal advice to the Agency executive and business areas.
- Conducting litigation in the Administrative Review Tribunal on behalf of the CEO of the Agency, including:

o appearing in the Tribunal at case conferences, conciliations and directions hearings;

o providing legal advice;

o conducting relevant research;

o drafting submissions and other documents for the purposes of litigation;

o briefing Counsel; and

o liaising with external legal service providers on outsourced matters, as applicable.

- Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
- Preparing and undertaking initial research and advice on medium level risk matters to contribute to a range of material including briefing material for Ministers, board papers, media releases, reports to Parliamentary committees and for Agency purposes regarding intranet and website content and correspondence.
- Drafting advice on less complex legal matters, managing a caseload of matters and advising with the support of senior lawyers including Principal Legal officers, Deputy Chief Counsel and Chief Counsel.
- Undertaking preliminary work to support senior lawyers including Principal Legal Officers, Deputy Chief Counsel and Chief Counsel in advising on more complex NDIS litigation matters.
- Applying alternate dispute resolution methods and advocacy skills to resolve applications/ reviews, in keeping with the Commonwealth’s model litigant obligations.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Chris Healy, 03 5223 8336
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759806

National Disability Insurance Agency

Closing Date:Sunday 06 July 2025

Chief Financial Officer Division

Job Title	EL1 Finance – Assistant Director Opportunities (General & Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Brisbane QLD, Robina QLD, Deakin ACT, Surry Hills NSW
Salary	$120,530 - $145,229
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hiring manager is flexible where the employee works & willing to negotiate what will work best.
Classification	Executive Level 1
Position Number	1682_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The NDIA’s Chief Financial Officer (CFO) Division is looking to fill multiple EL1 Assistant Director vacancies across the division.

The Chief Financial Officer Division is responsible in ensuring financial governance and management within the NDIA. We collaborate with stakeholders across the agency and government to ensure efficient, effective, and ethical use of Commonwealth resources while championing transformative change and enhancing financial sustainability.

The **Finance Projects and Systems Team** is responsible for managing and maintaining core finance systems and providing user support within the Financial Reporting and Control Branch. The team is also responsible for driving system and process improvements across the branch and leads the implementation of key finance projects.

The **Budget Strategy Team** is responsible for shaping the agency's budget strategy and associated documents. The team also coordinates and leads the agency's liaison with the Department of Health, central and other Commonwealth agencies on budget-related matters.

The **Scheme Reporting Team** provides oversight in the performance & position of the Scheme's financial statements and monitors the financial systems these statements rely on. Comprising four specialised teams, they collectively analyse revenues, expenses, payables, receivables, systems and controls. Their critical role involves informed decision-making, safeguarding financial position, and ensuring accurate financial reporting.

Roles will be offered as Professional Stream only (mandatory qualifications apply as below) or General Stream - as part of the application process you will be asked to select the category you wish to apply under.

For applications within the professional job stream the successful applicant must possess and maintain relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

What we're looking for in our ideal candidates:

EL1 Finance Project and Systems

- CA or CPA qualified with more than 5 years post-qualification finance experience including senior finance leadership roles.
- Strong analytical and problem-solving skills with a focus on continuous improvement.
- Extensive experience in business process, requirements, and GAP analysis assessment.
- Highly developed stakeholder engagement skills and the ability to partner with internal and external stakeholders.
- Demonstrated ability to manage, and work well within, teams to meet tight deadlines.
- Experience working in SAP and/or SAP BT is highly desirable.

EL1 Assistant Director Budget Strategy

• They will have demonstrated Government budget experience (either or both external or internal budget) and an excellent knowledge of the Australian Government budget processes. They will have a clear understanding of the documentation and the frameworks that support the Government's budget development, including the roles of its numerous stakeholders.

• They will be able to work independently and demonstrate high levels of strategic thinking for decision making, and strong communication skills.

• They will have excellent interpersonal skills as they will be working with senior leaders and other stakeholders. They will be able to tailor communication to target audiences, including stakeholders across the agency and Government more broadly.

EL1 Assistant Director Scheme Reporting

• Ability to work across a broad range of activities potentially relating to the work of different program areas.

• Strong analytical and problem-solving skills with a focus on continuous improvement.

• Highly developed stakeholder engagement skills.

• Demonstrated ability to think critically and contribute to business improvement strategies.

• Experience in business process, requirements, and GAP analysis assessment is desirable.

• Experience working in SAP and/or SAP BW is desirable.

EL1 Assistant Director Finance Systems Manager

• Demonstrated experience in system administration roles for Finance and ERP systems.

• Strong communication and stakeholder engagement skills, with the ability to liaise effectively between technical and non-technical audiences.

• Experience delivering process improvements, system upgrades/changes and system implementations.

• Clear understanding and experience in project methodologies, solution design and UAT testing process.

• Highly developed communication skills, including the writing of executive briefs and technical documentation.

- A high level of initiative and well-developed problem-solving and critical thinking skills.

Duties

Where you can add value

We are seeking to fill the below roles:

* **EL1 Assistant Director Finance Project and Systems** - This role is available in Professional Streaming only

* **EL1 Assistant Director Budget Strategy** - This role is available in Professional Streaming only

* **EL1 Assistant Director Scheme Reporting** - This role is available in both Professional and Generalist Streaming

* **EL1 Assistant Director Finance Systems Manager** - This role is available in both Professional and Generalist Streaming

For further detail around role responsibilities, please refer to the attached Candidate Packs. At the time of application, you will be required to select your preferred role and location.

There are different remuneration bands across the 2 job streams:

Professional job stream – $131,919 to $145,229

General job stream – $120,530 to 131,919

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.

- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759925

National Disability Insurance Agency

Closing Date:Wednesday 09 July 2025

Agency ICT Services
Technology Services Division Corporate Applications

Job Title	APS5 ESM Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Richmond VIC, Brisbane QLD, Perth WA
Salary	$86,624 - $93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements can be discussed with your line manager.
Classification	APS Level 5
Position Number	1709_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The Technology Services Division has a new and exciting opportunity as an APS5 Enterprise Service Management (ESM) Administrator within the Agency ICT Services Branch.

The Agency ICT Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

The Corporate Applications Directorate is a brilliant team to work in. We play a critical role in the Agencies success, ensuring that several platforms and apps are maintained and secure. Our responsibilities span from enterprise grade contact centre solutions, ITSM tooling, SMS products, Board Paper Management apps, Form and survey capabilities and much more. There is a strong focus on delivering value and innovation to our stakeholders, by extension ensuring the scheme participants are at the centre of our decisions. Rest assured that your work here has a meaningful impact in people's lives.

Duties

Where you can add value

Responsibilities include but not limit to:

- Assisting development of support processes for new features and enhancements while contributing and developing to technical knowledge base.
- Managing and configuring Jira projects, Jira Service Management, workflows, automations and permissions.
- Prioritising work items within work queue and supporting the level 1 ICT Service Desk by advising on diagnostic steps for supported applications.
- Supporting ICT Service Desk as a point of escalation.
- Implementing ICT change management processes.

Enough about us, let’s talk about you

The APS5 Enterprise Service Management Administrator is accountable under limited supervision to undertake moderately complex to complex ICT Services work. Legislation, policies, procedures, standards, methodologies and precedents guide the position.

The position is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility. The position will be required to provide policy advice within an area of specialisation with advice based on policies and legislation.

The APS5 Enterprise Service Management Administrator will be required to undertake specialist, technical, policy and analysis activities and tasks using available information where options are not always evident. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA’s objectives to “build a world-leading National Disability Insurance Scheme”.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, 08 9550 1169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759967

National Disability Insurance Agency

Closing Date:Wednesday 09 July 2025

Reviews and Information Release Division
Information Release, Privacy and Legal Operations (IRPLO) Branch

Job Title	APS6 Secretariat Officer - Ethics and Legal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Adelaide SA, Brisbane QLD, Midland WA, Surry Hills NSW, Launceston TAS, Darwin NT
Salary	$96,737 - $106,950
Future Merit Locations	Darwin, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	APS Level 6
Position Number	1669_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The National Disability and Insurance Agency (NDIA) is seeking a suitable candidate to provide secretariat support to the newly established NDIA Ethics Committee (Committee).

The purpose of the Committee is to provide advice and guidance of an ethical nature to the NDIA to support the ethical health of the Agency, and to inform ethical decision making in key areas of NDIA operations and administration, to drive a stronger and more resilient scheme for NDIS participants.

The Reviews and Information Release Division is responsible for the operation of the Internal Review Branch, the External Review Branch, and the Information Release, Privacy and Legal Operations Branch. The Acting General Manager, Reviews and Information Release Division is Daniel Flowers.

The Information Release, Privacy and Legal Operations (IRPLO) Branch provides strategic and operational support to the Agency’s legal function for the Chief Counsel Division and Reviews and Information Release Division. The IRPLO Branch also supports the uplift of legal knowledge and

capability across the Agency, supporting a range of activities including recruitment, onboarding, learning and development, strategic reporting and projects across the divisions. The IRPLO Branch is led by Acting Branch Manager, Fiona Castles.

The Secretariat Team sits in the Communications, Engagement, and Wellbeing team within the IRPLO branch. Our Secretariat team supports two key executive governance committees: the Appeals Litigation Oversight Committee and the Ethics Committee. We ensure these committees operate smoothly by coordinating meetings, managing correspondence, and preparing high quality agendas, papers, minutes, and outcomes. We are also responsible for maintaining governance artefacts such as Terms of Reference, SOPs, and guidance documents. Our team prides itself on strong attention to detail, timely delivery, and a commitment to accessibility and good governance. It’s a collaborative environment where your contribution directly supports senior decision making.

Duties

Duties of this role can include but are not limited to:

- Undertaking secretariat functions including the coordination of meetings, preparation of formal documents, agendas and minutes, management of action lists and outcomes, coordination of attendees and preparation of submissions as required, record keeping, logistical support, and ensuring compliance and governance.
- Conducting quality assurance of papers by reviewing accuracy and consistency, and timely distribution of accessible committee documentation.
- Reviewing and editing documents to a very high standard, aligning with the format and template requirements for submission to senior executives.
- Monitoring and communicating committee outcomes and ensuring action items are appropriately addressed by the relevant person.
- Managing the Ethics Committee and Legal Secretariat inboxes and all correspondence.
- Providing advice to business areas on secretariat processes and requirements.
- Ensuring accurate record keeping in accordance with legislative and policy obligations.
- Supporting continuous improvement in governance processes and tools.

Eligibility

To be successful in this role, demonstrated experience supporting high level committees in a secretariat capacity would be highly desirable.

- Valuable skills and experience in roles across the public sector include:
- Governance and Compliance: Strong understanding of legislative, financial and administrative frameworks to ensure operational integrity.
- Stakeholder Engagement: Proven capacity to build relationships and collaborate with internal and external partners.
- Communication and Influence: Exceptional written and verbal communication skills with the ability to negotiate and resolve challenges effectively.
- Administrative and Adaptability: Proven ability to handle a variety of tasks, managing sensitive information, maintaining records and ensuring compliance with procedures while adjusting to changing priorities or emerging challenges.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jess Robertson, .
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759992

National Disability Insurance Agency

Closing Date:Wednesday 09 July 2025

Reviews and Information Release Division
Information Releases, Privacy and Legal Operations Branch

Job Title	EL1 Learning and Development
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Geelong VIC, Deakin ACT, Surry Hills NSW, Midland WA, Darwin NT, Launceston TAS
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	Executive Level 1
Position Number	1714_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The National Disability and Insurance Agency (NDIA) is seeking a suitable candidate to perform the role of EL1 Learning and Development.

The **Reviews and Information Release Division (RIRD)** is responsible for the operation of the Internal Review Branch, the External Review Branch, and the Information Release, Privacy, and Legal Operations Branch. The Acting General Manager, RIRD, is Daniel Flowers.

The **Chief Counsel Division (CCD)** is responsible for supporting the Agency to deliver on its priorities for the benefit of NDIS participants. It assists the Agency to act lawfully, and ensure legal risks are managed. The CCD consists of Agency Legal Services Branch, Scheme Legal and Legislation Services Branch, and Dispute Resolution and Litigation Branch. The Chief Counsel is Tom McGregor.

The **Information Release, Privacy, and Legal Operations (IRPLO) Branch** is responsible for providing operational support and capability uplift to both the RIRD and Chief Counsel Divisions through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and engagement activities. The Branch also manages the Freedom of Information, Participant Information Access, and Agency Privacy Incident Management functions of the Agency.

The **Learning and Development Team** sit within the IRPLO branch and support both the RIRD and CCD through the delivery of tailored and timely L&D solutions which directly impact strategic and operational outcomes of the Divisions and Agency.

These vacancies are available under three streams; General, Affirmative Measures – Disability and Affirmative Measures – First Nations. Please indicate which stream you are applying for at the time of completing your application.

***General stream** is open to all eligible Australian Citizens.

***Affirmative Measures – Disability** provisions are open for these positions. The affirmative measure position is to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability. To be part of the affirmative measures employment process applicants must be able to provide evidence at the offer stage.

***Affirmative Measures – First Nations** provisions are open for these positions. The affirmative measure positions are to improve employment opportunities for Aboriginal and/or Torres Strait Islander people in the Australian Public Service. To be part of the affirmative measures employment process applicants must be able to provide evidence at the offer stage.

Duties

Duties of this role can include but are not limited to:

- Solely, or as part of a team, contribute to the overall design, development, and delivery of a program or programs of learning and development.
- Solely, or as part of a team, engage in stakeholder engagement and management in order to determine optimum training solutions.
- Maintain relevant packs or programs of training to ensure currency and consistency.
- Working as part of a small team, contribute in any way required to the efforts of other staff to ensure timeliness and standard of L&D deliverables.
- Contribute to highly accurate record keeping.
- Contribute to relevant L&D email communications and newsletter development.
- Other duties as required or directed.

Eligibility

Valuable skills, qualifications and experience that would be highly regarded include:

- Training qualifications (minimum Cert IV) and relevant experience in design, development, and delivery of training programs.

