



Commonwealth of Australia
APSJobs - Vacancies Daily
PS25 Daily Gazette Thursday - 23 June 2022.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS25 Weekly Gazette Thursday - 23 June 2022.pdf.

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

These Vacancies Daily will also appear in the Gazette PS25 Weekly Gazette Thursday - 23 June 2022.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0707090

Australian Children's Education and Care Quality Authority

Closing Date: Wednesday 06 July 2022

Leadership, Quality and Regulatory Support
Educational programs and Projects

Job Title	Manager Educational Programs and Projects
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$109,683 - \$144,726
Classification	
Position Number	P00184
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

Manager Educational Programs and Projects

- 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 want children in Australia to have the best start in life.

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.

The Role

The Manager Quality and Regulatory Support leads a team of professionals responsible for providing

advice on quality programs, practices and policies in children's education and care services and supporting the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is full time for a fixed term of 12 months at ACECQA Band 6/7 (\$109,683 - \$144,726)

Duties

About You

To be successful in this role you will need to meet the following essential criteria:

- Demonstrated leadership and management capabilities and experience in a complex, agile and diverse environment.
- Demonstrated capabilities and experience in children's education and care service delivery, vocational education, regulatory functions, and/or public sector management.
- Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.
- Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports to change, interpret or develop policies and programs
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including presentations, articles and resources) backed by high level written communication skills.
- Demonstrated ability to negotiate confidently with internal and external stakeholders

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

- Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.
- Tertiary qualifications in a relevant discipline.

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples. You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

Eligibility

How to apply

The closing date for applications is **6 July 2022** 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 the Manager Educational Programs and Projects vacancy and click **Apply for Job**. The application process will require you to:

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

All complete applications will be acknowledged.

Notes

More information

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

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Sharon Bell, 0467819156
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0707010

Australian Electoral Commission

Closing Date: Sunday 10 July 2022

Enabling and Regulations
Electoral Integrity and Communications Communications

Job Title	Assistant Director, Indigenous Specialist Communications
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$106,255 - \$119,739
Classification	Executive Level 1
Position Number	2022-070 14274
Agency Website	https://www.aec.gov.au/

Job Description

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

If you're passionate about Australia's democracy, and bringing your communication expertise to support First Nations peoples and communities – we have the job for you!

You will join a collaborative and driven team of communications professionals working to deliver national and targeted communication and advertising campaigns, activities to support awareness and participation in electoral events and the broader electoral system, among all Australians. This includes focused activities on specialist audiences including Aboriginal and Torres Strait Islander people.

The Communications Section is a part of the Electoral Integrity and Communications Branch. In the lead up to and during an electoral event you'll deliver critical activities in a high-pressured environment, working with an expanded team.

While the team is based in National Office in Canberra, applicants from across Australia working from an AEC state/territory office will be considered.

Duties

As Assistant Director you will drive the strategic development and delivery of the AEC's external communication approach to enhance Indigenous Australians electoral participation.

You will collaborate with colleagues in communication and community engagement areas of the AEC on targeted communication activities to increase electoral awareness and participation by Indigenous Australians. Your role will include activities in the area of strategic communications, campaign, public relations and community/stakeholder outreach.

You're the right person if you're able to draw on your experience in delivering communication strategies and campaigns, including to diverse and specialist audiences, to help people enrol and vote.

The Assistant Director is a leadership role, and your knowledge and expertise will play an important part in contributing to the participation of Aboriginal and Torres Strait Islander people in Australian elections. Indigenous Candidates are strongly encouraged to apply.

It's an exciting opportunity for a creative and skilled communication professional to use their experience working with a talented small team on some of the largest and most impactful

campaigns around.

To excel you'll have:

- An understanding of Aboriginal and Torres Strait Islander culture, experiences, and communication preferences, to deliver culturally appropriate communication activities.
- Demonstrated ability to plan, implement and evaluate a culturally appropriate and accessible communications strategy to Aboriginal and Torres Strait Islander people.
- Proven experience and demonstrated knowledge in strategic communications development and delivery, including campaigns.
- Demonstrated ability to work independently, within a team and under broad direction in a fast-paced environment.
- The ability to communicate to manage stakeholder relationships and to negotiate outcomes, including across geographically dispersed locations.
- Demonstrated good judgement, the ability to think strategically on complex issues and provide analysis to identify and drive change when it's needed.
- Strong project management skills – including the ability to multitask, meet deadlines, and build relationships with business areas and external suppliers.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.
- Applicants may be required to undergo psychometric testing.
- Applicants are required to meet the conditions of the AEC's COVID-19 Vaccination Policy which outlines that all AEC staff must have received their recommended primary (general population) dosage of any Approved Vaccine at that time, or have an exemption approved by an AEC Delegate. Currently, primary doses means you have had two doses of an approved vaccine. However if you are required under state or territory guidelines to have a booster vaccination to perform particular duties, you will be required to have additional dose(s) when eligible. The Federal Government recommendations on primary doses may change over time and the recommendations of that time will apply as the AEC definition.

Notes

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

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 have a voice in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Bernadette O'Meara, (02) 6271 4415
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0707116

Australian Fisheries Management Authority

Closing Date: Sunday 10 July 2022

Innovation and Data Transformation
Fisheries Information and Services Branch

Job Title	APS 6 Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,556 - \$100,139
Classification	APS Level 6
Position Number	C00273
Agency Website	

Job Description

<https://www.afma.gov.au/about/careers/positions-vacant>

Duties

APS 6 Senior Data Analyst C00273 Fisheries Information and Services Branch

Applications are sought for a suitably qualified individual to fill the Senior Data Analyst position within the Fisheries Information and Services Branch in Canberra.

As the Senior Data Analyst, you will be responsible for undertaking expert data analysis and analytics to create products, reports, and other materials that integrate data from a range of sources to deliver insights for the Fisheries Management Branch and across the agency as required. You will be responsible for value adding data holdings through the production of impactful reports, visualisations and dashboards. This will in turn support clients to realise value from data through data wrangling and complex analysis.

You will assist the Manager Business Intelligence, to deliver strategic engagement in data analytics and data analysis to AFMA through the implementation of AFMA's Data Strategy including investment in modernising AFMA's business IT systems and infrastructure.

You will be required to use your communication and negotiation skills to drive change in data usage for AFMA.

Please refer to the position description for further information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. Applicants must be Australian citizens.
- A baseline security clearance or ability to obtain and maintain such clearance.
- Proficiency in, or an aptitude for, T-SQL and database concepts. Ability to author, execute and review sometimes complex, T-SQL scripts.

Notes

AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.

Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.

Contact Officer: Matthew Duncan on 02 6225 5393/ matthew.duncan@afma.gov.au
Closing date for applications is Sunday 10 July 2022 (11pm AEST).

About the Australian Fisheries Management Authority

To Apply

Position Contact	Matthew Duncan, 02 6225 5393
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0707123

Job Title	Australian Transport Safety Bureau - Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$68,364 - \$96,275
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	2022/08
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/about_atsb/employment/

About the Australian Transport Safety Bureau (ATSB)

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

The ATSB's purpose is to improve safety of, and public confidence in, aviation, marine and rail transport through:

- independent investigation of transport accidents and other safety occurrences
- safety data recording, analysis and research
- fostering safety awareness, knowledge and action.

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

The Bureau's Commission is constituted by a full-time Commissioner/CEO and three part-time Commissioners. The ATSB's staff (approximately 100) includes about 60 aviation, marine and rail safety investigators. While the majority of staff are based in Canberra, we also have regional offices located in Brisbane, Adelaide, Melbourne and Perth.

ATSB staff in the corporate branch are employed in areas covering Finance, Human Resources, Communications, Legal and Governance, and Information and Communication Technologies.

The ATSB recognises that our people are our greatest strength – as part of our commitment to create a flexible, diverse and inclusive workplace, we invite and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people of all ages, people who identify as LGBTI+, and people with diverse linguistic and cultural backgrounds.

Duties

Temporary Employment Register

Temporary Employment Register is open for candidates to register a general expression of interest (EOI). This register is for the ATSB to seek, attract, develop and retain a diverse, enthusiastic and high-performing

workforce for temporary roles in the organisation. To help us in achieving this, we will maintain a register of interested applicants for use to fill temporary (non-ongoing) roles up to a maximum period of 18 months, with possible extension up to 3 years.

To register, you will need to submit a covering letter (application) via email to recruitment@atsb.gov.au and attached a current resume. Applicants may be approached at short notice to fill positions for up to 18 months in the first instance and will depend on operational requirements. Applications submitted to the ATSB's Temporary Employment Register will remain active until 30 June 2023.

Please contact our recruitment team on (02) 6122 1673 or recruitment@atsb.gov.au for enquiries or assistance with lodging your application.

The key duties of the position include:

Non-ongoing or temporary opportunities may be offered on a full-time, part-time or intermittent/irregular basis, depending on business requirements. The register may be used to fill positions at the APS4 to APS6 classifications. Positions may become available in the areas of:

- Human Resources
- Accounting and Finance
- Administration
- Communications
- Information and Communications Technology
- Property
- Security
- Information and Knowledge Management
- Legal
- Governance
- Strategic Policy

Please note: this is a register of interest only. This application process does not guarantee that an offer of employment will be made while your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience. Your application will remain valid for 12 months.

Eligibility

It is a general expectation that:

- employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the agency delegate has agreed, in writing
- you will have no impediments towards obtaining and maintaining a Baseline Vetting Security Clearance
- you can meet a number of pre-employment checks, including a Police Records check
- that you are willing to disclose your vaccination status for COVID-19, if requested (we encourage vaccinations, but this does not mean we have mandated COVID-19 vaccinations).