- Strong analytical and problem-solving skills with a focus on continuous improvement.
- Highly developed written and verbal communication skills.
- Highly developed stakeholder engagement skills and the ability to partner with internal and external stakeholders.
- Demonstrated ability to lead and manage teams or programs of work in a high tempo environment.
- A background in a legal or case management role.
- Strong administrative skills and proficiency in Word, Excel, PowerPoint, etc.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Cat Goodwin, 0460 761 874
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0759995

National Disability Insurance Agency

Closing Date:Thursday 10 July 2025

Job Title	APS 6 ICT Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Geelong VIC, Richmond VIC, Brisbane QLD, Perth WA, Deakin ACT
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Working from home arrangements can be discussed with your line manager,
Classification	APS Level 6
Position Number	1689_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The Techology Services Division has two new and exciting opportunities as APS6 Platform Engineer AWS and APS6 Platform Engineer within the Agency ICT Services Branch.

The Agency ICT Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

ICT Support is a brilliant team to work in. We sit at the heart of digital operations at the NDIA, enabling our frontline and policy teams to serve Australians with disability more effectively. Our scope spans complex infrastructure, real-time service restoration, cyber readiness, executive technology enablement, and proactive support for over 19,000 internal users and partners. We’re known for our calm under pressure, clear communication, and continuous service improvement. Our culture is built on collaboration, learning, and a shared drive to deliver support that’s not only reliable- but exceptional.

Duties

Where you can add value

APS6 Platform Engineer AWS - Responsibilities include but not limit to:

- Overseeing a squad of AWS Platform Engineers involving identifying learning opportunities, delegation of tasks, and providing mentoring to junior staff.
- Leads the designing, building, and maintaining of AWS infrastructure solutions to support scalable and reliable applications and services.
- Implementing and managing continuous integration and continuous deployment (CI/CD) pipelines that automate deployment processes and ensuring efficient delivery.
- Monitoring and troubleshooting AWS cloud infrastructure, ensuring high availability and performance.
- Automating the provisioning and management of AWS infrastructure with Infrastructure as Code (IaC) tools like Terraform and utilise Git for version control.

APS6 Platform Engineer - Responsibilities include but not limit to:

- Manage, maintain, and troubleshoot servers, networks, and storage systems associated with our data science platform cloud and on-premises solutions.
- Implement and support cloud infrastructure (AWS, Azure) to enhance system reliability.
- Work with data science teams to ensure seamless integration of analytical applications and infrastructure.
- Monitor and optimize system performance, identifying and resolving bottlenecks.

Enough about us, let’s talk about you

The APS6 Platform Engineer is required to provide detailed technical, professional, policy, operational support and advice in relation to complex problems. Where required, the role will coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA’s objectives to “build a world-leading National Disability Insurance Scheme”.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Kylie Parker, 08 9550 1169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0759993

Australian Bureau of Statistics

Closing Date:Wednesday 09 July 2025

Economy Environment and People and Place Division
(CoATSIS) - Centre of Aboriginal and Torres Strait Islander Statistics

Job Title	Aboriginal and Torres Strait Islander Community Engagement Officers (APS5) & Senior Community Engagement Officers (APS6) - Affirmative Measure
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Hobart TAS, Melbourne VIC
Salary	$85,204 - $108,092
Future Merit Locations	Canberra, Sydney, Darwin, Hobart, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 5;APS Level 6
Position Number	25/CoATSIS_APS5_6_AM
Agency Website	https://www.abs.gov.au/

Job Description

https://www.abs.gov.au/

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander **Community Engagement Officer (APS5)** and **Senior Community Engagement Officer (APS6).**

About the area

There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.

The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia

the section's Director and a team of data and statistical analysts based in Canberra

an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the ABS Round Table on Aboriginal and Torres Strait Islander Statistics, the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations.

Duties

About the role

We are looking for an Aboriginal and Torres Strait Islander Community Engagement Officers and Senior Community Engagement Officers to help the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

APS 5 Responsibilities include:

- Engage with urban and remote Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community about statistics and statistical issues related to Aboriginal and Torres Strait Islander peoples through collaborating and partnering to increase understanding of, and participation in, ABS collections.
- Return information to Aboriginal and Torres Strait Islander communities, including the provision of statistical training to communities in order to increase their access and usage of ABS information; and improve the quality and relevance of Aboriginal and Torres Strait Islander statistics for key stakeholders including meeting the needs of the Aboriginal and Torres Strait Islander community.
- Provide support to ABS staff in engaging with Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community.

APS 6 Responsibilities include:

- Supporting a team to help the ABS connect with and understand the needs of Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community about statistics

and statistical issues related to Aboriginal and Torres Strait Islander peoples through collaborating and partnering to increase understanding of and participation in ABS collections.
- Return information to Aboriginal and Torres Strait Islander communities including the provision of statistical training to communities to increase access and usage of ABS information; and improve the quality and relevance of Aboriginal and Torres Strait Islander statistics for key stakeholders including meeting the needs of the Aboriginal and Torres Strait Islander community.
- Provide support to ABS staff in engaging with Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community.

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs.

To be suitable as a **Community Engagement Officer (APS5)** you will have most, or all, of the following skills, qualities and experience:

- cultural competency- roles in the Centre of Aboriginal and Torres Strait Islander Statistics (CoATSIS) require you to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples as well as the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples
- demonstrated ability to engage with Aboriginal and Torres Strait Islander peoples, researchers, government agencies and NGO stakeholders; being able to develop and nurture both internal and external stakeholder relationships to achieve results
- demonstrated written/oral communication and presentation skills
- demonstrated ability to work effectively and cooperatively in a team, embrace change and actively provides advice to mitigate risks
- demonstrated ability to develop sound statistical and analytical skills to understand how data can impact and empower Aboriginal and Torres Strait Islander peoples and communities
- ability to undertake travel to remote and regional areas.

In addition to the above, as a **Community Engagement Manager (APS6),** you will also be expected to demonstrate your:

- manage and work effectively with staff within a diverse and geographically dispersed team
- demonstrated ability to collaborate with Aboriginal and Torres Strait Islander colleagues to develop and provide cultural guidance and methodologies to ensure cultural safety
- demonstrated ability to foster a strong, inclusive, diverse, trusting and collaborative culture within and across teams.

Eligibility

To be eligible for these roles you:

- must be an Aboriginal and/or Torres Strait Islander person

- must be an Australian citizen at the time you apply
- you may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume. Shortlisting will be based on resume only, so please ensure it highlights your skills, qualities and experience relevant for the role (refer to Section 1 of the Application Information Kit). Maximum resume length - 5 pages.

Applications close at **11:30 p.m. AEDT on Wednesday 9 July 2025. Late applications will not be accepted.**

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Melinda Mansell, 0429 787 775
Agency Recruitment Site	https://www.abs.gov.au/

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Treasury

Vacancy VN-0759776

Australian Securities and Investments Commission

Closing Date:Thursday 03 July 2025

Job Title	Evidence Analyst
Job Type	Full-Time, Ongoing
Location	Perth WA, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Perth, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	1843414A
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong, and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Bring your experience in eDiscovery and Evidence Management to this role as an Evidence Analyst, to assist ASIC's regulatory teams in reviewing and presenting evidence.

- **Perth, Sydney and Melbourne location preferred – other locations considered.**
- **$78,720 - $90,235 plus 15.4% Superannuation**
- **Permanent position**

- **Applications close at 11:59pm AEDT, 3 July 2025**

The team

The Evidence Services team provides evidence collection, management and analysis services using various databases and litigation support tools to assist ASIC's regulatory teams to review and present evidence in courts and other bodies.

The role

As an **Evidence Analyst** you will be responsible for:

- Assisting with the preparation and compilation of criminal briefs, court books and other documents for use in court.
- Providing timely, accurate and effective extraction, filtering, analysis, and export of evidentiary material collected by ASIC utilising a range of document management and litigation support tools.
- Providing matter support including hyperlinking evidence lists, indexes and proformas.
- Collaborating closely with our team of Consulting Analysts to implement and report on progress of evidence review within ASIC's evidence management system.
- Following established procedures to support and administer assigned cases within ASIC's evidence management system.
- Providing advice and support to internal clients with evidence management inquiries.
- Managing workflow systems in accordance with agreed service levels and key performance indicators.

About you

With your experience in eDiscovery, legal services, professional services, or operational/data processing environments, you will have the technical expertise and skills to resolve complex enquiries and issues as they arise. Your experience includes effective stakeholder management skills and strong communication skills, with the ability to present information to varied audiences.

You will also demonstrate:

- Experience in the use of litigation support tools such as Nuix Discover, Nuix Workstation EDT, Relativity or similar.
- Data and digital skills, including familiarity with MS Office (Excel, Word, Outlook), relational databases (MS Access).
- Ability to work independently with limited supervision and in a high-volume and dynamic processing environment.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, 3 July 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services, and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to a providing a diverse and inclusive workplace where the absolute best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Lina Christou, +61299112836
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759777

Australian Securities and Investments Commission

Closing Date:Thursday 03 July 2025

Job Title	Product Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Perth WA
Salary	-
Future Merit Locations	Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1864500
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC,you can be the change that ensures a fair,strongand efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to helpmaintainthe integrity of the financial system and protect consumers from harm.

As a Product Analyst, you will document business and functional requirements for ASIC's regulatory platforms, including CRM, Regulatory Portal, ASIC Search, and data/document repositories. You'll collaborate with delivery teams to develop solutions, test, enhance, and maintain regulatory systems.

- **Melbourne/Sydney/Perth. Other locations considered**
- **$126,716 - $140,180 (depending on experience) + 15.4% superannuation**
- **Permanent Position**
- **Applications close at 11:59pmAEST,3 July 2025**

The team

The Digital Hub team, which sits within ASIC's Digital, Data & Technology Group supports regulatory business systems and processes that build excellence in regulatory operations.

The team manages the ongoing development of the key platform underpinning the regulatory workflows across ASIC – the ASIC CRM, Regulatory Portal, ASIC Search and related data and document repositories.

The role

You will be accountable for:

- Establishing a Product Backlog to document business and functional requirements
- Collaborating with the delivery team to refine requirements and develop solutions
- Maintaining and improving data quality of key assets
- Ensuring One ASIC design principles are upheld in changes and enhancements
- Engaging with Product Managers, SMEs, and Leads to understand business processes
- Defining acceptance criteria with Delivery Teams for One ASIC Platform solutions
- Coordinating UAT and PVT testing with Product Managers, including execution and support
- Managing enhancements and technical changes to address business needs
- Contributing to projects and programs impacting One ASIC systems

About you

Combined with strong written and verbal communication skills, you will have the following experience:

- A relevant bachelor's degree and/or work experience in gathering, documenting and analysing business requirements.
- Demonstrated high-level understanding of ASIC's regulatory role, regulatory and operations processes (including back-office processes), with an ability to acquire detailed understanding of those processes.
- Experience engaging with business users to understand their requirements and identify opportunities for process improvement.
- Experience of data management and governance practices and methodologies.
- Demonstrated ability to analyse and understand business requirements, solve complex issues and document solutions.
- Demonstrated experience in building and maintaining productive relationships with business and technology stakeholders.
- Previous experience as a Business Analyst would be beneficial.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pmAEST,3 July2025

About ASIC

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click**here**to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our**website**or review our**Corporate Plan**.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment**.**

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0759808

Australian Securities and Investments Commission

Closing Date:Friday 04 July 2025

Job Title	Property Portfolio Manager
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Perth, Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1867389
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226289755

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Looking for a dynamic Property Portfolio Manager! You'll lead strategic direction and manage office leases within budget, while fostering strong relationships with property owners and stakeholders. Join us to make a real impact!

- **All ASIC locations to be considered**
- **$147,074-$195,951 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEST, Friday 4 July 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

The Property team manage ASIC's strategic property plan, including the management of ASIC's property portfolio, implementation of workplace design models across ASIC's offices, the governance of property guidelines and standards and the management of a third-party provider of facilities management.

The role

- Manage ASIC's leased office network daily.
- Provide strategic advice on property strategies.
- Analyse financial and legal aspects of property transactions and oversee property consultants for lease negotiations.
- Manage trades for office fit outs and construction services.

Additional Duties:

- Take on extra tasks as needed and work professionally and cooperatively, embodying ASIC's values.
- Ensure health and safety for yourself and others in the workplace.

Duties

About you

Join ASIC as a Property Portfolio Manager and leverage your degree in property economics, commerce, or law, or your three years of experience in a similar role. You'll have the opportunity to develop a strategic vision for ASIC's National Property Portfolio, ensuring its growth and success. Your expertise in leasing, negotiations and market advice will be crucial in driving our property initiatives forward.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Friday 4 July 2025

About ASIC

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0759860

Australian Securities and Investments Commission

Closing Date:Monday 07 July 2025

Job Title	Freedom of Information Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1867281
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226291341

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Become a Freedom of Information Officer at ASIC!

Join us in ensuring transparency and accountability. As a Freedom of Information Officer, you'll help ASIC fulfill its obligations under the Freedom of Information Act 1982 (the FOI Act) and champion best practice in FOI decision-making across the agency.

- **All ASIC locations to be considered**
- **$123,444~$144,386 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEST, Monday 7 July 2025**

The team

Legal Services is the primary source of legal advice and assistance to the Commission and teams within ASIC. Legal Services is organised into 4 business units providing services to ASIC teams: Regulatory Legal Services, Enforcement Legal Services, Corporate Legal Services and the Hearing Delegates Panel.

Corporate Legal Services (CLS) is responsible for the delivery of a range of corporate and commercial legal services. This includes advising on legal claims made against ASIC (and its officials); employment law and Work Health & Safety (WHS) matters, privacy matters, as well as on procurements and contracts and MOUs. CLS is responsible for Freedom of Information (FOI) requests, privacy incident investigations and ASIC's delegations and governance framework.

The FOI Team is responsible for managing ASIC's obligations under the FOI Act. Members of the team are required to use technical expertise and judgement to make informed decisions within relevant timeframes, when managing and responding to requests for documents under the FOI Act.

The role

You will be required to:

- Act as FOI decision maker in relation to more complex requests for access to documents and internal reviews under the FOI Act.
- Respond to information requests from the Office of the Australian Information Commissioner, including briefing and instructing external counsel when needed.
- Enhance ASIC's FOI capability by providing training and guidance to junior staff and across the agency.

Duties

About you

To thrive in this role, you should have experience processing FOI Act requests, including conducting internal reviews and managing OAIC reviews. A solid understanding of the law, practice, and policy related to the FOI Act and its application to government agencies is essential. You should be adept at interpreting and applying FOI legislation, providing sound advice and guidance on FOI matters and presenting complex information effectively to various audiences through excellent written and oral communication skills.

Additionally, strong time management skills and attention to detail are crucial. A client service focus is important, along with the ability to manage a diverse range of internal and external stakeholders and establish productive working relationships with them.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Monday 7 July 2025.

About ASIC

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0759871

Australian Securities and Investments Commission

Closing Date:Monday 30 June 2025

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1867932
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

We're looking for an Executive Assistant to support senior leaders in a dynamic, fast-moving environment. This role offers the opportunity to partner with executives and teams across the organisation, providing high-level administrative support. You'll engage with key stakeholders, build strong working relationships, and contribute to a collaborative, supportive team. This is a great opportunity to grow your skills and make a meaningful contribution.

- **Sydney**
- **Salary from $94,198 (depending on experience) plus 15.4 % superannuation**
- **Permanent role**
- **Applications close Monday, 30 June 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and ensuring all Market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and engages with stakeholders pertaining to the regulation of markets.

The role

As an **Executive Assistant** for the Markets Group, you will:

- Provide front line representation and support to Senior Executives.
- Provide extensive calendar and email management.
- Provide a range of administrative support services including preparing presentations, correspondence, newsletters, filing and records management, mail, maintenance of registers and databases, photocopying and creating and maintaining mail lists.
- Arrange and coordinate meetings with stakeholders including room & equipment bookings, agenda preparation, and preparing and sending meeting documentation.
- Coordinate international and domestic travel, prepare corporate credit card reconciliations, basic procurement, and expenditure administration.
- Participate in meetings, take minutes, disseminate meeting documents and draft minutes and monitoring action items.
- Provide assistance to the broader Markets senior leader group as required.

About you

To succeed in this role, you will need to have a proven track record of supporting senior executives in a fast-paced environment, whether in government, financial services, or the private sector. You should be adept at anticipating needs, solving problems, and driving efficiency, all while thriving in a collegial and team-oriented atmosphere.

You will also bring:

- Highly developed written and verbal communication skills and the ability to confidently engage with stakeholders.
- Advanced knowledge of the Microsoft suite (Word, Excel, PowerPoint and Outlook)
- Experience with Sharepoint or a similar content management system.
- Strong capability in researching, reviewing, and editing documents.
- Ability to build and maintain effective working relationships.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEST, Monday, 30 June 2025.

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To work with us, you need to be an Australian citizen and be prepared to complete and maintain an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, +61738674711
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_or

Treasury

Vacancy VN-0759876

Australian Securities and Investments Commission

Closing Date:Monday 30 June 2025

Job Title	Program Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1867614
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the RegistryConnect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- **24-month fixed term role**
- **Sydney or Melbourne location**
- **Salary from $96,780 to $108,749 (depending on experience) + 15.4 % superannuation**

- **Applications will close at 11:59pm AEST, Monday 30 June 2025**

The team

The RegistryConnect Program Office (PO) is responsible for overseeing the delivery of ASIC's RegistryConnect Program, which aims to modernise and stabilise ASIC's registry services. The Program Office is responsible for enabling scheduling, monitoring, reporting and oversight of the program, supporting completion to scope, on time and within budget.

The role

As the Program Coordinator working within the RegistryConnect Program Office you will play a pivotal role in ensuring the effective delivery and seamless operation of the program by managing a range of administrative, coordination, and communication responsibilities.

More specifically, you will:

- Coordinate program committees, workshops, and meetings to ensure effective engagement and outcomes.
- Deliver comprehensive administrative support across program activities.
- Manage key data sets and contribute to visual reporting on resourcing and timesheet functions.
- Maintain the program's SharePoint site, including content publishing, access control, and compliance with ASIC's information and records management policies.
- Support the accuracy and currency of core program artefacts, such as the RAIDD log and Master Schedule.

About you

The ideal candidate for the Program Coordinator role will be a highly organised and proactive professional who thrives in a dynamic, fast-paced environment. They will bring with them previous experience in program or project coordination, with demonstrated experience supporting complex initiatives through effective administration, communication and stakeholder engagement.

In addition, you will have:

- Relevant tertiary qualifications and/or experience supporting large-scale programs.
- Sound understanding of program delivery principles with a proven ability to meet deadlines.
- Strong administrative background, including experience with procurement processes, invoicing, and purchase order management.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office applications, particularly Outlook, SharePoint, PowerPoint, Excel and familiarity with Project and Power BI would be highly desirable.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_or

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Treasury

Vacancy VN-0759981

Australian Securities and Investments Commission

Closing Date:Wednesday 09 July 2025

Job Title	Market Intelligence Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4;Executive Level 1;Executive Level 2
Position Number	1868405
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

We are seeking a highly motivated Market Intelligence Data Analyst to join our Markets Group. In this role, you will play a critical part in identifying and assessing evolving market trends, systemic misconduct, and emerging risks across Australian financial markets. You will work on high-impact projects that directly contribute to regulatory insights and outcomes, leveraging your data expertise to deliver actionable intelligence.

- **Melbourne or Sydney**
- **$94,198 - $144,386 depending on experience (plus 15.4% superannuation)**
- **12-month contract opportunity**
- **Applications close at 11:59pm AEST, Wednesday 9 July 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and ensuring all Market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and engages with stakeholders pertaining to the regulation of markets.

As part of Markets Group, the Market Intelligence Team conducts thematic reviews and research in relation to Market Integrity issues and maintains the market surveillance system. We produce quantitative market integrity analysis, lead innovative projects to enhance detection of market misconduct, input into evidence-based policy making and collaborate with other teams on data solutions.

The role

Your role:

As a **Market Intelligence Data Analyst**, you will:

- Develop and apply innovative data methods to collect, manage, analyse, and communicate insights from multiple market data sources.
- Conduct quantitative analysis, thematic reviews, and create data-driven models to monitor market integrity, participant behaviour, and financial products.
- Prepare clear and concise reports, briefings, dashboards, and data visualisations to support regulatory understanding and decision-making.
- Support analytics projects by designing and advising on data collection, cleansing, and exploration processes.
- Engage with key stakeholders, providing timely and accurate data insights, and contribute to the continuous enhancement of market intelligence capabilities.

About you

You hold relevant tertiary qualifications in a quantitative discipline such as finance, statistics, mathematics, physics, computer science, engineering, or actuarial studies. You bring strong

statistical and programming skills, with experience in analytical roles within corporate, consulting, government, or academic environments. Proficiency in programming languages such as Python or R is highly desirable, with additional knowledge of KDB+ and Q considered a strong advantage.

You have experience working with large, complex datasets from diverse market vendors and proprietary sources, and can efficiently collate, process, and analyse data to extract meaningful insights. You are adept at applying diverse technologies and analytical techniques to distil complex data into actionable regulatory intelligence.

You possess excellent analytical, investigative, and problem-solving skills, enabling you to draw robust conclusions from both qualitative and quantitative data. With strong business acumen and a sound understanding of Australian financial markets and the regulatory environment, you exercise professional judgment and critical thinking in assessing risks and identifying potential issues.

You are a confident communicator, capable of presenting complex information in a clear, intuitive, and persuasive manner to diverse stakeholders. You thrive in dynamic environments, demonstrating adaptability, initiative, and the ability to quickly respond to emerging trends and priorities. Your ability to build and maintain strategic relationships allows you to collaborate effectively across multiple teams and stakeholders.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Wednesday 9 July 2025.

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We offer a range of **employee benefits** including:

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

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To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, +61738674711
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0760004

Australian Securities and Investments Commission

Closing Date:Wednesday 09 July 2025

Job Title	Head of Experience & Operations
Job Type	Full-Time, Ongoing
Location	Perth WA, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Perth, Sydney, Adelaide, Brisbane, Canberra, Hobart, Melbourne, Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1
Position Number	1870031
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226293898

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Lead the alignment and delivery of key operational functions within ASIC's People & Culture team.

- **Flexible location – any capital city location considered**
- **Executive Level Service**
- **Permanent opportunity**
- **Australian Citizenship required**
- **Applications close at 11:59pm AEST, Wednesday 7 July 2025**

The team

People & Culture (P&C) is responsible for delivering people initiatives that are aligned with ASIC's internal and external priorities across the full employee lifecycle. The team delivers initiatives, advice and services that support all ASIC team members.

The Experience & Operations team delivers essential frontline people services that support staff through the full employee life cycle. The team encompasses Health, Safety & Wellbeing, Learning & Development, Talent Acquisition, Emerging Talent, People & Pay Services and Business Partnering.

The role

Reporting to the Chief People & Culture Officer, the Head of Experience & Operations will play a critical role in executing the operational people functions. You will deliver a positive and consistent employee experience by ensuring our people have the right tools, systems, and processes in place.

You will be accountable for:

- Leading and aligning key HR operational programs
- Ensuring seamless coordination between operational areas and centre of excellence to align HR operations with business objectives.
- Implementing policies, procedures, and initiatives that support the employee lifecycle and enhance organisational effectiveness.
- Offering specialist technical advice on human resource and risk related issues
- Managing, budgets, resources, and risk frameworks to drive efficiency, ensure business continuity, and support organisational goals.

Duties

About you

The successful candidate will have significant experience in HR operations, with extensive knowledge in a variety of disciplines such as payroll, pay governance, analytics, compliance, project management, delivery or generalist human resources.

You will also demonstrate:

- Experience leading a business unit or function, including managing people, budgets and resources.
- Proficiency in leveraging data and insights to inform decisions, drive efficiencies, and shape HR strategies.
- Ability to build relationships, influence stakeholders, and provide clear, high impact written and verbal communication.
- Commitment to service orientation, continuous improvement, safety, quality standards, and cost-effectiveness.
- Tertiary qualifications in Human Resources, Organisational Psychology, Law, or a related business discipline, or equivalent professional experience

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Wednesday 9 July 2025.

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To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, 02 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0760005

Australian Securities and Investments Commission

Closing Date:Wednesday 09 July 2025

Job Title	Head of Culture, Engagement & Equity
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney, Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1
Position Number	1870032
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226293914

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Lead the alignment and delivery of key strategic functions within ASIC's People & Culture team.

- **Flexible location – any capital city location considered**

- **Executive Level Service**
- **Permanent opportunity**
- **Australian Citizenship required**
- **Applications close at 11:59pm AEST, Wednesday 9 July 2025**

The team

People & Culture (P&C) is responsible for delivering people initiatives that are aligned with ASIC's internal and external priorities across the full employee lifecycle. The team delivers initiatives, advice and services that support all ASIC team members.

The Culture, Engagement & Equity team leads key strategic people functions to align the work of the broader People & Culture team to the People strategy. The team encompasses culture, organisational development, leadership, remuneration and benefits, performance development, diversity, inclusion & belonging and employee relations.

The role

Reporting to the Chief People & Culture Officer, this role will lead the delivery of major programs within the People Strategy and provide strategic expertise across people related initiatives and matters.

You will be accountable for:

- Leading and aligning key HR strategic functions
- Ensuring seamless coordination and alignment between the centre of excellence and the operational areas to effectively and consistently implement organisational development strategies and initiatives.
- Offering specialist technical advice on human resource and risk related issues.
- Managing, budgets, resources, and risk frameworks to drive efficiency, ensure business continuity, and support organisational goals.

Duties

About you

The successful candidate will have significant senior HR leadership experience, with proven success in driving cultural change and fostering employee engagement.

You will also demonstrate:

- Experience leading and working across a range of contemporary end-to-end people and culture practices.
- Experience leading change management processes and organisational transformation.
- Influential communication skills and the ability to confidently advise senior leadership on broad-ranging people & culture related issues.
- Proficiency in leveraging data and insights to inform decisions, drive efficiencies, and shape HR strategies.
- Tertiary qualifications in Human Resources, Organisational Psychology, Law, or a related business discipline, or equivalent professional experience.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, 02 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0759369

Australian Taxation Office

Closing Date:Monday 30 June 2025

Tax Practitioners Board
Law and Compliance

Job Title	TPB Lead Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Brisbane, Melbourne, Moonee Ponds, Sydney, Parramatta
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_TPB_392_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=8644B340-6490-BC8B-A87F-E3ECC84B2FBE

Duties

We are seeking experienced investigators to join our Law and Compliance team in the Tax Practitioners Board (TPB).

As a Lead Investigator, you will be accountable for the provision of specialist and complex advice on investigation matters to team members. You'll exercise a considerable degree of independence in the conduct of investigations and will lead investigations into high profile, sensitive and strategic matters that have a significant level of complexity.

You will contribute to the strategic direction of the TPB by coordinating sensitive investigations that impact on political and operational outcomes. You will take a proactive role in managing key relationships with business partners, while overseeing major operational risks to ensure successful delivery of outcomes.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Tax Practitioners Board provides more information about us and our work environment.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Ryan McDonald, (02) 9374 1850
Agency Recruitment Site	https://ato.nga.net.au/?jati=8644B340-6490-BC8B-A87F-E3ECC84B2FB

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Treasury

Vacancy VN-0759715

Royal Australian Mint

Closing Date:Sunday 06 July 2025

Information and Security

Job Title	Application Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 6
Position Number	1241
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint (‘Mint) makes coins and other minted products to serve the needs of the Australian Economy, foreign countries, investors and collectors. We are stewards of a thriving National Institution that showcases our Nation’s stories through the National Coin Collection and a world-class museum and gallery experience.

The Mint is a small government agency operating within the Commonwealth Government portfolio of the Treasury. The Mint is a Non-Corporate Commonwealth Entity and is Listed under the Public Governance, Performance and Accountability Act 2013 (Cth) (PGPA Act). The Mint is covered by the Public Service Act 1999 (Cth) (PS Act).