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>

To Apply

Position Contact	Recruitment officer, 02 6122 1673
Agency Recruitment Site	https://www.atsb.gov.au/about_atbsb/employment/

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Vacancy VN-0706984

Defence Housing Australia

Closing Date: Wednesday 06 July 2022

Service Delivery
Property Sales

Job Title	Senior Sales Consultant-Team Leader
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$91,101 - \$104,732
Classification	APS Level 6
Position Number	492743
Agency Website	https://www.dha.gov.au/

Job Description

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

We are currently looking for an experienced sales consultant and team leader within our Property Investment Program, with proven results in achieving sales targets and the ability to supervise sales staff.

Duties

For this role, we will consider how your qualifications and experience will enable you to:

- Actively promote DHA's property investment product to an allocated database of prospective and existing investors via the telephone, email and in face-to-face meetings, with a view to selling properties.

- Provide specialist advice to prospective and existing investors ensuring they understand the DHA property investment product and negotiating with them to overcome objections. Supervise a small team of sales consultants to ensure a high level of customer service is maintained.
- Update and maintain DHA's web-based sales Customer Relationship Management (CRM) system by accurately recording investor interactions.
- Present and provide expert advice at DHA Investment Seminars and industry events.
- Assist Sales & Marketing Management and the broader sales team as required. This may include, but is not limited to, managing client databases on behalf of another consultant and maintaining data integrity against DHA's other systems.
- Understand the Australian residential property market, including supply and demand drivers, and the factual presentation of price, rent and growth predictions.
- Assist with implementing operational marketing activities and events to drive leads for the Property Investment Program.
- Establish and maintain effective and productive working relationships with DHA staff, stakeholders, contractors and third-party agencies.
- Contribute to the identification and implementation of system and service improvement initiatives. Providing case review and management for complex cases in conjunction with the Investment Sales and Marketing Manager.
- Provide marketing administrative support as required.

Eligibility

The remuneration package includes a base salary and funded 15.4% superannuation. 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

There is the opportunity for the successful candidate to be located in any one of the above mentioned locations.

For further information on the role please refer to the Position Description within Defence Housing Australia's [careers site](#).

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	Yvette Bellachioma, 07 3355 8853
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0707031

Department of Health

Closing Date: Thursday 14 July 2022

Regulatory Practice and Support
Regulatory and Compliance Advertising and Compliance Education and Policy

Job Title	Senior Compliance Education Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$86,790 - \$97,912
Classification	APS Level 6
Position Number	22-RPSDIV-13943
Agency Website	

Job Description

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

The Advertising and Compliance Education and Policy Section is seeking a motivated, enthusiastic and innovative thinker to join the team as a Senior Compliance Education Officer. The section is responsible for developing clear and accurate communications materials and presentations (both targeted and public), based on the regulatory requirements in Australia, as a part of the compliance efforts of the Regulatory Compliance Branch and its strategies.

Duties

- Prepare and maintain compliance education products (fact sheets, guidance) relating to the Therapeutic Goods Act 1989.
- Identify education products required to prevent non-compliance in relation to compliance priority areas that the branch is working on and develop those products. This might involve targeted communications with specific persons or entities, or industry representative organisations, or content for the TGA website.
- Carry out or participate in training for industry in relation to the advertising rules in Australia, including webinars or presentations.
- Identify the need for compliance education/communication products and/or activities through internal and external stakeholder engagement.
- Engage with internal stakeholders to establish work priorities and content for education and communication products.
- Liaise with internal stakeholders to share information collected from educational activities that signal potential issues in the interpretation and application of the legislation.

Eligibility

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

- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 22-RPSDIV-13943 to assist when making an enquiry.

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

About the Department of Health

The Department of Health 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	Kate Kaylock, 02 6289 3437
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0707113

Job Title	ICT Systems Administrator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$107,090 - \$115,460
Classification	Executive Level 1
Position Number	161
Agency Website	https://www.hcourt.gov.au

Job Description

<https://www.hcourt.gov.au/employment>

The ICT Team is a dedicated and vital group of skilled professionals, undertaking a key role in support of the Court's operations. The Court has implemented a Cloud-based Digital Lodgement System and Electronic Court File utilising Microsoft Dynamics, Azure, and SharePoint applications and platform, and is currently planning the next stage of its ICT strategy.

The ICT Team also manages the Court's network and WAN services, courtroom IT infrastructure, portable devices, audio-visual system, and back-up and recovery arrangements. This is a challenging and rewarding environment in which to work.

Duties

The Court is seeking an experienced professional who can administer, manage and implement ICT systems for the Court, ensuring the management of information, documentation, applications and infrastructure are designed and implemented methodically and with an appropriate governance framework.

This position also supports the ongoing operations of the ICT Team in ensuring applications and infrastructure are maintained effectively.

The successful candidate will join a supportive, friendly and collaborative team, working in a fast paced and dynamic environment.

The duties and responsibilities for this role include:

- administering ICT systems for the Court, ensuring systems are designed and implemented methodically within an appropriate governance framework
- making significant contributions to the development of ICT and information management plans, policies, design and strategies
- driving change to practices and processes related to the operation, support and maintenance of the Court's core ICT systems and services
- actively managing the Court's security risks and implementing practices that improve overall cyber security maturity consistent with best practice in the public sector.
- maintaining and supporting the continued operation of the Court's systems through formalised program of patches, enhancements and scheduled releases
- managing minor/moderately sized ICT projects
- providing back-up where required for ICT application, infrastructure and helpdesk services

- representing the Court's interests when liaising with external stakeholders and vendors to ensure the Court's objectives and strategic direction are met.

Eligibility

Mandatory

- Must be an Australian Citizen
- Obtain and Maintain a Negative Vetting 1 security clearance

Highly Desirable

- Relevant tertiary qualifications
- Industry accreditation
- Professional experience in a similar IT environment - minimum 3 years

Desirable

- Project/Contract Management Skills
- Experience with Audio-Visual systems

Notes

About the High Court of Australia

To Apply

Position Contact	Mohammed Akbar, 02 6270 6919
Agency Recruitment Site	https://www.hcourt.gov.au/employment

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Vacancy VN-0707056

Sport Integrity Australia

Closing Date: Sunday 10 July 2022

Sports Engagement Branch Legal

Job Title	APS6 Lawyer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,249 - \$103,950
Classification	APS Level 6
Position Number	0059_0622
Agency Website	www.sportintegrity.gov.au

Job Description

<https://sportintegrity.nga.net.au/cp/>

Legal are responsible for the management of cases of potential Anti-Doping Rule Violations (ADRVs), and the provision of legal services to internal clients and external stakeholders across a range of areas of law. The position reports to the Senior Lawyer, EL1, but will be expected to work collaboratively with all the members of the team (including the Director Legal).

The APS 6 Lawyer will be responsible for provide high quality and timely legal advice to Sport Integrity Australia's operational and support teams.

The successful applicant will have experience in at least one (1) the following areas of law:

- Litigation (litigation in a Government regulatory environment is desirable, but not required);
- Employment law;
- Freedom of Information and Privacy Law.

In addition, the successful applicant will have experience other areas of law relevant to Sport Integrity Australia's work, for example, Commonwealth procurement and contracting, administrative law and statutory interpretation. The APS 6 Lawyer may also be required to assist with matters involving corporate and commercial law and intellectual property law. Experience in these areas is not required, but would be considered an asset.

Duties

Key duties include, but are not limited to:

- Providing high quality legal advice on a range of matters affecting the agency's operations, including anti-doping rule violation matters, integrity issues, contractual and procurement matters, legal policy, administrative law, statutory interpretation, freedom of information and privacy matters;
- Providing advice about the *Sport Integrity Australia Act 2020* (Cth) and its associated regulations, the National Integrity Framework, relevant Commonwealth and State legislation relating to privacy, Freedom of Information, child protection, anti-doping and integrity policies, and the World Anti-Doping Code and supporting guidelines and documents, and anti-doping case law;
- Assisting with the progression of anti-doping rule violations, including preparation of documents, the analysis of briefs and recommendations, and preparation for hearings (anti-doping and integrity) before the National Sports Tribunal, the Court of Arbitration for Sport and other sports tribunals;
- Reviewing and drafting documents in integrity matters, contracts and memorandums of understanding, internal agency policies and procurement documentation;
- Conducting legal research where required and assisting in training agency staff on legal issues relevant to the work of Sport Integrity Australia; and

- Working collaboratively with the other operational and support areas of Sport Integrity Australia, with external stakeholders including athletes and sporting organisations, and with other national anti-doping organisations globally including the World Anti-Doping Agency.

The key accountabilities include, but are not limited to:

- Providing high quality advice on a range of complex matters within tight timeframes;
- Balancing unpredictable workloads and work timetables;
- Ensuring all potential anti-doping rule violation matters and business support matters (such as procurement and Freedom of Information requests) are managed in compliance with relevant legislation and Government policies;
- Maintaining confidentiality at all times;
- Assisting in the development and maintenance of relevant policies, procedures, guidelines, high-level documents, briefs, papers and correspondence;
- Ensuring that APS Values and Code of Conduct are adhered to at all times;
- Endorsing and encouraging 'best practice' recordkeeping in accordance with SIA's Record Keeping Policy and the Information Governance Framework; and
- Cooperating with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies and Sport Integrity Australia's ICT and Information Governance Framework.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing.

The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment.

Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Notes

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the [World Anti-Doping Code \(WADC\) 2021](#). If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Emily Fitton, 0427570259
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0705791

Bureau of Meteorology

Closing Date: Thursday 21 July 2022

Science & Innovation
Research

Job Title	Chief Statistician
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Hobart TAS, Darwin NT, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD
Salary	-
Classification	Executive Level 2
Position Number	60017319
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

Data is at the core of everything we do at the Bureau, as we collect millions of observations from our networks and external sources and convert these into essential weather, climate, water and ocean services.

To ensure the Bureau maintains the highest level of data assurance, the Bureau is recruiting a Chief Statistician in a newly defined role in the Science and Innovation Group (SIG). The Chief Statistician will augment the Bureau's statistical credentials and capability by developing, applying, communicating and advising on state-of-the-art, fit for purpose statistical methods for use in product and service offerings across weather to climate timescales. The Chief statistician will have the responsibility to endorse statistical approaches developed and used across SIG and more generally across the Bureau.

The Chief Statistician will report to the General Manager of the Research Program and will advise the SIG leadership and other members of the Bureau Senior Leadership Team, including the Executive and the Chief Data Officer.

Duties

As the Bureau's Chief Statistician, you will:

- Set statistical and data analysis standards, actively promote the uptake of modern statistical methods, maintain, and improve the quality, reliability, and integrity of the Bureau's use of statistical methods, and coordinate the application of statistical approaches.
- Provide enterprise-wide leadership to ensure Bureau's scientific processes and methods are statistically sound. The role will be responsible for the appropriateness of the development, application, and communication of statistical analysis methods across the enterprise.
- Represent the organisation on its statistical capability and approaches in interactions with relevant partners, customers and stakeholders.
- Cultivate productive working relationships with national and international statistical communities to ensure the Bureau applies the most appropriate statistical methods.
- Supervise the work of specialised scientists within the Research Program which include a) developing methods to enhance high-quality climate, marine and hydrological records and long-term gridded products, b) utilise these data within a range of techniques such as the assimilation of hydrological and land surface observations and c) utilise these data for model evaluation, validation, reanalyses, data analysis and long-term trends.
- Have an enduring and systematic bias to action in support of the Bureau's Health Safety and Environment (HSE) and commitment to Diversity & Inclusion initiatives.

Eligibility

A degree of Doctor of Philosophy from an Australian university or a comparable overseas qualification, which are appropriate to the duties; OR Other tertiary qualification(s) which are appropriate to the duties with relevant on-the-job statistical experience.

An attractive salary package will be negotiated with the successful candidate with significant demonstrated experience.

This position is open to international applicants and whilst Australian citizenship is not a mandatory requirement, non-Australian citizens will only be considered if there are not suitable Australian candidates. Any offer of engagement will require the Bureau of Meteorology and the applicant to meet visa and work requirements determined by the Australian Border Force under the Department of Home Affairs.

Successful candidates may be required to obtain, and maintain, a Negative Vetting Level 1 security clearance from the Australian Government Security Vetting Agency

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Terri Ward from Towardco, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0707002

Bureau of Meteorology

Closing Date: Thursday 07 July 2022

Community Services Group
Decision Support Services

Job Title	Community Engagement Officer (Affirmative Measures)
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA
Salary	\$82,198 - \$93,456
Classification	APS Level 6
Position Number	60016956
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased economic impact, vulnerability and potential magnitude of harm. To address this, the Bureau of Meteorology is undergoing a significant transformation to deliver a more customer centric, unified and resilient national operation. This is an exciting strategic direction for the Bureau which will transform the way we deliver services to Australian communities.

The Bureau of Meteorology is developing and growing its Community Engagement capability, with a focus on public safety and effective risk management.

The exciting focus of this team is to build resilience within Australian communities, our critical sector partners, and across the Bureau. As part of the Decision Support Services program, we seek to strengthen sector-wide capability across agencies, working with partners to equip, mobilise and integrate communities in preparation for, response to and recovery from disasters and emergencies. We provide specialist advice through knowledge sharing, collaborative action and the development of strong relationships built on mutual trust and respect.

As a Community Engagement Officer, you will have exciting opportunities to contribute to community engagement planning, research, analysis, reporting, and implementation activities to support the development and delivery of national and regional resilience initiatives. The roles will work as part of the cross-functional teams that support our critical sector partners, with focus on engaging the public on emergency management capability. You will work closely with your colleagues in Hazard Preparedness and Response to deeply understand the impact of severe weather events that impact the Australian Community, and the Bureau's key customers.

Duties

The responsibilities of the role include but are not limited to:

1. Work collaboratively with our partners and with the community to build their capacity to prevent, prepare for and respond safely to weather-related natural disasters, through the delivery of public safety campaigns, and tailored programs for at-risk and vulnerable communities;
2. Plan and develop evidence-based community engagement strategies for the Australian Community and identified community groups. Implement the Know your Weather, Know your Risk program in consultation with the Community Engagement leadership team, and the Bureau Communications Program;
3. Contribute to the design, implementation and coordination of partnership and engagement projects that deliver effective outcomes aligned with the Bureau's strategic objectives;
4. Prepare a range of partnership project-related documents for key stakeholders as required, including status updates, reports, and discussion papers to manage the flow of information;
5. Your initial tasks will include assistance in the building of the future way of working through partnerships with government agencies as the team shape the Community Engagement remit. Undertake targeted partnership-based community engagement and capacity building activities with identified communities;
6. Produce briefings, minutes, reports and other documents related to consultation and community engagement activities;
7. Undertake research and analysis identifying trends and emerging issues to support the development of policy across Decision Support Services, and key projects and processes;
8. Participate in planning and evaluation activities related to public safety programs and activities undertaken by Bureau and with our partners;
9. During extreme weather events, contribute to activated operations processes, seamlessly connecting with the Communications Program. The Community Engagement Team is expected to undertake extended working hours as directed and reasonable, aligned to operational requirements within the Community Services Group;
10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct;

Eligibility

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 is desirable.

Notes

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

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

About the 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	Jude Scott, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Attorney-General's

Vacancy VN-0707120

Attorney-General's Department

Closing Date: Wednesday 29 June 2022

Employee Entitlement Safeguards and Policy

Job Title	Assistant Director – Budget and Finance Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,150 - \$130,375
Classification	Executive Level 1
Position Number	0136/22_IRG/EESP
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=7083468E-053A-E0C1-1BFE-C8A66F15958D>

To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement

Duties

Our Opportunity

Role and expectations of the successful candidate:

We are looking for a capable and highly motivated EL1 to join the Program Management Office as the lead of the Finance function of the Recovery and Litigation Branch. The successful applicant will be responsible for performing the following core duties:

- lead and support a team of financial officers and ensure the scheme's financial and management reporting obligations are complied with;
- manage accounts payable and receivable functions, including supporting a cloud-based invoice review platform;

- manage procurement of contractors, insolvency and legal services including AusTender reporting and equitable briefing targets;
- complete end of month activities including reconciliations and accrual journals;
- lead all aspects of administrative and departmental budget reporting;
- review regular and ad hoc data and reporting, and provide input to briefs and ministerial correspondence, ensuring information is conveyed in an informative, accurate and clear manner using plain English
- manage project work as required, including procuring and liaising with third party service providers to successfully deliver an outcome or work product
- build meaningful relationships with internal and external stakeholders about matters of mutual interest, including representing the department in diverse settings.

We are committed to providing a flexible, diverse and inclusive workplace. We are open to a range of flexible work arrangements including part-time, job-sharing, and flexible work hours.

Who are we looking for?

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Specific requirements of the role:

We are looking for applicants with the following attributes:

- Strong Excel and Financial Management skills, and/or an ability to quickly acquire knowledge of new IT systems;
- Well-developed numerical, analytical and problem solving skills;
- Strong attention to detail;
- An ability to produce quality work often within short timeframes while managing competing priorities;
- Ability to work effectively independently and as a part of a team, demonstrate initiative and actively contribute to continuous improvement;
- Strong interpersonal, written and oral communication skills; and organisational skills, the ability to prioritise; using initiative, judgement and integrity

Qualification in Finance/Accounting or prior experience in a similar finance related role is desirable but not essential.

Please refer to the AGD Performance Expectations for more detail.

The range and nature of work within the Attorney-General's Department requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an AGD employee, you will:

- be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- be supported by a range of active networks including the Indigenous Employee Network, the Celebrating Ability Network, the Women's Network, the Pride Network and the Cultural and Linguistically Diverse Network.

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#).

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner.

Other qualifications:

- Membership in Chartered Accountants Australia and New Zealand/ Certified Practising Accountants Australia and/or Australian Restructuring Insolvency and Turnaround Association desirable but not required.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

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

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

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Legal Services and Families • Integrity and International • Industrial Relations • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce which includes practitioners in policy development and implementation and program administration. The department also has a large contingent of practicing lawyers, particularly within the Australian Government Solicitor. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Kristina Durcinoski, 02 5122 4155
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=7083468E-053A-E0C1-1BFE-C8A66F15958D

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Attorney-General's

Vacancy VN-0707000

Australian Commission for Law Enforcement Integrity

Closing Date: Sunday 10 July 2022

Operations Southern Collections & Coordination

Job Title	Investigation Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$75,879 - \$80,460
Classification	APS Level 5
Position Number	1204_06/22
Agency Website	https://www.aclei.gov.au/acleis-role

Job Description

<https://aclei.nga.net.au/cp/>

The Australian Commission for Law Enforcement Integrity (ACLEI) is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

At ACLEI, we seek the very best. Attracting and supporting clever, innovative and committed people is essential to ensure ACLEI is well placed to undertake its critical work. We work in a complex and dynamic setting where exceptional judgement and an ability to achieve results are critical.

ACLEI is currently undergoing a process of organisational transformation to ensure we remain fit for purpose in an increasingly complex operating environment. In support of our transformation strategy, we are looking for outstanding individuals with the ability to lead, manage, cooperate and perform successfully across a wide range of corporate and operational functions.

A key focus of ACLEI's leadership culture is our understanding of, and commitment to, creating a diverse and inclusive environment to bring out the best in our people. You will find ACLEI to be a supportive and inclusive workplace.