About Information & Security Branch

Information & Security Branch coordinates the IT and Security services and support to the mint to enable the organisation to produce circulating coins, preserving the National Coin Collection and telling the stories of Australia by recognising significant anniversaries, events and organisations through coins. The Application Support is a team responsible for supporting the core applications of the Mint and works in collaborations with other IT teams within the branch to support the Mint in meeting its objectives and obligations.

About the Role

The Application Support Officer delivers support services for several of the Mint's internal applications used by a range of stakeholders within an increasingly hybrid environment. Some key applications include Epicor Kinetic (Enterprise Resource Planning), Content Manager (records management), Mainpac (asset management), KE EMu (collection management), SharePoint and Precise POS (point of sales).

They collaborate with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under broad direction of the Application Support Administrator. They identify opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Application Support Officer also consults with external support providers and contributes to ICT project work.

Our ideal candidate will have:

- proven problem solving and critical thinking skills
- demonstrated ability to communicate with internal and external stakeholders to identify and resolve issues, particularly with internal stakeholders with various ICT knowledge and skills
- strong proficiency in, and understanding of, information and data management
- strong proficiency in, and understanding of, Enterprise Resource Planning (ERP) and Electronic Document Records Management Systems (EDRMS)
- experience with XML, system logs, application error troubleshooting, SQL languages such as MSSQL and MYSQL, database administration, Microsoft Windows Server and Linux Operating systems, and Microsoft Active Directory with multiple domains/forests.
- experience providing application support services within an ITIL framework
- experience, or an understanding of, working with hybrid ICT ecosystems.

Flexible working arrangements, including work from home, is available for this position.

Duties

1. Delivering support services for the Mint's internal applications including Content Manager (EDRMS), Epicor Kinetic (ERP), Mainpac (EAM), Precise Point of Sale (POS), KE Emu (Collection Management) and SharePoint, consulting with external providers as necessary.
2. Identifying, analysing and implementing new technologies and continuous improvement of the Mint's internal applications.
3. Contributing to ICT projects and work packages, providing technical advice and ensuring compliance with legislation, and Mint and whole of government procedures, policies and frameworks.
4. Developing and maintaining application support processes and work instructions.
5. Monitoring customer feedback, service and incidents, and updating processes and procedures based on analysis.
6. Providing 3rd level service request assistance in collaboration with the Service Desk team.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **6 July 2025**. You will need to upload:

- a current resume
- a two-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Brad Chugg, 02 6202 6883
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759833

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Technology and Finance
Financial Management Procurement

Job Title	Procurement Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$82,795 - $88,307
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 4
Position Number	EXT-2025-0254
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Finance and Procurement Branch is responsible for operational and strategic advice on Finance and Procurement services across the department. This includes Strategic (complex) procurements, simple to complex procurements, policy administration and compliance, various

reporting requirements and briefings, probity, and overall support on all procurement activities across the department.

The Procurement Directorate is responsible for ensuring a high-quality financial environment for the department through robust governance and processes, by providing accurate and timely guidance on financial operational matters. The Directorate provides advice and service to the department on all procurement activities and compliance.

The Procurement Support Officer must be able to work with supported direction, and in accordance with relevant legislation, policies and standard process, to undertake a range of procurement activities from strategic supply planning through to closure.

The position requires a person with an understanding of procurement and contract management, including the Commonwealth Procurement Rules, and the ability to provide excellent customer service or the ability to acquire these skills.

Duties

- Record Keeping: Ensure appropriate record keeping practices are in line with Commonwealth legislation and DVA policies and procedures.
- Probity and Quality Assurance: Assist the team and business areas to develop, conduct and report on probity, compliance and quality assurance requirements.
- Risk/Issues Management: Support the creation, review and update of risk assessments and related documentation for general procurement.
- Supply Planning: Provide guidance to business areas on appropriate supply mechanisms for general procurement, including defining outcomes, specifications, market research, spending approvals and timeframes.
- Preparing to Approach the Market: Assist the team and business areas to develop tender management plans and other procurement documentation.
- Approaching the Market: Develop and maintain working relationships with a range of stakeholders and have the ability to provide general advice, interpretation and information on procurement matters.
- Evaluating Submissions: Ability to provide assistance in the tender evaluation processes.
- Source to Contract: Contribute to contract negotiations and the successful transition to contract management.
- Relationship Management Process: Represent the Department at meetings with external stakeholders if required.
- Business Support Process: Contribute to new ideas and identify ways to improve services, systems, processes and protocols.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and

their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Amanda Green, 0433 725 798
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0759838

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Technology and Finance
Finance and Procurement Financial Operations and Finance Business Partner
Directorates

Job Title	Treasury and Accounts Receivable, and Finance Business Partner (Multiple positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	EXT-2025-0255
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The **Finance and Procurement Branch** is responsible for managing all relationships with external Departments, Agencies and organisations and provides strategic financial services across the department.

The **Financial Operations Section** is responsible for ensuring a high-quality financial environment for the department through robust governance and processes and by providing accurate and timely guidance on financial operational matters. The Section delivers accounts payable and receivable, treasury management, financial systems administration, travel and purchase card management.

The **Finance Business Partners Section** provides relationship management, strategic and technical financial support to the business areas, as well as the provision of ongoing analysis and advice to improve and support Divisional financial positions. This role acts as a key link between the business area and Chief Financial Officer (CFO)

The Department of Veterans' Affairs, Finance and Procurement Branch is looking to recruit an APS 6 Team Leader, Treasury and Accounts Receivable (Financial Operations Section) and APS 6 Finance Business Partner (Finance Business Partners Section).

Duties

APS 6 Team Leader – Treasury and Accounts Receivable

- Oversee the Treasury and Accounts Receivable activities.
- Lead, supervise and develop a small team.
- Provide expertise and technical knowledge in Treasury Management and Accounts Receivable.
- Undertake research interpret and apply legislative requirements including Commonwealth financial compliance and legislative frameworks to resolve moderately complex issues.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Manage prioritisation of own workloads and those of team, ensuring work activities are completed to agreed timeframes and standard, undertake quality assurance reviews of information and work, and ensuring quality customer service and advice.
- Utilise financial analysis tools and systems, to capture, research, analyse, problem solve and reconcile data.
- Update and maintain Policies and Procedures relating to Treasury Management and Accounts Receivable and lead process improvement initiatives.
- Prepare reports: Compliance Reports, Cash Forecasting, Monthly Dashboard reports Senate Estimates Briefs and Questions on Notice.
- Preparation and approval of end of month processes including but not limited to:
    - reconciliations,
    - journals, and
    - executive and management reporting.

APS 6 Finance Business Partner

- Act as the primary conduit between the CFO and business areas to facilitate and manage effective working relationships;
- Deliver financial advice, analysis and assistance to key stakeholders to inform financial decision-making over both Departmental and Administered Functions;
- Undertake financial analysis to support business planning, projects and investment decisions;
- Prepare monthly financial reports for Senior Executive, including variance analysis, commentary and analysis of the full year forecast;
- Monitor and review monthly forecasts in partnership with our stakeholders;
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders;
- Engage with stakeholders to identify risks and issues to inform and support robust business and finance processes;
- Coordinate and assist with budget development and expenditure forecasting as well as long-term financial planning to support the financial direction of the Department;
- Provide a broad range of financial management services to meet statutory compliance requirements, including monthly accruals; and
- Promote and develop financial literacy and capability across the Department.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	David Almeida, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759840

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Coordination Client Support Branch

Job Title	Program Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Townsville QLD
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0252
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Coordinated Client Support Branch (CCSB) manages a range of programs and services to assist vulnerable clients to navigate DVA services and connect to supports to meet their wellbeing needs. Case management offered by CCSB is collectively referred to as the Client Support Program.

The Client Support Program (CSP) is a voluntary time limited case management program, which uses a clinical lens and trauma informed approach to support clients to meet their wellbeing needs. The program aims to streamline communication between clients, their families and DVA. Case management provides clients with a single or primary point of contact for all services within DVA and facilitates access to external support services.

The Escalations and Program Management (EPM) section sits within the Coordinated Client Support Branch and carries out a range of responsibilities and initiatives.

The Escalations team is responsible for the Minister’s Office, Secretary Office and Senior Executive taskings for clients managed within CCSB with intensive support needs, or where there is a well-being concern. Case Managers within the team liaise directly with clients and provide short-term case management support.

The Program Management team provides integral support across the Branch, including the provision of divisional reporting, recruitment, centralized staff training, projects and procedural content which underpins the quality case management practice. The team coordinates the Branch quality assurance and audit program and provides broad system and communications development and support.

Duties

- Support the Assistant Director in the management and administration of HR and training requests for Branch staff
- Provide support related to quality assurance activities including data collation and reporting
- Identify and implement business improvement activities, including assisting with the implementation of new policies, systems and streamlined practices
- Support the delivery of strategy functions with the development and management of the Branch SharePoint Site
- Maintain and administer Branch documents through efficient maintenance of document tracking and registers
- Assist with the preparation for meetings and engagement forums
- Engage and maintain professional relationships with relevant stakeholders, clients and providers
- Work collaboratively with other sections in the Branch and Division to provide guidance and advice on a range of program management projects
- Assist with managing the team email inbox; reviewing incoming correspondence to determine the priority level required, in accordance with procedures
- Escalate high risk and high-profile issues to line management and/or the Escalations team.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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About the Department of Veterans' Affairs

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To Apply

Position Contact	Hayley Gastrell, hayley.gastrell@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759841

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Technology and Finance
Housing Programs & Approved Accounts Home Ownership Assistance Section

Job Title	Subsidy Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$73,316 - $79,758
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 3
Position Number	EXT-2025-0256
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

DVA administers the Defence Home Ownership Assistance Scheme (DHOAS) and the Defence Home Owner Scheme (DHOS) on behalf of the Department of Defence and the DVA scheme Defence Service Home Loans (DSHL).

DHOAS is available to serving and recently ex-serving Australian Defence Force Members. Eligible applicants receive a monthly subsidy on a specified portion of their mortgage. DVA's role

involves taking ADF member enquiries, determining eligibility and entitlements, processing subsidy certificates and payments, and monitoring member's ongoing entitlement.

All the APS 3 positions are integral to the Operations team, enabling the delivery of high quality customer service and product to our Defence Community.

We are seeking candidates who display resilience, attention to detail, and customer service skills. The ideal candidate will also have great written and verbal communication skills, and be able to manage multiple competing priorities.

Duties

- Handle and respond to telephone and written queries, including interpreting process and translate the meaning to client within Key Performance Indicator (KPI) timeframes;
- Process applications for subsidy against eligibility criteria within KPI timeframes;
- Calculate subsidy entitlement accurately for payments to clients;
- Process notifications of Change of Circumstances to ensure accurate subsidy payments to clients;
- Administrative duties including mail and record management;
- Participate in team meetings and one on one discussions;
- Participate in the Quality Control framework, including a demonstrated ability to accept and act on feedback; and
- Other ad hoc tasks as directed.
- Subsidy Advisers are required to achieve agreed quality standards within a reasonable time frame. These standards are set out in a formal accreditation program and will perform part of the team member's performance agreement.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	Leanne Luong, 07 2149 5048
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759850

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Ministerial, Engagement and Communication
Communications

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0257
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Strategic Communications team is part of the Communications Branch. The Branch ensures DVA's commitment to veterans and families through coordinated communication, handling media enquiries, managing social media, and providing graphic design, online publishing, and internal communications.

The Strategic Communications team develops and implements comprehensive strategies in partnership with department business areas to promote DVA programs and policies. The team

also advises and supports the Minister for Veterans' Affairs regarding communication opportunities and activities.

We're looking for high performers to join the team. In this role, you will leverage your communications expertise to manage a diverse array of projects, delivering strategic advice and crafting impactful communication strategies. Your experience in government communications will be invaluable as you navigate complex priorities and provide high-level support to key stakeholders.

You will thrive in an environment that values excellence in written and verbal communication, enabling you to influence and negotiate effectively. Your creativity and sound judgement will be essential as you engage with Senior Executives, the Minister's Office, government agencies, and other stakeholders.

This position requires strong project management skills and offers you the opportunity to showcase your innovation and capability within a dynamic and supportive team. Join us and make a meaningful impact on the lives of veterans and families through your communication expertise.

Duties

- Under limited supervision, shape and implement innovative communication strategies and plans for significant departmental projects and initiatives
- Have strong written and verbal communication skills, paired with an ability to negotiate and influence as you provide strategic communication advice to senior management and business areas
- Support the Assistant Director in team reporting and planning, and actively participate in a collaborative, high-performing team environment
- Cultivate and maintain effective relationships with internal and external stakeholders, ensuring smooth and impactful communication across the board.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans’ Affairs (DVA) exists to fulfil the nation’s duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA’s vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Chelsea Ayling, 0414 446 131
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759946

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Chief People Officer
Integrity, Security and Property Property Operations

Job Title	Facilities Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0259
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This role will support the management of the Department of Veterans' Affairs (DVA) Property Operations section, which delivers a broad spectrum of enabling services to the department, including:

- facilities management
- fleet management
- property leasing
- sustainability
- project management of property construction projects
- stationery services

The section sits within the Integrity, Security, and Property Branch in the Chief People Officer Division.

Duties

- Tasks include, but not limited to:
  - facilities management – escalation point to work orders
  - assist with delivery of projects and adhoc tasks as required
  - manage PSP, National Fleet and Stationery contracts
  - resolving local and national accommodation issues
- Build and maintain strong working relationships with DVA's WoAG Property Services Provider, internal DVA stakeholders and external stakeholders.
- Provide internal accommodation options/solutions for staffing requirements.
- Provide leadership skills and training/cross skilling to team members.
- Attendance and input when required at WHS meetings.
- Participate and contribute to team meetings and provide data for reporting requirements and QoN when required.
- Process financial transactions working within a financial delegation framework and procurement frameworks.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Hold a current Driver's License
- Demonstrated experience with facilities management in a government environment

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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About the Department of Veterans' Affairs

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To Apply

Position Contact	Buster Parker, 0421 568 231
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0759664

Department of Parliamentary Services

Closing Date:Monday 07 July 2025

Corporate Operations
Parliamentary Communications and Governance Communications and Governance and Audit, Risk and Fraud

Job Title	Multiple Vacancies, Parliamentary Governance, Audit, Risk and Fraud
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,410 - $109,967
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Canberra based positions. Flexible working arrangements may be negotiated in accordance with our EA and the operational needs of the roles.
Classification	APS Level 5;APS Level 6
Position Number	JR32949
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for multiple vacancies within the Parliamentary, Communications and Governance Branch. These roles will work in small teams to provide support across various functions.