Duties

The position of Investigations Support Officer reports to the Operational Coordination Officer, and will work within a small team responsible for supporting the Operations branches of ACLEI. The Operations branches are responsible for conducting complex and sensitive investigations into allegations of corruption in the Australian Government Law Enforcement agencies within ACLEI's jurisdiction. This position provides high level administrative support to the Operations branches by undertaking a range of administrative and operational activities to support the delivery of operational outcomes and the achievement of organisational objectives.

Key activities:

- Provide high level administrative support to the Operations Branch including calendar and inbox management, conducting searches on databases to support investigative activities, maintenance of registers and databases, and appropriate records management.
- Utilisation of databases - including the interrogation, input, collation and retrieval of data to support operational activity and reporting requirements.
- Ensure compliance with and assist in the development of policies, procedures, standards and guidelines.
- Provide secretariat support to the Operations Branches by recording of meeting minutes and actions, collating and distributing correspondence and papers for review.
- Undertake financial processing of invoices, procurement of operational equipment and services, facilitate provision of systems access to staff, and work with other areas of the agency to coordinate operational requirements including travel arrangements in accordance with mandated policies and procedures.
- Provide electronic monitoring support to the operational areas, including the monitoring and review of recorded material, the quality assurance of transcripts and the provision of basic transcription services.
- Assist with the ongoing review and update of operational Standard Operating Procedures, including any legislative changes and updates to best practice.
- Assist with the development and coordination of training and development packages for the Operations directorates including but not limited to Exhibit handling procedures, Search warrants procedures and the use of covert law enforcement powers.
- Assist with the coordination of operational requests for information to partner and jurisdictional agencies.
- Assist with the whole of agency coordination to develop the Integrity Commissioner's briefing papers for her regular Head of Agency meetings.

ACLEI is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. **Eligibility**

Employment with ACLEI is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- **Suitability Assessment** – a rigorous pre-employment character and integrity suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - a probation period will apply to any new ongoing APS employment engagement.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, with the inherent requirements of the position. **Notes**

We offer attractive rewards and benefits to eligible employees, including:
competitive rates of pay and 15.4% superannuation

- 14 weeks paid parental leave
- an additional 3 days paid leave between Christmas and New Year

- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements
- an option to purchase additional leave, up to 4 weeks per year
- access to salary sacrificing
- access to studies assistance.

ACLEI provides a service allowance of \$1,774 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working in ACLEI. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the Australian Commission for Law Enforcement Integrity

ACLEI is an agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting and preventing corrupt conduct, and investigating corruption issues, in prescribed Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold hearings, and ACLEI operations staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

To Apply

Position Contact	Tim Graham, 0439 949 561
Agency Recruitment Site	https://aclei.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0707136

Comcare

Closing Date: Thursday 07 July 2022

Corporate Group
People Property and Security Team

Job Title	People Adviser Recruitment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$71,456 - \$86,553
Classification	APS Level 4;APS Level 5
Position Number	0000
Agency Website	

Job Description

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

Duties

The People, Property and Security team is responsible for supporting the strategic direction of Comcare and enabling the organisation to respond effectively to current and future business needs, through strategic and effective frameworks, advice and processes. The team is comprised of the following sections: Performance and Employee Relations, Work Health and Safety, HR Systems and Reporting, Workforce Strategy, Security and Property.

People Advisers Recruitment play an integral role in delivering recruitment services and provide timely advice and support to Comcare staff and stakeholders on recruitment and selection, HR policies and processes in accordance with legislation, policies and procedures.

The roles would be suited to individuals who have strong organisational, communication and stakeholder management skills, and to effectively manage competing priorities.

Eligibility Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Nanette Duroux, 0262760380
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0707034

Fair Work Commission

Closing Date: Thursday 07 July 2022

Client Services Conciliations

Job Title	Conciliators
Job Type	Casual, Non-Ongoing
Location	Perth WA, Brisbane QLD, Melbourne VIC, Canberra ACT, Darwin NT, Sydney NSW, Adelaide SA, Hobart TAS
Salary	\$111,157 - \$120,294
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Team

The Conciliation team works within a framework consistent with the Fair Work Act 2009 (FW Act) and its delegated legislation, to conduct conciliations to assist parties to unfair dismissal applications explore whether agreement can be reached to resolve applications at an early stage. A subset of the team conduct conciliations to assist parties to general protections applications involving dismissal and anti-bullying applications explore the opportunity to resolve the dispute. Conciliations are largely conducted over the telephone.

Description of Role

Reporting to the Director of the Conciliators Team, conciliators are responsible for conducting conciliations of unfair dismissal, general protections involving dismissal and anti-bullying applications.

This recruitment process will establish a pool of conciliators to be engaged on a casual (hourly) basis to assist as required to deal with peaks in workflow. The hourly rate will be EL1.1 (plus a 25% casual loading). Due to the casual nature of the engagement, there will be periods of irregular work and/or work being available at short notice.

Duties

1. Be available at short notice to undertake conciliations.
2. Provide high level ADR services to the Australian community by conducting conciliation/mediation, primarily over the telephone.
3. Undertake pre conciliation preparation of matters.
4. Complete post conciliation activities including; preparing terms of settlement, taking preferences where matter is to proceed to arbitration, processing refunds and closing files.
5. Participate in regularly reviewing conciliation procedures and continuously improving processes.
6. Ensure the delivery of best practice conciliation including; reporting requirements and meeting deadlines.
7. Maintain specialist knowledge.
8. Submit accurate fortnightly timesheets for approval within 24 hours of the end of the cycle.
9. Perform other duties as directed by the Director, Conciliators.

Eligibility

The Fair Work Commission requires Australian citizenship as a condition of engagement.

Notes

This recruitment process is being used to create a pool of conciliators who will be engaged on a casual (hourly) basis to undertake conciliations at short notice.

A merit pool of suitable applicants will 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 casual vacancies.

The Commission values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment.

We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This information will be held in strict confidence.

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

About the 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 2017- 2020.

To Apply

Position Contact	Lynne Stapylton, (08) 8193 5560
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0707091

Fair Work Commission

Closing Date:Wednesday 06 July 2022

Registered Organisations and Evaluation
Communications, Legal and Organisations Enabling Services Group

Job Title	Assistant Director, Registered Organisations and Evaluation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$111,157 - \$120,294
Classification	Executive Level 1
Position Number	3914
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Assistant Director will lead the Registered Organisations Section in the provision of timely, accurate and appropriate advice to internal and external stakeholders. They will manage workflow across the team and monitor performance against key performance indicators and benchmarks. They will identify issues and trends impacting on performance and service delivery.

Informed by a deep understanding of the Commission's operating environment and strategic priorities, the Assistant Director will develop and implement improvements to business processes.

The Assistant Director will apply their knowledge and understanding of the relevant legislation to provide complex and strategic

advice on registered organisations matters.

They will provide leadership to team members, make decisions based on professional judgement and an understanding of risk, and work collaboratively to solve problems and improve outcomes. They will build and maintain strong relationships with key stakeholders, including representatives of registered organisations, Commission Members, and the Commission's leadership.

Duties

- Leading the Commission's work to provide accessible, consistent, and accurate information resources to employees, employers, and their representatives to ensure they can meaningfully engage with Commission services.
- Allocating incoming matters and other tasks across the team to achieve a fair and balanced workload. Developing and monitoring appropriate timeliness benchmarks to measure and drive performance across all matter types handled by the ROS.
- Enhancing the team's client focus, ensuring accurate and timely assistance is provided to stakeholders.
- Developing new reporting tools, including dashboards and ad-hoc reports to measure performance and identify opportunities for efficiency.
- Implementing digital solutions in line with the Commission's strategy, including a new lodgment process for permits.
- Providing advice on complex issues and reviewing recommendations, draft decisions, and other material.
- Building team capabilities by providing leadership to team members, setting the strategic direction of work priorities and managing performance and identifying opportunities to develop junior staff and improve performance, through mentoring, coaching, and training.
- Driving and leading the implementation of projects across a wide range of matters.
- Developing, monitoring and continually assessing Standard Operating Procedures for the team.
- Providing authoritative advice to the Director and Executive Director, across a wide range of matters.

Eligibility

The Fair Work Commission requires Australian citizenship as a condition of engagement.

Notes

This recruitment process is being used to fill an 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 up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

The Commission values workplace diversity and is committed to providing a kind, supportive, inclusive and respectful work environment.

We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This information will be held in strict confidence.

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

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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 2017- 2020.

To Apply

Position Contact	Patrick McCarthy, (03) 8650 0130
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0707105

Safe Work Australia

Closing Date: Thursday 07 July 2022

Office of the Deputy CEO People Strategies section

Job Title	Director, People Strategies
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	\$133,335 - \$159,827
Classification	Executive Level 2
Position Number	00012489
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

<https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies>

Safe Work Australia is looking for an experienced Human Resources (HR) Professional to lead our People Strategies section which provides end-to-end HR services and management for our agency of around 100 staff.

Duties

Your role

As Director, you will lead a small team that delivers HR support across the agency. This includes the delivery of operational HR support, the development and implementation of a range HR initiatives and strategies to build organisational capability and enable

our staff to deliver on agency priorities. As a strong people manager and leader, you will also provide opportunities for cross-skilling and development to strengthen the team's HR expertise.

The People Strategies section is responsible for:

- workplace relations, including pay and conditions (Payroll processing is outsourced)
- recruitment
- performance management and development
- diversity and inclusion
- HR metrics, analytics and workforce reporting/planning
- work health and safety
- performance and rehabilitation case management, and
- learning and development.

We are looking for enthusiastic and motivated candidates with strong and broad experience in all aspects of HR management who enjoy a fast-paced environment and variety in their work who:

- can establish and maintain positive relationships with agency staff and key internal and external stakeholders
- are highly organised and have a proven ability to work on multiple projects simultaneously, prioritise activities and deliver
- has excellent communication skills, can provide high-quality advice and maintain appropriate confidentiality, and
- have proven leadership and management capability and can successfully and can perform as an effective team member

At our agency, no two days are the same so the successful candidate must be agile, adaptable and responsive to changes in priorities. **Eligibility**

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

You must also be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) [website](#).