These roles include:

- Senior Governance Officers
- Governance Officers
- Senior Advisors - Fraud, Risk, Business Continuity

Key Responsibilities include:

PSL6 Senior Advisor - Fraud, Risk, Business Continuity

- Contribute to the design and enhancement of the department’s Risk Management Policy and Framework.
- Develop and facilitate stakeholder risk workshops.
- Provide advice on risk management.
- Contribute to the development and ongoing maintenance of the department’s fraud and corruption prevention initiatives.
- Maintain the Fraud and Corruption Control Plan.
- Conduct fraud and corruption risk assessments as required.
- Contribute to the development, maintenance, and review of the department’s Business Continuity Plan.
- Support the development and facilitation of business continuity testing.
- Prepare executive reports and briefs as required.

PSL6 Senior Governance Officer – Parliamentary and Governance Secretariat

- Contribute to DPS’ parliamentary coordination processes including drafting and quality assurance of Sente Estimates documents, reconciling evidence and supporting senior executives during Senate Estimates.
- Support the Assistant Director Governance Secretariat to manage high level departmental committees including the Executive Committee and Audit and Risk Committee through coordinating meeting documentation, tracking meeting milestones and action items and drafting meeting communications.
- Maintaining DPS’ Parliamentary Document Management System (PDMS) to manage Senate Estimates and committee documents including supporting expansion of PDMS functions across the department.

- Maintain internal and external stakeholder relationships including provision of advice on parliamentary coordination and governance secretariat procedures.

PSL6 Senior Governance Officer – Organisational Performance and External Audit

- Assisting with monitoring DPS' compliance with departmental legislative and governance responsibilities including setting timeframes and drafting documentation.
- Supporting delivery of Organisational performance publications through coordination activities, including Corporate Plans, Annual Reports and Annual Performance Statements and Business Planning activities.
- Supporting external audits of the department by coordinating responses to document requests and stakeholder meetings, providing advice on external audit procedures and governance arrangements of the department to internal and external stakeholders.
- Maintaining policies and procedures including ensuring timeframes are met to contribute to DPS' compliance with legislative and governance responsibilities.
- Undertaking procurements and contract management for suppliers and external committee members.

PSL5 Parliamentary and Governance Officer

- Conduct general administrative support functions for the Parliamentary and Governance team including mailbox management, tracking milestones and assisting with procurement processing.
- Preparing and maintaining documents for Sente Estimates and governance committees including brief templates, tracking spreadsheets, committee papers, action items and agendas.
- Supporting user access management for PDMS for the department including new access and access change requests and providing guidance to staff on use of PDMS.
- Managing arrangements for committee meetings including room bookings and catering.

PSL5 Governance Officer – Organisational Performance and External Audit

- Providing support to Organisational performance publications including collating information, updating templates and proof reading.
- Tracking information requests and monitoring timelines to deliver timely responses to external audit information requests.
- Coordinating inputs to support legislative and governance compliance and policies and procedures.
- Assisting with procurement and contract management of suppliers and committee members.

Who we are looking for:

Our ideal candidates will bring to the role a clear understanding of government and its processes and how effective governance arrangements contribute to the success of the department, in achieving its strategic objectives and priorities. Candidates will be able to demonstrate the following attributes:

- Exemplary levels of professionalism, integrity, accountability and discretion
- Knowledge of similar processes in a government environment, including understanding of relevant legislation or proven ability to learn
- Experience in building, maintaining and contributing to a respectful and inclusive work culture
- The ability to contribute to high performing teams to deliver high quality governance services and products
- Demonstrated ability to exercise sound judgement, critical analysis, and initiative to identify emerging issues and risks
- The ability to identify solutions to problems and develop an understanding of the department's broader operating context
- Excellent communication and interpersonal skills, and ability to work collaboratively, cultivate and maintain productive working relationships, including with senior executive staff and external stakeholders and tailor communications to a diverse range of audiences
- Demonstrated ability to work under pressure with high level organisation skills to meet deadlines while managing multiple priorities and respond flexibly in a dynamic working environment

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a security clearance at the level specified.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Alison Hayward, (02) 6277 8726
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0759836

Department of Parliamentary Services

Closing Date:Wednesday 09 July 2025

Corporate Services
Parliamentary Communications and Governance Communications and Media

Job Title	Media Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	Executive Level 1
Position Number	JR32933
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Media Manager. Located within the Communications and Media section, you will be responsible for leading the management of media activities for the department. To do this you will co-ordinate and provide expert input into responses to media inquiries. You will also monitor media coverage of the department and prepare written work of a high standard.

You must be able to build strong relationships with internal and external stakeholders and work quickly and accurately to achieve tight deadlines. You will also be required to contribute to the broader work of the Communications and Media Team.

Who we are looking for

We are seeking an experienced and motivated individual to join the Communications and Media Team. The ideal candidate will have extensive experience in media management, public affairs or journalism ideally within or closely connected to government.

You will require a high level of attention to detail and sound judgement, particularly when handling sensitive or time-critical issues. Excellent writing and editing skills with the ability to manage competing priorities in a fast-paced environment will be required.

A sound understanding of the workings of the Australian Parliament, government and media cycles is highly desirable. Additionally, qualifications in media, communications, journalism, marketing or a relevant field, or substantial professional experience would be viewed favourably.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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To Apply

Position Contact	Peter Willimott, (02) 6277 5652
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0759851

Department of Parliamentary Services

Closing Date:Thursday 10 July 2025

Corporate Services
Commercial Operations APH Catering

Job Title	Retail Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,410 - $95,924
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 5
Position Number	JR32965
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Opportunity

The Department of Parliamentary Services (DPS) is seeking an experienced and customer-focused Retail Manager to join the APH Catering and Events team at Australian Parliament House.

This is a unique opportunity to work in one of Australia's most recognisable venues, where you will enjoy a competitive salary, free parking, and complimentary gym membership. As part of a dedicated team, you will lead the front-of-house operations across several key retail outlets, including the Staff Dining Room, Queens Terrace Café, Coffee Hub, and Coffee Cart.

The APH Catering and Events team is responsible for delivering high-quality food and beverage services to parliamentarians, staff, and visitors. We are proud of our commitment to excellence and our focus on providing welcoming, efficient, and professional service in every interaction.

We are looking for a capable and enthusiastic leader to help drive the performance of our retail venues and support our continued growth.

Who we are looking for

We are seeking a hospitality professional with a strong background in managing front-of-house operations in a retail food and beverage environment. You will be passionate about customer service, confident in leading a team, and committed to maintaining high standards in a dynamic setting.

To be successful in this role, you will demonstrate:

- A minimum of two years' recent experience in hospitality management or a comparable role, with the ability to oversee multiple retail outlets effectively
- A strong customer service focus, with the ability to anticipate and respond to the needs of a diverse clientele
- Proven leadership skills, including experience in supervising, training, and motivating staff
- Sound knowledge of food safety standards, HACCP, and compliance procedures
- Excellent communication and interpersonal skills, with a professional and approachable manner

If you are looking to take the next step in your hospitality career and contribute to a team that values quality, collaboration, and service excellence, we encourage you to apply.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- A current Responsible Service of Alcohol certificate. If not currently held, this certificate must be obtained and be maintained
- Qualifications in hospitality or retail catering are highly desirable, showcasing your dedication to the industry are highly desirable
- The occupant of this position must be willing to work according to a roster and work overtime if required. Penalty and overtime rates apply.
- The occupant of this position is required to wear a uniform as directed and present in a professional manner at all times when on duty.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications

from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

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To Apply

Position Contact	Sophie Travis, 0472 876 203
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759703

Bureau of Meteorology

Closing Date:Sunday 06 July 2025

Data & Digital Group
Data & Digital Group Delivery Office

Job Title	Project Coordinator (FWIN)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$94,563 - $105,910
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019136
Agency Website	

Job Description

https://bomcareers.nga.net.au/

The Bureau of Meteorology is leading a national upgrade to Australia's flood warning portfolio. The Australian Government has invested in a 10-year commitment into the national Flood Warning Infrastructure Network (FWIN) Program, which will upgrade and acquire water level and rain gauges, and associated communications equipment, for high priority catchments. The FWIN Program will improve community access to rain and river level observations and enhance provision of flood forecasts and warnings, supporting disaster preparedness, response and recovery.

The Project Coordinator (FWIN) role exists to provide project support, quality control and guidance to the Infrastructure Delivery stream of the FWIN Program, promoting governance standards, tools and templates, and to provide support to Project Managers and team members.

The Project Coordinator (FWIN) role sits in the Delivery Office, Data & Digital Group (DDG), assigned to work on the FWIN Program within the Business Services Group (BSG). The Delivery Office provides specialist delivery and planning services as part of delivering Bureau digital programs of work by partnering with the EPMO and DDG in the delivery of operational and strategic outcomes.

The Project Coordinator (FWIN) role will be expected to contribute effectively across a diverse range of skillsets including accounts payable, documentation control, procurement, PMO

functions, reporting & vendor management. To be successful in the role, you must be agile and able to adapt to the evolving needs of the program, meet deadlines, marshal broad stakeholder expertise towards common outcomes, and have a meticulous approach to maintaining quality standards. Within this role, there will be flexibility to influence and utilise your expertise to enhance the overall outcomes of the program.

This position reports to the Delivery Coordinator, Delivery Office, DDG.

Duties

The responsibilities of the role include but are not limited to:

1. Build and maintain trusted working relationships and networks across the Delivery Team & FWIN Program

2. Ensure effective project delivery through the provision of daily program support including quality, controls, standards, tools and templates

3. Use recommended project control solutions for planning, scheduling and maintaining project files, including the effective management of key program/project documentation

4. Contribute to the coordination of monthly project reporting requirements

5. Contribute to project financial management requirements and reporting

6. Support Project Managers and the PMO with logging, tracking and reporting risks, issues, dependencies and assumptions

7. Coordination, planning and facilitation of project meetings and workshops as needed

8. Provide input to the continual improvement of Delivery Office & Program standards, processes and ways of working

9. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct

10. Commitment to APS Values, Employment Principles and Code of Conduct

Eligibility

Qualifications:

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Rob Hall, 0418 272 818
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759724

Bureau of Meteorology

Closing Date:Sunday 06 July 2025

Job Title	Manager Operational Technology & Engineering
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$154,800 - $165,263
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60001301
Agency Website	

Job Description

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

The Bureau is looking for an experienced and highly motivated Operational Technology & Engineering Manager. This is a key leadership position within the Observing Systems and Operations Program providing specialist advice, direction and guidance on the observing infrastructure architecture and equipment.

The Operational Technology Lead also manages a diverse team of specialists responsible for the development and design of engineering and technological solutions, incorporating level three support, on a range of technologies spanning from radars to rainfall stations, drifting buoys to dedicated observations and satellites to ships at sea so as to meet business needs.

The Operational Technology Lead will also actively engage with industry and stakeholders, including the science and engineering communities, to continuously improve observations infrastructure. Drawing on their experience and knowledge, the Operational Technology Lead will be responsible for establishing capability, strategy and methods for providing the required observations for Bureau services.

The position will work closely with the related teams in Infrastructure Development and the National Operations of the Observing Systems and Operations Program, along with other business areas of the organisation, to develop these capabilities.

The successful applicant will have extensive experience in engineering planning and delivery. They will also have advanced stakeholder management capabilities, a high level of management skill together with the ability to distil significant issues from complex material so as to develop workable solutions to problems

Duties

Under the direction of the General Manager, Observing Systems and Operations, the responsibilities of the role include but are not limited to:

- Strategic alignment: manage and lead a team of specialists in operational technology and participate as a member of the OSO Strategic Leadership Team, contributing to strategy and long-term planning. Make decisions and develop Operational plans and policies that align with Bureau strategy, the Observing System Strategy and other strategic and legislative requirements.
- Impact and Value: Engage with stakeholders to evaluate infrastructure requirements in terms of existing or new services to ensure customer needs are appropriately translated into solutions that deliver on Bureau outcomes. Draw upon expertise in a specialised field of science and a broad understanding of the domain knowledge to lead and undertake OSO initiatives.
- Innovation: Foster technical innovation, acquisition of expertise and supporting a continuous improvement culture.
- Design: design and plan the optimum observations process infrastructure, with consideration of available resources.
- Operational Excellence: Lead and commit to the enhancement of capabilities, information, knowledge and processes focused on operational excellence to meet enterprise and customer needs. Identify gaps and areas of improvement and innovation and work with others to realise these enhancements.
- Oversee the planning, development, implementation and evaluation of new or modified equipment, systems, networks and services. Evaluate and provide expert recommendations in the design and implementation of infrastructure and technological solutions to ensure the development and maintenance of effective observing infrastructure and systems.
- Be responsible and accountable for the appropriate management and use of allocated budgets in accordance with the Australian Government Financial Frameworks and all relevant Bureau-issued Financial Procedural Rules. Ensure value for money in any procurement activity by rigorously complying with the Commonwealth Procurement Rules.
- Demonstrate commitment to the Bureau's values and behaviours, APS Employment Principles and Code of Conduct and the Bureau Way
- Plan and develop strategies for the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- Conduct all activities associated with the position in accordance with the Technical Authority issue to them.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

Successful applicants will be required to:

- Hold a current Australian drivers Licence
- Be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA).

Notes

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

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To Apply

Position Contact	Robert Davis, General Manager Observing Systems & Operations, robert.davis@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759767

Bureau of Meteorology

Closing Date:Sunday 06 July 2025

Data & Digital Group
Delivery Office Program

Job Title	Project Manager (FWIN)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019137
Agency Website	

Job Description

https://bomcareers.nga.net.au/

The Bureau of Meteorology is leading a national upgrade to Australia's flood warning portfolio. The Australian Government has invested in a 10-year commitment into the national Flood Warning Infrastructure Network (FWIN) Program, which will acquire and upgrade water level gauges, rain gauges, and associated communications equipment, for high priority catchments. The FWIN Program will improve community access to rain and river level observations and enhance provision of flood forecasts and warnings, supporting disaster preparedness, response and recovery.