Notes

Education and experience

Tertiary qualifications in HR, accreditation as a HR Professional, and/or strong demonstrated experience in HR is highly desirable. Experience with SAP is also desirable.

Candidate should also be willing to complete Comcare training in relation to the Safety, Rehabilitation and Compensation Act 1988, Work, Health and Safety Act 2011 and Rehabilitation Case Management.

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

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths. Find out more about who we are and what we do.

To Apply

Position Contact	Phoebe Morrison, (02) 6218 4053
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Defence

Vacancy VN-0706662

Department of Defence

Closing Date: Thursday 07 July 2022

Capability Acquisition and Sustainment Group
Commercial

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	CASG/03227/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=366A8565-C271-C678-7E9E-C8A57E3AA0EF>

Duties

The Role

We are seeking applicants to join the Strategic Panels Program Management Office (SPPMO) Directorate. The position on offer provides an exciting opportunity in the contracting and procurement field. The successful candidate will be the operational level representative for the Commonwealth to both Defence and Industry stakeholders.

The SPPMO manages the following two Defence Standing Offer Panel Arrangements, the Major Service Provider (MSP) Arrangement and the Defence Support Services (DSS) Arrangement for the delivery of 'above the line' support services.

The successful candidate will be responsible for handling correspondence received via the SPPMO group email inboxes. They will ensure compliance checks are complete on incoming Request for Quotation Tasking Statements or Work Take On forms. There will be an opportunity to prepare SPPMO Panel correspondence, reports, contract change proposals and other documents as required. Some of the tasks that you may be involved in, includes:

- Responding to Commonwealth users and Industry questions and queries regarding the use of SPPMO panel arrangements, using the relevant communication system and approach.
- Assist in the preparation of reports and statistics regarding the use of SPPMO panel arrangements as required.
- Assist with the provision of advice in relation to procurement policy, legal, financial and other issues as applicable to panel and standing offer procurement activities.
- Liaise with staff and stakeholders to respond to moderately complex procurement enquiries.
- Build and sustain productive relationships with team members and actively participate in team work and group activities.
- Take the initiative to progress work to meet business objectives.

We are looking for a team-orientated person with a positive attitude to help boost our team capacity. You will interpret and provide commercial advice and support within the procurement and contracting field based on legislation, policy and procedures.

The SPPMO offers a rewarding working environment where you will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed.

About our Team

The SPPMO Directorate is part of the Non Materiel Procurement Branch within Capability Acquisition & Sustainment Group (CASG) Commercial Division.

The SPPMO manages the following two Defence Standing Offer Panel Arrangements for the delivery of 'above the line' support services for CASG. The Major Service Provider (MSP) Standing Offer has been implemented for support services for CASG. Unlike the Defence Support Services (DSS) Panel which is intended for short-term work, the DSS Panel is used by Defence and other Commonwealth Agencies.

Our Ideal Candidate

You will be a team player with sound interpersonal and verbal communication skills and the ability to liaise with a broad range of stakeholders, including APS, ADF and industry members.

You will also have sound communication skills and display an ability to learn rapidly and adapt quickly to changing situations. You will have the ability to understand already established principles, work practices and procedures.

Experience with the Commonwealth Procurement Framework is desired, however, not mandatory. We are looking for people with the aptitude to think strategically to enhance the achievement of contract management outcomes.

Finally, you will be comfortable and confident taking ownership of activities and leading tasks to completion and quality outcomes. **Eligibility**

Security Clearance:

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

Notes

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

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 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	Morgan Nash, 02 5109 8089
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=366A8565-C271-C678-7E9E-C8A57E3AA0EF

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Defence

Vacancy VN-0706666

Department of Defence

Closing Date: Thursday 14 July 2022

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/03198/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=33167BD8-7C31-1B5F-3AF4-C8A5802A91EB>

Duties

The Role

Within the Project Control function an APS6 Project Support Officer is accountable under broad direction to perform and achieve complex project work. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS6 Project Support Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed project technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

We have two positions available, with one in support of the Capability Acquisition & Sustainment Group (CASG) Cost Management section and the other position will support Risk Management for projects and products.

About our Team

Project Controls Services within CASG seeks to improve the current practice of project controls in CASG by:

- Providing leading practice policy and guidance on project controls across risk management, cost estimation, cost forecasting, schedule management and earned value management.
- Providing competent skilled resources for program, project and product delivery, across the project controls disciplines.
- Assisting the Project Manager to work with the Customer and the Capability Sponsor to jointly achieve the delivery and sustainment of Capability.

This is a challenging and dynamic work environment that will see the successful candidate setting direction for projects and products in regard to cost and risk management for CASG.

If you require further information please call the contact officer on the front of this Information Pack.

Our Ideal Candidate

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

1. Provide operational support to project management and facilitate administrative and coordination requirements within cost / risk management.
2. Accountable to lead the development and maintenance of project planning and processes in accordance with agreed procedures and performance standards.
3. Use experience to apply project management methodologies to administrative and technical activities.
4. Research, draft and prepare briefs, complex correspondence and reports including submissions for committee consideration.
5. Work collaboratively, operate as an effective team member and provide constructive feedback.
6. Engage with relevant stakeholders and understand their expectations and concerns.
7. Assess and adjust project management methodologies to comply with legislative, policy and regulatory frameworks.
8. Resolve problems using expertise, taking the initiative to identify alternative courses of action.

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>

About the Department of Defence

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To Apply

Position Contact	Kathika Liyanaarachchi, 0449 572 454
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33167BD8-7C31-1B5F-3AF4-C8A5802A91EB

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Defence

Vacancy VN-0706668

Department of Defence

Closing Date: Thursday 07 July 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	ILS Officer (Acq)
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/03243/22
Agency Website	

Duties

The Role

It's an exciting time to join Aerospace Explosive Ordnance Systems Program Office (AEOSPO) and work on Australia's most complex Defence capabilities. AEOSPO, within Explosive Materiel Branch, is seeking a professional, motivated and experienced APS6 Integrated Logistics Support (ILS) Officer to perform a broad range of logistics activities in a dynamic and exciting environment where we are introducing the latest technology to various aerospace projects and products.

The successful candidate will be expected to review design, develop logistics documentation and aid in the delivery of AEOSPO projects on behalf of Defence.

You will be required to:

- Identify and develop the Operational Concept and Logistics Support Concepts for Explosive Ordnance systems.
- Develop and implement Integrated Logistics Support Plans for acquiring and introducing Explosive Ordnance in to service.
- Think strategically to develop, implement and manage improvements to Integrated Logistics Support processes within the work area.
- Collaborate with a broad range of internal and external stakeholders.

About our Team

The Aerospace Explosive Ordnance System Program Office (AEOSPO) is a dynamic and diverse team responsible for acquisition, sustainment and maintenance of aerospace related explosive ordnance for the Australian Air Force, Army and Navy aviation units. Working within AEOSPO will provide you the opportunity to explore and exploit your talents whilst applying your management skills to complex tasks involving some of the world's newest military technologies developed in Australia.

AEOSPO provides a fair, flexible, safe and rewarding workplace with a focus on achieving outcomes, and is committed to investing in you by providing a range of learning and development programs to help you reach your full potential while enjoying experiences and opportunities that are not available in other organisations.

You will be joining a team of people from different backgrounds, who support each other and are committed to doing their best to achieve team goals. You will draw strength from a positive, optimistic and open-minded approach and will be able to work autonomously, but will value teamwork and the support of those around you.

Our Ideal Candidate

As an AEOSPO APS6 ILS Officer, you will exercise both initiative and judgment in applying the appropriate practices and procedures as required. Your communication and organisational skills in managing stakeholder engagement will be highly desirable for ensuring your stakeholders are intelligently informed in relation to complex issues.

We are seeking an enthusiastic and motivated individual to join our team, who is excited to work in a high tempo environment.

Our ideal candidate will have the:

1. Ability to work under limited direction, individually and managing a small team.
2. Experience in a broad range of Integrated Logistic Support elements, including training, facilities, maintenance, reliability and maintainability, configuration control and supply support.
3. Aptitude to determine and assess alternatives solutions, in the development and implementation of Integrated Logistics Support Concepts, and Plans.
4. Capacity to think strategically, and identify risks and opportunities across multiple projects.

5. Skill to communicate effectively informing and influencing the decision making of Project Managers and other senior staff.

Eligibility

Security:

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

Notes

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

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To Apply

Position Contact	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1A1A639-2E9B-5F13-C6BB-C8A5815256DE

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Defence

Vacancy VN-0706694

Department of Defence

Closing Date: Wednesday 06 July 2022

Capability Acquisition and Sustainment Group
Commercial

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/03062/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5B59F339-196E-5E87-A1B8-C8A5B9F50FF5>

Duties

Your Role

Do you want to develop and grow your commercial, contracting and procurement skills?

Do you want to challenge yourself across some of the most complex and challenging acquisition and sustainment projects in Australia, if not the world? Do you want to take your career to the next level?

If so, a role within Materiel Procurement Branch (MPB) in the Department of Defence could be the right opportunity for you.

MPB as part of Defence Commercial Division is seeking applications from talented commercial, contracting and procurement practitioners who can drive innovative commercial outcomes across a wide range of major Australian Defence Force (ADF) capability acquisition and sustainment projects. Nowhere else in Defence can you get the huge breadth and diversity of complex commercial, contracting and procurement activities.

MPB delivers quality commercial, contracting and procurement leadership and support across all major capital acquisition and sustainment products within the Department of Defence. The high performing team delivers quality commercial outcomes across the Defence capability lifecycle including development of commercial and acquisition strategies, delivering procurement processes (including approach to market documentation development, evaluation, negotiation and probity support) as well as commercial and contract management support.