The Project Manager (FWIN) will be responsible for the delivery of field infrastructure components of scope for the FWIN Program. The scope involves upgrades and new installations of observing and communications equipment at hundreds of sites across Australia, including many remote sites. Site-specific scope ranges from minor component upgrades (such as modem replacement) through to full deployment of new automated flood warning equipment and infrastructure.

The role will be expected to interact effectively across a diverse range of skillsets including observations equipment specialists, Hydrographers, ICT experts, procurement and PMO

functions. To be successful in the role the candidate must be able to meet deadlines, sustain high quality outputs, marshal broad expertise towards common outcomes, and have a meticulous approach to project documentation and standards.

The Project Manager will operate as part of the team of Project Managers within the Bureau and manage key activities through the project lifecycle in accordance with the Bureau Delivery Model.

To be successful in the role, you must be agile and able to adapt to the evolving needs of the program, meet deadlines, marshal broad stakeholder expertise towards common outcomes, and have a meticulous approach to maintaining quality standards. Within this role, there will be flexibility to influence and utilise your expertise to enhance the overall outcomes of the program.

Duties

The responsibilities of the role include but are not limited to:

1. Lead a team of project and vendor specialists, accountable for the oversight of the design, fabrication, installation and commissioning of field equipment.

2. Manage the equipment roll out at multiple sites and handover of the sites to operational teams while working with internal and external stakeholders.

3. Deliver project scope within the approved budget and schedule and agreed quality standards, and ensure requirements are clear and the overall solution meets requirements.

4. Ensure effective project control, change control, risk management and testing processes are maintained, and manage project schedule, risks, issues, assumptions and dependencies.

5. Maintain project artefacts following prescribed standards and contribute to the improvement of project management governance standards, processes and templates.

6. Working within the requirement of the Bureau's Enterprise Project Management Office and Bureau Delivery Model.

7. Commitment to the APS Values and Code of Conduct, the Bureau's Diversity and Inclusion statement of commitment and work, health and safety policies/procedures.

Eligibility

Qualifications:

A degree from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Candidates with a diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties will be considered when coupled with at least 5 years of relevant experience.

Notes

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

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To Apply

Position Contact	Rob Hall, 0418 272 818
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759799

Bureau of Meteorology

Closing Date:Tuesday 08 July 2025

Job Title	Senior Systems Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019141
Agency Website	

Job Description

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

The Bureau's Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day. The Infrastructure Services Section within the SIM Program requires a Senior Systems Engineer to take responsibility for the Bureau's second level support of enterprise Microsoft platforms and associated technologies that support the Bureau's network identity management and corporate office IT operations.

The team is well established with long-standing responsibilities for the build and operation of these systems. This includes ongoing patching and capacity management, fulfilling moves/adds/changes and related service requests, and consultation with designers, architects and project teams.

To be successful in the role you will :

- Bring with you and contribute relevant hands-on experience and expertise in enterprise grade Microsoft technologies - including Windows Server, Active Directory, Exchange, DNS, DHCP, Group Policy, Certificate Authority, SQL and HyperV;
- Have an awareness of adjacent technology stacks (endpoint configuration, networking, and M365 services) and how they interact with platforms we manage;
- Have an awareness of applicable Microsoft best practices and patterns, design and implementation concepts and principles, and specific considerations for their implementation in an Australian government agency;
- Be aware of government cyber security frameworks and how they apply to ICT infrastructure;

- Have excellent written and verbal communication skills;
- Value teamwork and diversity, show interest in and support your peers, and value professional collaboration;
- Have a knowledge of and demonstrate commitment to the *APS Values*, *APS Code of Conduct*, and the Bureau's *Social Justice Strategy*.

Duties

The responsibilities of the role include but are not limited to:

1. Take responsibility for the Bureau's Microsoft based corporate server systems. Perform BAU, maintenance, continuous improvement and lifecycle planning activities as required to ensure continuity of service over time. Ensure nominated mission critical systems are secure, available, performant and support Bureau 24x7 operations.

2. Participate in a regular on-call roster of restriction duty to provide after-hours emergency support of operational systems. Ensure the team manager is aware of any relevant considerations of your personal availability that may affect on-call roster scheduling and work constructively with the team manager to enable continuous coverage 24x7.

3. Resolve service requests and backlog initiatives related to the capability as directed; consulting with stakeholders and communicating updates as appropriate. Act as a subject matter expert for any operational matter related to the capability. Provide consultation and advice to other teams where requested and appropriate.

4. Ensure all details of work performed are recorded in relevant systems of record. Similarly ensure accurate reporting of restriction duty and overtime duty performed.

5. As a member of the team, work closely with peers to provide support and 'back-up' where appropriate. Similarly, call out situations where assistance is required from peers. Communicate regularly with peers regarding any matter relevant to the capability.

6. Maintain an awareness of industry trends and technologies relevant to the capability. Identify potential emerging trends, technologies or directions of relevant interest to the Bureau and bring these to the attention of management or relevant stakeholders.

7. Assist the team manager with management functions as directed, for example; assistance for planning or reporting. Perform other reasonable general duties as directed and delegated.

8. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

The successful candidate will be required to obtain and maintain a Negative Vetting 1 (NV1) security clearance from the Australian Government Security Vetting Agency (AGSVA) sponsored by the Bureau of Meteorology

Notes

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

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To Apply

Position Contact	Matthew Egan, Security Systems Manager, matthew.egan@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759866

Bureau of Meteorology

Closing Date:Monday 07 July 2025

Data and Digital
Application Services

Job Title	Lead EBS Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 2
Position Number	60012730
Agency Website	

Job Description

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

Lead EBS Support Officer

Executive Level 2

Location: Melbourne

Salary: $135,402 to $152,073 plus an additional 15.4% superannuation

Plan and undertake the leadership of the Bureau of Meteorology SAP Technical Team, which includes Netweaver Administration, Development, and Security within the Corporate Division's Enterprise Business Systems Group. This group is responsible for the support, minor works, and major project delivery of the Corporate Division's computer systems, with SAP being the largest of them.

This position will lead the technical team in providing support and project work, as well as design improvements, process improvements, business analysis, and recommendations related to system design and estimation within the SAP landscape, which currently consists of ECC6, BW, Portal, and Solution Manager. The group is also responsible for the hardware and operating systems for SAP.

The successful candidate will be able to work in a team environment, liaise with senior management, and prioritize competing requirements, leading to effective and efficient job performance with limited direction and supervision

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

• Position overview

• Job responsibilities

• Selection criteria

Duties

Under broad direction the responsibilities of the role include but are not limited to:

1. Lead and direct a team of technical resources providing support, minor works and project activities within the Enterprise Business Systems Group.

2. Actively seek new ways in which the Bureau’s corporate business systems can provide solutions for new business requirements and existing business improvement through discussion with stakeholders and liaison with external sources such as software providers other government agencies and special interest groups.

3. Contribute to corporate planning activities through the provision of system solutions and provide support to in the functions of program planning, coordination and evaluation.

4. Advise on, and make recommendations in relation to resources and financial impacts of potential changes to business systems.

5. As required, provide support to the Project Manager/Unit Manager Enterprise Business Systems.

6. Coordinate and/or undertake investigations and conduct evaluations of solutions required for the Bureau of Meteorology

7. Oversight the Integrity of the Bureau’s SAP Systems, ensuring adherence to Change, Release, and Transport Management Processes.

8. Identify gaps within the current processes and recommend improvements and where delegated, plan and lead the implementation of improvements.

9. Provide assistance and high level advice to Bureau Senior Management, as required.

10. Provide support to the Functional Team responsible for help desk support to end-users within the Bureau of Meteorology (Incident Management).

11. Be aware of current issues, practices and ideas in SAP Technologies and provide advice as to how they might be applied to the Bureau’s SAP Solutions.

12. Oversight the management of Incident Cases relevant to the technical team

13. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

14. Lead the team in supporting Bureau OHS initiatives, ensure your team complies with Bureau OHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role

Eligibility

• A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

• Extensive experience in SAP, 8+ experience specialising or highly engaged with SAP change & release management, along some knowledge of SAP software security and access management

• The candidate must state their agreement to have or obtain (at Bureau expense) an NV1 security clearance.

Notes

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

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To Apply

Position Contact	Helen Tran, 0409 909 577
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759867

Bureau of Meteorology

Closing Date:Monday 07 July 2025

Enterprise Services
Communications

Job Title	Policy Coordination Lead
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 1
Position Number	60018343
Agency Website	

Job Description

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

Policy Coordination Lead

Executive Level 1

Location: Adelaide, Brisbane, Cairns, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney

Salary: $115,443 - $125,832, per annum, plus an additional 15.4% superannuation

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

This role will sit within the Communications Program. The Communications Program includes Government Relations, Media, Creative, Internal and External strategic communication teams. Reporting to the Manager, Government Relations, the Policy Coordination role leads the coordination of our contribution to Parliamentary inquiries, Cabinet submissions, and other government activities.

You will support the coordination of interactions with other government departments and engagement with the Cabinet process. As a central point of intelligence gathering for the Bureau, you will be across critical government programs across the Commonwealth, have a great policy network, and support the Bureau to have deep insights into our broader operating environment.

In a fast-paced role, no day will ever be the same. If you love building relationships, joining pieces of the puzzle, the adrenaline of a busy role and having multiple priorities, this is the right job for you.

We are looking for someone with:

• confidence to work alongside senior management, strong influencing skills and the ability to prioritise and manage competing demands

• exceptional judgement, with an outstanding ability to manage multiple projects with competing deadlines and diverse stakeholders

• experience and interest in policy processes and an understanding of how the system works, who’s who and what is happening

• great collaboration skills and skilled at working with others to provide the best outcomes.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of contact details for two referees and a resume that considers:

• position overview

• job responsibilities

• selection criteria

Duties

The responsibilities of the role include but are not limited to:

1. Collaborating across the Bureau, often at a senior level, to coordinate whole-of-Bureau responses to matters such as parliamentary inquiries, government reviews and Cabinet submissions.

2. Identifying opportunities in for the Bureau to contribute to Cabinet, Budget and parliamentary submissions processes, both in the Commonwealth and state & territory governments.

3. Lifting policy capability, in collaboration with Strategic Policy, across the organisation by building understanding of the policy process inside the Bureau and providing collaborative, timely and valuable insights into the policy process.

Eligibility

Australian Citizenship

Notes

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

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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	Edda Mwangi, Edda.Mwangi@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759683

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

Closing Date:Friday 04 July 2025

Parks Australia
Property, Infrastructure & Physical Security Property Planning & Capital Works

Job Title	Senior Property Officer (Hobart Property)
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $108,360
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	APS Level 6
Position Number	2025/1736
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=593CE764-E575-38A1-4C1C-E3EF58BC8FC3

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

The Property, Infrastructure and Physical Security Branch provides accommodation, security and capital works for the Department of Climate Change, Energy, the Environment and Water and delivers infrastructure projects for Parks Australia, with a clear focus on modern and sustainable solutions. The property and security functions lead a strategic approach to emergency management, security, property acquisition, management, maintenance, and disposal to drive sustainable commercial outcomes that contribute to long term asset planning and governance, while ensuring to safety and compliance.

The Property Planning and Capital Works team is responsible for monitoring and managing the departments accommodation utilisation as well as the execution of capital works projects. The Hobart Property team also support the Property Services team manage the Tasmanian portfolio of property leases, support facilities maintenance, emergency management and manage a range of enabling contracts and provide expert advice on the application of the Commonwealth Property Management Framework. The branch is also responsible for the design and delivery of infrastructure projects, providing economic benefit and enhancement of the natural and cultural values in the terrestrial national parks, working closely with Traditional Owners to deliver successful outcomes on behalf of the Director of National Parks. For more information about us please visit our website.

Duties

- Delivering a range of property related outcomes in accordance with relevant legislation, policy and procedures.
- Maintaining and interpreting legislation, policy and regulatory frameworks associated with DCCEEW accommodation.
- Working collaboratively with team members and stakeholders to identify solutions to accommodation and property matters and developing plans to take forward agreed solutions in accordance with policies and procedures.
- Preparing statement of requirements, scopes of works, or similar documentation to support procurement process for minor works projects.
- Supporting the delivery of services provided under the Whole of Government arrangements for property services.
- Completing administrative processes support to both accommodation planning and capital works team’s client-side project management of minor and medium works in Tasmania.
- Resolving real property issues using expertise, identifying alternative courses of action.
- Producing briefs, reports and other correspondence.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Meegan Spurr, 0458 441 829
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=593CE764-E575-38A1-4C1C-E3EF5

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759696

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

Closing Date:Sunday 06 July 2025

Australian Antarctic
Operations & Logistics Operations Management Centre

Job Title	Operations Support Coordinator
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$84,794 - $93,020
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the locations specified.
Classification	APS Level 5
Position Number	2025/1639
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=52DA9C3E-C322-1289-1D22-E3EF56AFD345

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Operations and Logistics Branch oversees our operations in Antarctica – supporting people in our year-round research stations and remote field bases. The branch oversees air and sea transport (and the contracts to manage Australia’s icebreaker, the RSV Nuyina and Aviation capabilities) to transport expeditioners south and enable them to travel around Antarctica. We have staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island.

The Operations Management Centre (OMC), functions from within the Operations and Logistics Branch and is responsible for direction and coordination of program-wide operations.

Duties

- engaging with internal and external stakeholders as the primary point of contact for Antarctic movements for expeditioners, including the monitoring of clearance requirements
- proactively maintain the ticketing database to meet current operational demands
- working effectively and with minimal direction within the Operations Management Centre to develop and maintain succinct, flexible communications with expeditioners relating to transport information between Australia and Antarctica
- coordinate travel arrangements for expeditioners to and from Antarctica including travel on non-AAD transports and return / departure from ports outside of Hobart
- coordinate reporting and records management activities for the section including:
    - the maintenance of databases and statistical information
    - the maintenance of document templates and the production and publication of section procedures and guidelines
- provide a range of administrative support to the section including secretariat services, the assistance with procurement activities and the development of rosters for watch keeping personnel
- supervise and manage the day-to-day work plan of the APS4.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship -** to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance -** this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks -** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Iris Hall, 03 6232 3195
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=52DA9C3E-C322-1289-1D22-E3EF5

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759778

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

Closing Date:Friday 04 July 2025

Australian Antarctic
Assets & Technology MISP

Job Title	Site & Logistics Coordinator
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$95,438 - $108,360
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/1733
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it
- Protect the Antarctic environment
- Understand the role of Antarctica in the global climate system
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. The A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Macquarie Island Station Project (MISP) Section sits within the A&T Branch and is responsible for the delivery of the new Macquarie Island Research Station to support ongoing science and conservation.

Duties

- The Site & Logistics Co-ordinator will be responsible for the planning, development and administration of integrated logistic & civil design (site establishment) for Planning, Design & Construction phases of this major infrastructure project.
- The position will be required to work in a dynamic environment with a multi-disciplined team.
- The role is required to be responsive to changing project, operational and organisational demands.
- Working in conjunction with and reporting to the Design Lead, this position will work closely with the Australian Antarctic Division's (AAD) Operations and Logistics Branch, Environmental Management & Infrastructure Delivery sections within the AAD.
- This position requires an individual with good interpersonal skills, who is well organised and flexible with high level coordination and planning skills.
- The ability to produce high-quality briefings and plans for key stakeholders and decision makers is also desirable.

Desirable qualifications

- A relevant tertiary qualification from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

To Apply

Position Contact	Matthew Gee, 0475 000 117
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759829

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

Closing Date:Sunday 06 July 2025

Australian Antarctic Division
Assets & Technology Infrastructure Delivery

Job Title	Project Administrator
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	May be flexible upon negotiation
Classification	APS Level 5
Position Number	2025/1645
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=C71FC6D6-3965-22E8-9FF1-E3F0BCE2FBA3

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to: -maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment -understand the role of Antarctica in the global climate system -undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Infrastructure Delivery Section is a key element of A&T and is responsible for the construction of the built infrastructure at Australia's Antarctic and sub-Antarctic stations and a project management group at the AAD's head office in Kingston, Tasmania. It works closely with other sections within the branch to support the design, operation and maintenance of all station infrastructure.

For more information about us please visit our website.

Duties

The job

- Assist in preparing routine and more complex communication material, including reports, briefings, emails, presentations, minutes and following up actions from project meetings with project team and external stakeholders.
- Process various documentation, including ingoing and outgoing correspondence, contracts, reports, briefs, designs, drawings, schedules, registers and specifications within a document management system.
- Maintain document management systems and processes, ensuring accuracy and accessibility of project documents and record, including different document types and disciplines.
- Track document review and approval cycles, sending reminders and facilitating timely completion of document reviews.
- Understand the work environment and contribute to the development of project management documentation and reporting as well as identifying broader influences that may impact on team and Department objectives.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Jessica Lagerewskij, (03) 6232 3646
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C71FC6D6-3965-22E8-9FF1-E3F0B

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759835

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

Closing Date:Tuesday 08 July 2025

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Education Officer
Job Type	Part-Time, Ongoing
Location	Canberra ACT
Salary	$54,516 - $77,125
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Employees will be expected to work in the office or onsite
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2025/1574
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=CAE7E8E5-E3E7-3835-A1D3-E3F0BD0192DA

The Australian National Botanic Gardens is an award-winning tourism destination, where locals and visitors to Canberra come to explore, learn, relax and enjoy time in nature. Our public events and education programs aim to tell stories through our unique collection of Australian flora. We recognise the important role Aboriginal and Torres Strait Islander people play in our workplace. We aim to attract, recruit, and develop Aboriginal and Torres Strait Islander employees. Our priority is to ensure a safe workplace where we celebrate all cultures.

Duties

- preparing and delivering curriculum-linked, hands-on education programs to students and families in both outdoor and indoor environments,
- delivering scientific content and key messages using ANBG educational approaches – storytelling, enquiry-based learning, experiential/tactile learning experiences and flow learning techniques,
- effectively and safely managing and engaging a diverse range of students,
- maintaining equipment used by learning programs,
- assisting with the development of on-site and digital educational resources,
- administering school bookings including liaison with users, processing of bookings and related administrative tasks,
- applying WHS policies and conducting first aid when required,
- other duties as requested.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Have the ability to obtain and maintain a working with children and vulnerable people check.

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar position in Canberra may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Amanda Coleman, 02 5162 1614
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=CAE7E8E5-E3E7-3835-A1D3-E3F0E

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Employment and Workplace Relations

Vacancy VN-0759735

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 03 July 2025

Digital Solutions Division
Platform Architecture and Cyber Branch Digital Platform Management Team

Job Title	APS6 Senior Service Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bendigo VIC, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$101,833 - $111,979
Future Merit Locations	Bendigo, Melbourne, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	25/0676
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Assistant Director for the Digital Platform Management Team, the APS6 Senior Service Analyst is responsible for providing advanced technical support, troubleshooting complex issues, and ensuring seamless IT operations. They may manage software issues, drive service improvements, and mentor junior staff. Highly skilled in identifying emerging technical problems, research, and documentation. The Senior Service Analyst will assist the IT Team leader for Digital Platform Management in building and maintaining process and structure around IT Service Monitoring and Incident Management.

We are a culture-driven organisation that values collaboration, innovation, and continuous improvement. As a Senior Service Analyst, you will play a key role in ensuring the performance, reliability, and evolution of our digital services. This role is ideal for someone who not only brings deep technical and analytical expertise—particularly in incident management, Dynatrace, and Azure Application Insights—but also thrives in a team-oriented environment and acts as a positive

influence across teams. You'll help shape a high-performing, supportive culture while driving service excellence and operational resilience.

Duties

Responsibilities of the APS Level 6 may include:

- Lead incident management activities, including triage, coordination, communication, and resolution of major incidents.
- Analyse service performance data to identify trends, recurring issues, and areas for improvement.
- Develop and maintain service dashboards, reports, and KPIs to monitor service health and performance.
- Collaborate with technical teams to investigate root causes and implement corrective and preventive actions.
- Drive continuous improvement initiatives across incident, problem, and change management processes.
- Act as a liaison between IT teams and business stakeholders to ensure service expectations are met.
- Participate in post-incident reviews and ensure lessons learned are documented and acted upon.
- Mentor junior analysts and contribute to the development of service management best practices.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Essential

• Proven experience managing high-impact incidents and leading cross-functional response teams.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Tom Tyler, 0403 710 205
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0759757

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 07 July 2025

Technology and Services
Security Operations Cyber Assurance

Job Title	Senior Cyber Security Specialist (Technical)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $152,233
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1;IT Specialist
Position Number	25/0462
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director of Cyber Assurance, the Senior Cyber Security Specialist is responsible for cyber risk identification for the department's critical business applications, infrastructure, and digital information which support the delivery of government programs.

The ideal candidate will have extensive experience in cyber security vulnerability and risk identification across varying technologies and a sound understanding of Australian Government security regulations and frameworks, including the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and Essential 8.

Duties

Responsibilities of the Senior Cyber Security Specialist may include:

- Undertaking cyber security risk assessments and/or penetration testing for the department's enterprise infrastructure, platforms and applications to identify vulnerabilities and risks
- Reporting identified cyber risks and vulnerabilities associated with the department's technologies and third-party engagements to support Authorisation processes
- Contributing to the development and implementation of security policies, procedures, and standards
- Ensuring compliance with relevant Australian Government security regulations, frameworks, and standards
- Working with internal stakeholders to address security concerns and recommend solutions

- Providing expert security assurance advice to internal stakeholders, including project and solution delivery teams
- Mentoring junior team members to support their professional development

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Essential for only those who wish to be considered for the EL IT Specialist salary

- Relevant tertiary qualifications obtained from a recognised Australian tertiary institution or equivalent assessed comparable overseas qualification in Computer Science, Software Engineering, Information Technologies, or Cyber Security.

Essential for both roles

- Certification and/or membership to relevant professional organisations including certification in any of the following: CISSP, CISA, CISM, CEH and OSCP.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Mark Lukowski, (02) 6218 4236
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0759783

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 07 July 2025

Deputy Jobs and Skills Australia
Enterprise ad Systems Stakeholder Engagement

Job Title	Stakeholder Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Adelaide SA, Canberra ACT
Salary	$101,833 - $111,979
Future Merit Locations	Sydney, Newcastle, Adelaide, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 24-27
Classification	APS Level 6
Position Number	25/0689
Agency Website	https://www.dewr.gov.au/

Job Description

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

About Jobs and Skills Australia

Want to work for an organisation recognised and celebrated for our excellence in leadership, stewardship and innovation? Jobs and Skills Australia (JSA) may be the place for you!

As part of a motivated and dynamic organisation, we value being innovative, collaborative,accurate, respectful, courageous, and making a difference.

We are an independent secondary statutory body, within the Department of Employment and Workplace Relations that provides advice and data to the Government on every aspect of the jobs and skills system, to help all Australians realise their full skills potential.

We do this by working with our stakeholders to advise on current vocational education and training, higher education, and migration systems to meet Australia's future skills and workforce needs.

Our people include specialists in policy, data, economics, communications, stakeholder engagement, digital solutions and research who are located across Australia.

We offer a positive, productive and supportive work environment and are committed to providing an inclusive workplace where continuous learning and building skills and professional networks are a priority.

Find out more about your future workplace at www.jobsandskills.gov.au.

The Role

The Stakeholder Engagement team guides how JSA establishes, maintains and develops effective relationships with tripartite partners and other key stakeholders. The team coordinates and delivers engagement forums and strategic events and forge effective, impactful and sustainable balance across partnerships, engagements and outreach. The team are the secretariat for the Ministerial Advisory Board, providing structure and process to this central stakeholder mechanism.

Reporting to the Assistant Director, the APS6 Stakeholder Engagement Officer is responsible for facilitating strategic engagement activities which impact the broader Jobs and Skills Australia. You will enable and support the delivery of effective engagement that informs Jobs and Skills Australia advice. We aim to build a sophisticated and fit-for-purpose engagement approach that ensures the way we work with others is inclusive, effective, empowering, transparent and easy.

Duties

Responsibilities of the APS Level 6 include:

- Develop and maintain effective relationships with key stakeholders.
- Coordinate and deliver engagement and activities, including consultations, forums, and events.
- Draft communication materials such as briefs, reports, and stakeholder updates.
- Provide support for the stakeholder Customer Relationship Management System.
- Contribute to the design and implementation of engagement strategies and plans.
- Work collaboratively across the agency to ensure stakeholder insights inform policy and program development.
- Monitor and evaluate engagement outcomes to support continuous improvement.
- An ability to provide coordination support to committees, or a willingness to learn.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Joanne Murray, 0477 018 798
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0759789

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 09 July 2025

Technology and Services Division
Digital Workplace Service Delivery Coordination

Job Title	ServiceNow Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0700
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Service Delivery Coordination team is a small, supportive, and creative team responsible for providing ICT tools and services to the Department and client agencies.The tools support delivery of a wide range if ICT services, with the team focused on utilising the full capability of the tools to deliver efficient or even fully automated services to customers.

Reporting to the Director, the ServiceNow Assistant Director will contribute to the ongoing maintenance and enhancement of the ServiceNow tool, specifically the IT Service Management (ITSM) and Customer Service Management (CSM) products.

Duties

Responsibilities of the EL1 may include:

- Lead a small team of technical staff, fostering innovative solutions, mentoring and effective workload management.
- Oversee the planning, delivery, reporting, and implementation of enhancements, and upgrades within ServiceNow.
- Consult with a wide range of stakeholders to understand their business requirements and processes.
- Build and maintain effective relationships with internal business areas, vendors, and external stakeholders.
- Present technical solutions to stakeholders as part of quality assurances processes.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also

oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Michael Sin, (02) 6240 5893
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0759824

Fair Work Ombudsman

Closing Date:Sunday 06 July 2025

Corporate Services Branch Property Services

Job Title	Property and Business Services Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	$83,317 - $90,372
Future Merit Locations	Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	25/051EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are seeking an experienced customer focused facilities officer to fill the role of Property and Business Services Officer within the Property Services Team in our Sydney CBD office. This opportunity is for 12 months to cover a period of leave. Full-time and part-time hours are available. Offers will be based on candidate performance and operational requirements.

The Property Services Team sits within the Corporate Services Branch and works closely with business area in the Office of the Fair Work Ombudsman to ensure that our offices are operating at an optimal level.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act

- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

About the Team and role

The Property Services team is responsible for the management of FWO property and facilities via our Property Service Provider, as well as the provision of enabling services including space management, emergency management, fleet vehicles, stationery and office supplies.

The Property and Business Services Officer will use their exceptional customer service, communication, and organisational skills as part of a high performing, capable and responsive geographically diverse team. The role suits a highly motivated individual who can work independently to achieve quality outcomes and provide results as part of the Property Services Team. This is a varied role based in our Sydney office that delivers daily engagement and provides services nationally, as well as exceptional services at a local level within the Sydney office with daily onsite attendance required. A current driver’s licence would be highly advantageous as this role includes assisting with the management of FWO fleet vehicles.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Duties

The duties of the Property and Business Services Officer include, however, are not limited to:

- Manage local property faults with our Property Service Provider and work order management across various offices.
- Provide a solution-based focus on requests and issues raised by stakeholders.
- Develop and nurture internal and external stakeholder management and collaborative working relationships to ensure the efficient and effective management of the local and extended FWO offices.
- Assistance with Emergency Management and local Security Duress alarm testing.
- Assist with the management of FWO Fleet Vehicles, including attending servicing appointments.
- Provide space management assistance.
- Involvement with the agencies Mail handling policies and procedures.
- Prepare documents and undertake Corporate project work and procurement activities under direction
- Accurately maintain and use information databases.
- Records management including archival processes.
- Prepare, monitor and analyse financial and corporate data, including process Corporate invoices.
- Ordering and maintaining Corporate offices supplies.