As a Contracting Officer within MPB you will be supporting the provision of commercial, contracting and procurement advice and support into commercial strategies, development of Approach to Market documentation, conduct of procurements, including evaluation, negotiation and probity support as well as commercial support in relation to contract management issues and risks. In addition, you will be assisting with the coordination and management of specialist advice including legal, financial and AIC.

You will be responsible for contributing to a high performing team, supporting productive relationships with stakeholders and clients, communicating effectively and supporting commercial outcomes that comply with Commonwealth Government legislation and policy requirements.

You will have access to a range of professionalisation opportunities to help enhance your skills, leadership and expertise.

Our Team

MPB delivers commercial, contracting and procurement solutions and expertise for the acquisition and sustainment of materiel for the ADF which enables Defence to meet its strategic objectives, maximise value for money for taxpayers and meet legislative and mandatory policy requirements. We support a huge range of complex projects and products across Defence.

We work across a number of Program Offices at Edinburgh Defence Precinct.

We offer a career pathway with comprehensive professionalisation and skilling programs to support your development and career. We offer an ability to work with visionary and experienced commercial specialists.

We offer a generous remuneration package including 15.4% employer superannuation contributions, conditions of service, flexible working arrangements and leave entitlements.

If you are looking to start your Defence commercial journey, or are an experienced commercial professional, apply now to create your new career pathway within MPB and the Commercial Division.

Our Ideal Candidate

MPB is seeking dedicated commercial, contracting and procurement professionals who enjoy supporting challenging and highly complex commercial activities and are:

- Highly motivated and solutions focused;
- Able to manage themselves and support a team of integrated professionals to achieve results;
- Able to think critically, is an active listener and is an effective communicator;
- Able to work in a collaborative team environment and achieve shared objectives;
- Willing to challenge the traditional ways of doing business;
- Trustworthy, transparent and possesses the highest level of integrity;
- Confident when engaging with a range of stakeholders;
- Passionate about ongoing self-improvement and professional development.

If you enjoy a challenge, are high performing, enjoy collaborating in an integrated team environment and want to develop and enhance your commercial skills, this is the job for you!

Eligibility

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

Notes

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About the Department of Defence

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To Apply

Position Contact	Adam Costantini, 0448 359 433
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5B59F339-196E-5E87-A1B8-C8A5B9F50FF5

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Department of Defence

Closing Date: Wednesday 06 July 2022

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Special Program Coordination Office Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	ADFHQ/03093/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=84AAAA17-E494-93CA-A616-C8A5BB805DD5>

Duties

The Role

If you are looking for a challenging career at the leading edge of technology, then a role in the Department of Defence's Advanced Capabilities team is the opportunity for you to report to the Special Programs Director, the SPCO Admin Officer is accountable under broad direction to manage the administration of advanced capability programs. The SPCO Admin Officer will exercise a key role in the secretariat and operational support of these programs. They will support the team and contribute to policy development.

The SPCO Admin Officer will support complex or sensitive projects that impact on outcomes for Defence. They will engage with stakeholders, including internationally, in the continual improvement of support for these outcomes. This positions will supervise APS staff and will be required to exercise people management skills and knowledge to develop and lead a high performing team.

The candidate must have or be able to obtain and maintain a Top Secret Positive Vet security Clearance. Negative Vetting 2 candidates may be considered if they are assessed as able to obtain a Positive Vetting security clearance in a reasonable time-frame.

About our Team

As part of the Advanced Capabilities team, you will work in a technically challenging, professional environment with dedicated team mates. You will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements. Defence provides a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions

Our Ideal Candidate

The successful candidate will be highly organised and be able to work both within a small team and independently, exhibiting a high level of initiative and drive. The successful candidate will be able to demonstrate administrative, policy and coordination skills in a complex program environment. To be successful you will demonstrate the following:

- Experience in secretariat responsibilities for senior committees
- Ability to develop policy, reports and recommendations for senior management
- Experience providing administrative support to complex, technical projects
- Ability to develop and maintain a wide stakeholder network

Eligibility

Security Clearance Positive Vetting:

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	Bob Hutchinson, 02 5108 0642
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=84AAAA17-E494-93CA-A616-C8A5BB805DD5

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Defence

Vacancy VN-0706720

Department of Defence

Closing Date: Wednesday 13 July 2022

Australian Defence Force Head Quarters
Vice Chief Defence Force Executive

Job Title	Emerging Technology Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	ADFHQ/03314/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A0227486-772F-13B5-9C8E-C8A5BCB07F38>

Duties

The Role

The Advanced Warfighting Program has a rewarding and challenging role for an Emerging Technology Capability Analyst, where you will identify, explore, analyse and inform Defence's response to complex, emerging and disruptive threats and technologies that are likely to impact the Joint Force. You will collaborate closely with the Services, Defence scientists and intelligence partners to explore novel concepts and cutting edge technologies to better understand and coordinate Defence response options.

In undertaking this role, you are expected to develop and maintain an extensive stakeholder network within Defence, across the Whole of Government and with allies and international partners. As a Capability Analyst you will also brief senior Defence executives and prepare advice and recommendations for key committees, including the Strategic Command Group chaired by the Chief of the Defence Force. You will gain a strong understanding of the Defence strategic environment and the capability lifecycle.

About our Team

As part of the Advanced Warfighting Program, in the Advanced and Strategic Capabilities Branch, you will join a professional integrated workforce to drive advanced capabilities outcomes for Defence. Our team consists of dedicated military personnel, project managers, scientists, engineers and security professionals who enable the identification, development and employment of a wide range of advanced capabilities for the Australian Defence Force (ADF).

You will enjoy working in a dynamic team environment, engaging with diverse stakeholders and using initiative to solve novel challenges. We work closely with DST Group, Navy, Army and Air Force, other Defence Groups, our Allies, and our academia and industry partners to deliver a variety of complex programs for Defence. This is an opportunity to be involved in shaping the future direction of Defence and Australian advanced warfighting capabilities.

As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%). Further information on Defence employees' working conditions can be sourced from the 'Employment Agreement' section of this information pack.

Our Ideal Candidate

As the ideal candidate you have the passion and ability to apply your emerging technology interests, strategic and critical thinking and communications skills to collaboratively solve challenges that inform Defence's future. Your technical knowledge and desire to innovate will drive you to investigate novel concepts, methods and solutions. You will actively contribute your perspective and challenge assumptions in a respectful manner, within a collaborative team culture.

To succeed in this role applicants must demonstrate:

- Excellent strategic thinking, analytical skills;
- Strong teamwork and stakeholder engagement skills;
- Practised leadership and people skills;
- Sound judgement;
- Excellent written and verbal communication skills.

Qualifications or experience in science, technology, engineering or mathematics will be highly regarded. **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	Mr Julian Henschke, 0251086089
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A0227486-772F-13B5-9C8E-C8A5BCB07F38

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Defence

Vacancy VN-0706732

Department of Defence

Closing Date: Thursday 07 July 2022

Defence People Group
People Policy & Culture

Job Title	HR Officer – Indigenous Affairs – Affirmative Measures
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/03096/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A76DB1EC-9FB4-DAA5-C356-C8A5F38F3B3B>

Duties

Your Role

Are you passionate about Indigenous matters? As an HR Officer in the Directorate of Culture and People Development Strategy, you will support the enterprise Indigenous strategies and initiatives that underpin Defence's commitment to the National Agreement on Closing the Gap. You will work within and across teams on strategic planning, stakeholder engagement, communication and project delivery of all aspects of the organisational strategy lifecycle, from research and development through to monitoring, evaluation and closure.

Our Team

Culture and People Development Branch within Defence People Group is a dynamic and fast-paced strategy, policy and service delivery environment. Our mission is to set the strategic direction for cultural reform across the enterprise by embedding values and behaviours, building inclusivity, and attracting and developing talent. We work using agile methodologies to boost productivity, manage complexity and amplify learning. We believe in fostering a culture that is safe, supportive and focused on helping each other achieve outcomes that support Defence capability.

Our Ideal Candidate

Your strengths and attributes will include:

- Strong understanding of issues affecting Aboriginal and Torres Strait Islander people today.
- Strong research and analysis skills
- High levels of attention to detail
- Great people skills that you use to build productive relationships within and across teams
- Superior written and verbal communication skills
- Organisation and time management skills
- Ability to quickly reprioritise work according to changing priorities
- Sound judgment
- Thinking outside of the square
- Commitment to continuous improvement.

On a day-to-day basis, you will:

- Contribute your knowledge and experience in Indigenous matters
- Be prepared to support other priorities, regardless of expertise or familiarity
- Develop measurable strategic objectives to be achieved through practical initiatives
- Build and manage the schedules of team projects
- Work with team members to collect data and monitor the progress and effectiveness of strategies

- Participate in formal and informal discussions with colleagues, subject matter experts and counterparts within and external to Defence
- Draw links from information gathered to inform and adapt current and future strategies
- Move between different bodies of work to support team and branch priorities
- Draft communication products, including talking points, online articles and briefs
- Support quality assurance and project management activities.

Eligibility

Indigenous Employment: Aboriginal and Torres Strait Islander applicants (Affirmative Measure vacancy)

Security Clearance

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

Notes

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

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

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To Apply

Position Contact	Sarah Hegarty, 02 5109 5283
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A76DB1EC-9FB4-DAA5-C356-C8A5F38F3B3B

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Department of Defence

Closing Date: Monday 01 August 2022

Security and Estate Group
Infrastructure Division

Job Title	Estate Financial Planning Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	SEG/01045/22-1
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E862D039-FE1E-949D-E326-C8A5F61B3830>

Duties

The Role

Within the Estate Planning function an EL1 Estate Financial Planning Manager is accountable under broad direction to undertake complex to very complex estate investment planning work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. They will have experience and comprehensive knowledge of the investment planning discipline and will be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that discipline.