Selection Criteria

- Demonstrated customer focused experience, providing facilities management and business support services.
- Ability to work in a team environment that is geographically dispersed, to share information, solve problems and seek creative solutions.
- Ability to maintain professionalism and courtesy with all stakeholders across an organisation.
- Competency in Microsoft Office suite and the ability to acquire knowledge of new IT systems.
- Sound administrative and organisational skills, including the ability to manage competing priorities across multiple offices.
- Sound communication skills with the ability to prepare and draft reports and correspondence with a high level of accuracy and attention to detail.
- Ability to acquire knowledge of policies and procedures relating to Facilities and Business Services duties.

Current driving licence is highly desirable.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for.

Notes

How to Apply

If you are excited about this opportunity, please tell us in no more than **600 words:**

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our online application system through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) Sunday 6 July 2025

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0759505

Australian Communications and Media Authority

Closing Date:Monday 07 July 2025

Communications Infrastructure
Spectrum Planning and Engineering Broadcast Spectrum Planning

Job Title	Senior Spectrum Planning Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC
Salary	$115,443 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	745-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are
The **Communications Infrastructure Division** manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

The **Spectrum Planning and Engineering Branch** coordinates and undertakes planning of Australia's radiofrequency spectrum within legislative responsibilities and government policy objectives. The Branch is highly regarded for its professional and engineering expertise and is recognised worldwide by its spectrum management peers. Key areas of focus for the Branch include planning for broadcasting services, satellite communications, wireless broadband services (including 4G and 5G technologies) and other fixed, mobile and radiodetermination services that support a range of consumer, commercial, transport and government applications.

The **Broadcast spectrum planning section** is responsible for the technical planning and advice for terrestrial broadcasting services such as AM, FM and digital radio, and digital television across national, commercial, community and first nations sectors.

About the role
This role is a fantastic opportunity for an engineer with a background in communications, electronics, and/or telecommunications engineering to use their technical and personal skills to help shape the radiofrequency spectrum for broadcasting services.

As a Senior spectrum planning engineer within the section, you will apply your engineering capabilities along with an understanding of the broadcasting and radiocommunications environment to a range of projects.

Duties

In this role you will:

- assess technical proposals for modified and new broadcasting services
- Conduct technical assessments to support the consideration of new or modified broadcasting services while ensuring the economic and efficient use of the radiofrequency spectrum.
- Provide technical and regulatory advice related to broadcasting services to internal and external stakeholders including the public, the ACMA executive, other government agencies, and the broadcasting industry.
- Actively work on ways to improve the planning of broadcasting services and the systems used.
- Have opportunities to work across the wider radiocommunications field with the branch and potential for involvement in international regulatory processes.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. Australian Government Security Vetting Agency (AGSVA).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Douglas Iles, 02 6219 5396
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0759673

Australian Communications and Media Authority

Closing Date:Monday 07 July 2025

Corporate and Research
Digital and Technology Services ICT Business and Support Services

Job Title	Enquiries Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,079 - $83,783
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 4
Position Number	158-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

We're looking for a customer-focused professional with experience in customer service and phone-based environments.

The Enquiries Officer Role is in the Customer Service Centre and is part of the ICT Business and Support Services Section. This role will primarily focus on answering enquiries from external customers however as a member of the ICT Business and Support Services Section you need to be willing to undertake training to also perform the Site Support Officer role in the ACMA Corporate Service Desk as needed. Full training and support will be provided for both roles.

Duties

In the Enquiries Officer role, you will be responsible for delivering a range of customer service functions including call centre and processing work received on five communication channels - phone, email, web-form, fax or letter.

The Enquiries Officer will provide a high level of customer service by assessing customer needs and determine whether the subject matter of an enquiry is within the ACMA’s jurisdiction, is simple or complex (complex enquiries are escalated to the relevant line area) and provide an appropriate response to the customer via the relevant communication channel. The Enquiries Officer undertakes this function for more than thirty ACMA topics.

The Enquiries Officer will also provide a level of administrative support for Licensing, Radio/Television Interference and VAST appeal registration work.

We are seeking someone who is customer focused, has experience working in a customer service environment, has a basic understanding of information and communications technology and is well organised and proficient at multitasking.

Our ideal candidate will have experience in a phone contact environment and have highly developed computer literacy and keyboard skills with a minimum typing speed of 45 words per minute. Our ideal candidate will also have experience using databases and other computer programs and have an ability to learn and recall a high volume of information and use guidelines to analyse what is important and how it should be used.

To be successful in this role, you will have excellent communication skills and will bring a can-do approach to the team. You will also need to be a team player who is reliable, resilient, and able to work in a fast-paced environment with changing priorities. You will need to have experience in conflict resolution and dealing with challenging customers. You will need to have a basic understanding or the ability to learn how to troubleshoot ICT issues and follow standard operating procedures.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. Australian Government Security Vetting Agency (AGSVA).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

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To Apply

Position Contact	Ashley Bruton, (02) 62195200
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0759711

Australian Communications and Media Authority

Closing Date:Sunday 20 July 2025

Communications Infrastructure
Licensing and Infrastructure Safeguards Field Operations

Job Title	Trainee Field Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$68,817 - $74,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 3
Position Number	2494-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Communications Infrastructure Division** manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

The **Licensing and Infrastructure Safeguards Branch** is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.

About the role

We are offering an exciting opportunity to work in the Field Operations team in our Licensing and Infrastructure Safeguards Branch. As a trainee field officer, you will work under supervision out in the community with households, businesses, and industry to resolve complex interference issues to radiocommunications services.

Duties

You will have an opportunity to:

- Assist in identifying and resolving interference to ensure that mobile telecommunications networks continue to provide connectivity and access to Triple Zero.
- Assist members of the public by resolving interference to broadcast television and radio services.
- Perform measurements of broadcast television, radio and mobile phone signals to ensure industry compliance.

You will receive on-the-job training and work on a wide variety of activities in our Sydney office, and in the field.

As a team member, you will belong to a geographically diverse team. We have staff in Brisbane, Sydney and Melbourne, and you’ll have the chance to travel to other parts of Australia.

The successful candidate will work in a collaborative, questioning and outcomes-focused workplace to achieve goals under the ACMA's corporate plan.

The roles will be offered at the APS 3 level, in line with the successful candidate's skills and experience. On completion of the technical trainee program (including mandatory qualifications), trainees will have the opportunity to advance to APS 4 level.

Suitable candidates who are currently completing a technical qualification may elect to undertake the role on a part-time basis, while concurrently completing their qualification.

Check out our website for more information about the role of ACMA field officers.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a baseline level security clearance.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

Due to the technical nature of our roles, we are seeking trainees who are currently completing, or have successfully completed in the last 3 years, a Certificate III or Certificate IV in Electronics (or equivalent).

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

This vacancy has been nominated for filling within the agency's Traineeship program. A traineeship provides eligible participants with the opportunity to undertake a course of training, generally for a Certificate Level qualification whilst also recieving on the job training and experience from the agency.

About the Australian Communications and Media Authority

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To Apply

Position Contact	Chris Wong, (03) 9963 6808
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0759796

National Museum of Australia

Closing Date:Monday 07 July 2025

Corporate
People and Culture

Job Title	Talent and Employee Experience Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150531
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The APS6 Talent and Employee Experience Supervisor is a skilled and proactive HR professional with demonstrated experience leading recruitment, onboarding and employee experience functions within a complex, policy-driven environment.

This role manages a small team and partners across the Museum to deliver timely, compliant and fit-for-purpose workforce solutions. The position plays a key role in improving recruitment systems and practices, supporting employee mobility and onboarding, and contributing to strategic people initiatives, including employee experience, capability development and inclusion.

Operating with a high degree of autonomy, the role combines strong policy knowledge with practical delivery to drive innovation and ensure a high-quality candidate and employee experience aligned to APS frameworks and the Museum’s priorities.

Duties

Key accountabilities

- Lead and manage a small team to deliver end-to-end recruitment, onboarding, mobility and staff separation processes, ensuring compliance with APS frameworks and the Museum's workforce priorities.
- Provide expert advice on classification, merit-based selection and organisational design to support equitable and strategic hiring decisions.
- Develop and implement recruitment strategies, sourcing approaches and assessment methods tailored to evolving business needs.
- Partner with stakeholders to understand workforce requirements and deliver timely, fit-for-purpose and policy-compliant solutions.
- Drive process improvements, including automation and system enhancements, to improve the candidate, onboarding and separation experience.
- Contribute to employee experience, engagement and inclusion initiatives, including participation in internal committees and workforce development projects.
- Prepare recruitment reports and workforce insights to inform planning and support broader HR functions and priorities as needed.

Eligibility

Skills, experience and qualifications

Essential:

- Demonstrated experience leading end-to-end recruitment, onboarding, induction and mobility processes, with a strong understanding of APS employment frameworks, merit principles and legislative requirements.
- Proven ability to manage a staff member and coordinate workflows to deliver high-quality, timely and compliant HR outcomes.
- Experience providing expert advice on classification, selection methodologies and equitable organisational design aligned to APS and agency-specific policies.
- Strong stakeholder engagement skills, with the ability to build trusted relationships, influence decision-makers and partner with business areas to meet workforce needs.
- Demonstrated capability in improving HR systems, automating recruitment or onboarding processes, and contributing to workforce reporting and analytics.
- Sound judgment, initiative and problem-solving skills, with the ability to address emerging workforce challenges and implement practical, business-aligned solutions.
- Excellent written and verbal communication skills, including the ability to prepare policy-aligned documentation and communicate confidently across all levels of the organisation.

Desirable:

- Experience supporting employee experience, engagement, or capability development initiatives in the public sector.
- Familiarity with HRIS platforms such as Aurion Recruitment and Onboarding, applicant tracking systems, and digital tools used to support recruitment and onboarding processes.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a 500 word pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications.

Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm Monday, 7 July 2025.

Visit https://www.nma.gov.au/about/employment and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Stacey Colyer, 02 6208 5006
Agency Recruitment Site	https://www.nma.gov.au/about/employment

This notice is part of the electronic Public Service Gazette PS25 Weekly Gazette Thursday (Vacancy Notices) - 26 June 2025.pdf
Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Communications and the Arts

Vacancy VN-0759919

National Museum of Australia

Closing Date:Sunday 13 July 2025

Collection and Curatorial
Exhibitions

Job Title	Coordinator, Exhibitions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	131101
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The APS6 Coordinator, Exhibitions is a key operational role within the Exhibitions Business Unit, supporting the planning, coordination and delivery of the Museum's on-site, temporary, gallery and touring exhibitions. Working under the direction of an EL1 Manager, the Coordinator provides hands-on support across a range of exhibition initiatives, contributing to the successful delivery of compelling, audience-focused projects aligned with the Museum's strategic vision and narrative.

This position is one of six APS6 roles within the Exhibitions Business Unit. All Coordinators share the same position description and are expected to work collaboratively and flexibly across the team, providing surge capacity and support to priority areas as required, while remaining focused on their assigned core projects. This structure enables a responsive, high-performing team capable of delivering a dynamic and nationally significant exhibition program.

The role supports activity across the exhibition lifecycle - from planning and development to installation and evaluation - including scheduling, procurement, risk management, budgeting and stakeholder engagement. The Coordinator, Exhibitions works closely with internal teams and external partners to ensure that project milestones are achieved and deliverables meet institutional standards, timelines and cultural protocols.

This role requires strong coordination skills, attention to detail, cultural awareness and the ability to manage multiple priorities in a fast-paced environment. The successful candidate will be a confident communicator and agile problem-solver, committed to delivering inclusive and impactful exhibitions that reflect and enrich the Museum's audience experience. They will work within defined parameters, escalating only complex or high-risk issues to EL1 leadership, and may provide mentoring or informal guidance to APS5 and other support staff in the Exhibitions Business Unit.

Duties

Key accountabilities

- Coordinate aspects of temporary, touring and gallery exhibitions, supporting the delivery of project timelines, logistics and documentation in alignment with project plans.
- Assist Managers in monitoring budgets, procurement activities, risk registers and contract administration, ensuring compliance with public sector and Museum frameworks.
- Prepare and maintain high-quality project documentation, including meeting notes, schedules, procurement records and progress reports.
- Work collaboratively across teams and with external partners - such as contractors, designers and community stakeholders - to support the smooth and timely delivery of projects.
- Support inclusive and culturally respectful practices, including the integration of First Nations voices, accessibility standards and child-safe principles within project development.
- Undertake project research and benchmarking, contribute to evaluation processes, and support innovation and continuous improvement across the BU's exhibition practice.
- Maintain accurate records and uphold strong administrative, procurement and documentation practices aligned with government and Museum requirements.
- Provide flexible support and surge capacity across the Business Unit as needed, while maintaining a clear focus on assigned key project responsibilities.

Eligibility

Skills, experience and qualifications

Essential:

- Demonstrated experience coordinating projects in a museum, gallery or cultural institution, with knowledge of exhibition processes and timelines.
- Strong organisational skills, including the ability to manage schedules, logistics, documentation and reporting across multiple concurrent projects.
- Familiarity with budget tracking, procurement or contract administration in a cultural or public sector context.
- Excellent communication and interpersonal skills, with a demonstrated ability to work collaboratively within multidisciplinary teams and with diverse stakeholders.
- A commitment to inclusive, respectful and culturally safe practices, particularly in relation to First Nations representation and community engagement.
- A proactive and flexible approach to work, with the ability to respond to shifting priorities, provide surge support and contribute to broader team outcomes.

Desirable:

- Tertiary qualifications in museum studies, arts management, project coordination, cultural heritage or a related field.
- Experience working in or with government agencies, including knowledge of public sector accountability and procurement frameworks.
- Awareness of the Australian cultural sector and / or experience with national or international touring exhibitions.

Eligibility

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The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a one-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications.

Applicants must also provide a resume and contact details for 2 referees.

Applications close at **11:59pm Sunday, 13 July 2025**.

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Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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.

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To Apply

Position Contact	Sarah Balzer, sarah.balzer@nma.gov.au
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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