An EL1 Estate Financial Planning Manager 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 investment planning function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Estate Financial Planning Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that aligns with the strategic objectives and communicate expected outcomes.

An EL1 Estate Financial Planning Manager 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. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

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.

About our Team

Estate Planning Branch looks after strategic planning in order to provide an affordable, safe, sustainable and strategically aligned estate to enable Defence capability and operations. Estate Planning activities include development of policy, managing the Enterprise Estate and Infrastructure Program (EEIP), maintenance and leasing, base redevelopment planning, managing relationships with Local, State & Federal planning authorities, aircraft noise assessment, airfield encroachment protection & Training Area Policy.

Our Ideal Candidate

We are looking for people that can work under limited or broad direction to perform and achieve complex to very complex estate planning, administrative and research work within an integrated workforce. We seek people that deliver quality and timely work

outcomes, take independent action and have good teamwork and stakeholder management skills.

The ideal applicant will exercise good judgement, demonstrate initiative and have a focus on continuous improvement. You will have excellent written and oral communication skills and an ability to respond flexibly and positively to change. We seek people that may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. You will be on a journey of ongoing self-improvement and professional development.

Eligibility

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

Notes

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

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To Apply

Position Contact	Chloe Rajak, please contact via email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E862D039-FE1E-949D-E326-C8A5F61B3830

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Defence

Vacancy VN-0706841

Department of Defence

Closing Date: Thursday 21 July 2022

Defence Science and Technology Group
Maritime Division

Job Title	Combat System Architecture Specialist
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/02266/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=17845D1A-780A-79ED-90A8-C8A632F46533>

Duties

The Role

We are seeking a talented engineer or scientist with a background in computer systems engineering, computer science, software engineering, mechatronics, or similar. You will be invited to join our welcoming, diverse team in HMAS Stirling, Western Australia and work on innovative solutions to complex science and technology problems in Submarine Combat System architecture and integration.

Australia is embarking on an unprecedented ship building program. It requires the integration of sophisticated systems from across Australia and our global partners to create highly effective naval combat systems for Defence, and continuous research and integration to keep those combat systems at the cutting edge. DSTG's growing team of Combat Systems Engineers and Scientists will play a critical role in the success of this program, transforming the way new capabilities are transitioned from scientific concepts into Defence capability.

As a Combat System Architecture Specialist, you will develop trusted relationships with Australian Defence Force (ADF) members, Defence industry and academic researchers to deliver advice and innovative solutions to improve combat systems capability. You will seek training opportunities to develop your knowledge of combat systems and the military domain. You will work as part of a small team of engineers and scientists who are responsible for activities such as:

- Building detailed knowledge of Australia's submarine combat system architectures, elements, functions and behaviours.
- Analysing combat system designs to identify and characterise solutions to architecture and integration issues, including network, software, and systems integration issues.
- Shaping and conducting research into future technologies and concepts for combat systems' software, communications and information-management capabilities, and the socio-technical processes to develop and manage them.
- Demonstrating how to integrate advanced capabilities such as robotic and autonomous systems, artificial intelligence, multi-function sensors, software defined networks, adaptive cloud architectures, data analytics, space systems and cyber defences into submarine combat systems, through the development and trialling of integrated prototypes.
- Developing open systems architectures for distributed systems of combat systems to support integration of Australia's maritime platforms into the Defence force.
- Delivering verbal and written reports on analysis, research and trials to inform development and acquisition decision making.

About our Team

Our team provides Science and Technology (S&T) supporting an Armaments Cooperative Program (ACP) for the development of the Submarine Combat Control System (SCCS) used by both the Royal Australian and United States navies.

The Commonwealth of Australia (CoA) and United States of America (USA) initially established the ACP with the signing of a Memorandum of Understanding (MoU) in 2004, and subsequently extended the MoU in 2009 and again in 2019. Both countries contribute to the ongoing development of the SCCS through system upgrades involving Technology Insertions (TIs) in even years and Advanced Processor Builds (APBs) in odd years. Our S&T program includes:

- Researching and developing next generation SCCS architectures to facilitate rapid reconfiguration based on mission profiles and resource availability. This research effort aims to improve SCCS stability and configurability, two key drivers for the RAN, by generating significant space, weight, power, and cooling savings and enabling the separation of hardware and software.
- Researching and developing standard systems of measurement to provide robust and repeatable methods for assessing SCCS capability. This research effort aims to improve our understanding of the SCCS capability in an Australian context by objectively assessing the impact of SCCS performance on outcomes like building a tactical picture, remaining safe and undetected, and prosecuting a target.
- Researching and developing innovative SCCS algorithms and Operator Machine Interfaces (OMIs) to automate tasks to reduce operator workload and enhance situational awareness.

Our Ideal Candidate

We are looking for talented people who like solving problems, working collaboratively, learning new skills and knowledge, and want to deliver results for Defence.

Our ideal candidates are self-motivated, show initiative, strive to understand how their work aligns with Defence outcomes and enjoy working in a multi-disciplinary team to achieve those outcomes. They will have demonstrable experience in one or more of the following areas:

1. Linux usage and administration.
2. Cloud computing technologies:
 - Infrastructure, Platform and Software as a Service.
 - Virtualisation and software containers.
3. Software development:
 - Modern DevOps tools and processes.
 - Modern programming languages.
 - Service-based architectures.
4. Complex Information Technology systems:
 - Storage, network, server and middleware architectures.
 - Physical and virtual/software-defined architectures.
 - Combat or other military systems.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Damion Glassborow, 08 9580 9070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17845D1A-780A-79ED-90A8-C8A632F46533

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Defence

Vacancy VN-0706844

Department of Defence

Closing Date: Thursday 21 July 2022

Defence Science and Technology Group
Maritime Division

Job Title	Combat System Architecture Specialist
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$106,074 - \$119,651
Classification	
Position Number	DSTG/02266/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=17845D1A-780A-79ED-90A8-C8A632F46533>

Duties

The Role

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- Shaping and conducting research into future technologies and concepts for combat systems' software, communications and information-management capabilities, and the socio-technical processes to develop and manage them.
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 - Virtualisation and software containers.
3. Software development:
 - Modern DevOps tools and processes.
 - Modern programming languages.
 - Service-based architectures.
4. Complex Information Technology systems:
 - Storage, network, server and middleware architectures.
 - Physical and virtual/software-defined architectures.
 - Combat or other military systems

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Damion Glassborow, 08 9580 9070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17845D1A-780A-79ED-90A8-C8A632F46533

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Defence

Vacancy VN-0706848

Department of Defence

Closing Date: Thursday 21 July 2022

Defence Science and Technology Group
Maritime Division

Job Title	Combat System Analyst
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/02268/22
Agency Website	

Duties

The Role

We are seeking a talented engineer or scientist with a background in computational science, data science, or similar. You will be invited to join our welcoming, diverse team in HMAS Stirling, Western Australia, and work on innovative solutions to complex science and technology problems in Submarine Combat System performance and development.

Australia is embarking on an unprecedented ship building program. It requires the integration of sophisticated systems from across Australia and our global partners to create highly effective naval combat systems for Defence, and continuous research and integration to keep those combat systems at the cutting edge. DSTG's growing team of Combat Systems Engineers and Scientists will play a critical role in the success of this program, transforming the way new capabilities are transitioned from scientific concepts into Defence capability.

As a Combat System Analyst, you will develop trusted relationships with Australian Defence Force (ADF) members, Defence industry and academic researchers to deliver advice and innovative solutions to improve combat systems capability. You will seek training opportunities to develop your knowledge of combat systems and the military domain. You will work as part of a small team of engineers and scientists who are responsible for activities such as:

- Building detailed knowledge of Australia's submarine combat system architectures, elements, functions and behaviours.
- Designing experiments to assess combat system capability.
- Developing algorithms and Machine Learning models to automate tasks to reduce operator workload.
- Developing Extended Reality (i.e. Augmented Reality, Mixed Reality and Virtual Reality) prototypes to investigate future combat system Operator Machine Interfaces (OMIs) to enhance situational awareness.
- Delivering verbal and written reports on analysis, research and trials to inform development and acquisition decisions.

About our Team

Our team provides Science and Technology (S&T) supporting an Armaments Cooperative Program (ACP) for the development of the Submarine Combat Control System (SCCS) used by both the Royal Australian and United States navies. The Commonwealth of Australia (CoA) and United States of America (USA) initially established the ACP with the signing of a Memorandum of Understanding (MoU) in 2004, and subsequently extended the MoU in 2009 and again in 2019.

Both countries contribute to the ongoing development of the SCCS through system upgrades involving Technology Insertions (TIs) in even years and Advanced Processor Builds (APBs) in odd years.

Our S&T program includes:

- Researching and developing next generation SCCS architectures to facilitate rapid reconfiguration based on mission profiles and resource availability. This research effort aims to improve SCCS stability and configurability, two key drivers for the RAN, by generating significant space, weight, power, and cooling savings and enabling the separation of hardware and software.
- Researching and developing standard systems of measurement to provide robust and repeatable methods for assessing SCCS capability. This research effort aims to improve our understanding of the SCCS capability in an Australian context by objectively assessing the impact of SCCS performance on outcomes like building a tactical picture, remaining safe and undetected, and prosecuting a target.
- Researching and developing innovative SCCS algorithms and Operator Machine Interfaces (OMIs) to automate tasks to reduce operator workload and enhance situational awareness.

Our Ideal Candidate

We are looking for talented people who like solving problems, working collaboratively, learning new skills and knowledge, and want to deliver results for Defence.

Our ideal candidates are self-motivated, show initiative, strive to understand how their work aligns with Defence outcomes and enjoy working in a multi-disciplinary team to achieve those outcomes. They will have demonstrable experience in one or more of the following areas:

- Design of Experiments,
- Machine Learning,
- Extended Reality, or
- Modelling, and simulation.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Damion Glassborow, 08 9580 9070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=663F99C7-38E5-BB67-723E-C8A6335DBB7E

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Department of Defence

Closing Date: Thursday 21 July 2022

Defence Science and Technology Group
Maritime Division

Job Title	Combat System Analyst
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$106,074 - \$119,651
Classification	
Position Number	DSTG/02268/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=663F99C7-38E5-BB67-723E-C8A6335DBB7E>

Duties

The Role

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Our Ideal Candidate

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- Design of Experiments,
- Machine Learning,
- Extended Reality, or
- Modelling, and simulation.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Damion Glassborow, 08 9580 9070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=663F99C7-38E5-BB67-723E-C8A6335DBB7E

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Defence

Vacancy VN-0706905

Department of Defence

Closing Date: Thursday 07 July 2022

Chief Information Officer Group
ICT Operations Division

Job Title	APS 6 - Deputy Director Information Sharing Capability Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CIOG/03381/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=73C5F467-69CC-A408-F2E4-C8A66DED998C>

Duties

The Role

The Deputy Director Information Sharing Capability Coordination (DDISCC) is responsible for coordination and management of projects and activities towards multinational information sharing (MNIS) services, including those delivered by CIOG through gateways, special purpose MNIS networks and network enclaves.

The successful candidate assists in ensuring Defence Chief Information Officer Group (CIOG) compliance with international agreements for networks connected to and/or owned by international partners.

The position is responsible for coordination of activities, plus development of timely response to sustainment, operational and change requirements to ensure Australia fulfils its obligations and commitments with international counterparts.

The position capitalises on or develops specialist knowledge and experience to support extensive stakeholder engagement, planning and resourcing of priority information sharing initiatives derived from CIOG-led partnerships and relationships. Forums and partnerships include the 5 Eyes Combined Communications-Electronics Board (CCEB) Pegasus program, NATO Federated

Mission Networking (FMN) and Mission Partner Environment (MPE) coalition networking frameworks.

About our Team

Within the Chief Information Officer Group (CIOG), the Directorate of Multinational Relations and Interoperability (DMRI) is a small team of people organised into bilateral, multilateral and information sharing systems coordination and management teams. A key feature of the team effort is to strengthen our support for transformational ICT interoperability programs, such as the Combined Communications Electronics Board (CCEB) arrangements, and actively drive the CIOG contribution to agreed international work programs.

We offer a clear set of expectations on your contribution to our team, CIOG, and Defence, and the autonomy and support to get on and do that well. We need you to be able to think strategically, with strong communication skills that can establish and maintain productive national and international working relationships.

The position capitalises on specialist knowledge and experience to support extensive stakeholder engagement, planning and resourcing of priority information sharing initiatives towards allied and coalition interoperability objectives.

Our Ideal Candidate

- Ability to work with diverse stakeholders to meet and exceed their expectations.
- Work well with other team members, sharing responsibilities to deliver key outcomes.
- A proven capacity to coordinate complex work programs to deliver results on time.
- Ability to understand stakeholder requirements, then translate that into action, while aligning towards current or future work activities.
- Ability to interpret internal data and effectively report on team activities towards stakeholders across varying levels.
- Strong ability to effectively utilise the Microsoft suite of office productivity applications (Word, Excel, PowerPoint) is essential. Experience with Visio, Project, SharePoint and Teams/Planner would be an advantage.
- Excellent interpersonal, written and oral communication skills.
- Comfortable working in a small team dynamic within an international engagement environment that may require occasional international travel and earlier starts to facilitate international video teleconferences.
- Relevant experience in ICT system and service management.
- Ability to obtain and maintain a Negative Vetting 1 clearance.

Eligibility

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	John Grant, 0423127258
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73C5F467-69CC-A408-F2E4-C8A66DED998C

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Defence

Vacancy VN-0706927

Department of Defence

Closing Date: Thursday 07 July 2022

Defence Finance Group
Financial Performance & Management

Job Title	Finance Analyst
Job Type	Full-Time, Ongoing
Location	Garden Island NSW, Henderson WA, Rockingham WA, Sydney NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	DFG/03109/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5043B1E1-ED0B-C70E-D06D-C8A71E5DAC0A>

Duties

The Role

Defence Finance Group (DFG) is seeking experienced and enthusiastic finance professionals to join the Fleet & Maritime finance team at Garden Island in Sydney, NSW and in Rockingham, WA for current and future vacancies. In this role, you will work independently, undertaking a range of financial tasks and activities, including the provision of financial data analysis, identification of financial risks and opportunities, and developing a sound understanding of cost drivers and impacts on capability achievement. Some of the key duties of this role are:

- Provide financial management support, assist with budget preparation and financial performance monitoring and reporting in accordance with Defence objectives.
- Understand and provide advice on Defence and government financial management matters.
- Apply financial management knowledge and undertake objective and systematic analysis to draw accurate conclusions based on evidence.

- Build and sustain effective relationships with team members and stakeholders, and actively participate in team work and group activities.

About our Team

Navy Finance Branch, within the Financial Performance & Management Division (FPM) provides financial advice and analysis to the Chief of Navy, the Commander of the Australian Fleet, their leadership team and to the leadership team of the Maritime Domain within Capability, Acquisition and Sustainment Group (CASG). The team are mostly co-located with stakeholders, providing financial services in support of the sustainment and operating budgets for:

- Fleet Command; and
- Maritime Systems Division

The team work collaboratively with internal and external stakeholders across the organisation and are dedicated to the provision of high quality financial services.

Our Ideal Candidate

Do you like the idea of a role that combines a passion for finance and numbers with people? Our ideal candidate will have commenced a career in accounting/finance related fields 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 are naturally suited to explaining complex financial information to a broad range of stakeholders.

You enjoy learning about the people and business areas you support, are committed to learning and enjoy using technology to enable smarter, more efficient ways of working. Other competencies we are targeting include:

- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- Strong problem-solving skills, with an analytical and flexible approach.
- Ability to influence with strong written and verbal communication across a broad variety of stakeholders/financial literacy levels.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mandy Taylor, 02 4449 2945
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5043B1E1-ED0B-C70E-D06D-C8A71E5DAC0A

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Defence

Vacancy VN-0706937

Department of Defence

Closing Date: Sunday 10 July 2022

Joint Capabilities Group
Australian Civil-Military Centre

Job Title	Executive Director Australian Civil Military Centre
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Queanbeyan NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	JCG/04158/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8D6B066D-375D-1619-D228-C8A71EB5E827>

Duties

Introduction

The Australian Civil-Military Centre (ACMC) is an Australian Government initiative. ACMC's mission is to support the development of national civil-military-police capabilities to prevent, prepare for and respond more effectively to conflicts overseas and disasters domestically and overseas.

The ACMC promotes best practice civil-military-police collaboration and engagement in conflict and disaster management, using a multiagency approach. The ACMC is a small, dynamic organisation drawing staff from a number of Australian Government departments and agencies (Defence, Foreign Affairs and Trade, Home Affairs- Emergency Management Australia, and the Australian Federal Police), as well as the New Zealand Government, and the Non-Government sector through the Australian Council for International Development (ACFID).

Applying a collaborative approach and working with partner governments, the United Nations, international organisations, regional bodies and other stakeholders, the APMC seeks to improve national and regional civil-military-police capacity to respond to conflict and disaster management internationally and domestically, through education, engagement and collaboration, supporting related research and sharing best practices.

Your Role

The Executive Director, Australian Civilian Military Centre (ACMC), will be expected to:

- Develop, foster and promote a multiagency approach to deliver on the APMC value proposition and ensure Partner and/or Stakeholder satisfaction on the quality and alignment of the Australian Civil-Military Centre's outputs;
- Lead and manage the APMC's three Directorates, embedded staff from Australian Government Departments and New Zealand, and AFCID to promote effective and efficient civil-military-police coordination for overseas and domestic operations;
- Engage and assist Australian Government agencies to ensure Australia's civil-military-police effectiveness in conflict and disaster management;
- Promote effective civil-military-police interaction in conflict and disaster management, particularly in the thematic areas of:
 - o peace and stabilisation operations;
 - o conflict prevention;
 - o protection of civilians;
 - o women, peace and security;
 - o governance and rule of law;
 - o humanitarian and recovery initiatives; and
 - o disaster response and mitigation.
- Develop cooperative relationships with key Australian and international organisations (including relevant UN agencies, international militaries and peacekeeping centres, tertiary institutions, think-tanks, non-government organisations and the commercial sector) to identify and promote best practise on civil-military-police issues; and
- Direct and manage activities such as the delivery of a Whole of Government Lessons Framework, facilitating interagency participation in military exercises and contributing to advancing the Australian Governments civil-military-police interaction.

Eligibility

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

Engagement may be negotiated on an ongoing or non-ongoing basis. A Merit Pool of highly suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

To discuss the requirements of these positions, after first reviewing the selection documentation, please contact CAPT - RAN Grant O'Loughlan on 02 4449 3074 or via grant.oloughlan@defence.gov.au.

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management at DSOM@defence.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>

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To Apply

Position Contact	CAPT - RAN Grant O'Loughlan, 02 4449 3074
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D6B066D-375D-1619-D228-C8A71EB5E827

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Health

Vacancy VN-0707102

Australian Institute of Health and Welfare

Closing Date: Wednesday 06 July 2022

Data Governance Group
Ethics, Privacy and Legal Unit

Job Title	APS6 Governance and Policy Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$87,869 - \$97,137
Classification	APS Level 6
Position Number	078_06/22
Agency Website	

Job Description

<https://aihwcareers.nga.net.au/cp/>

Data Governance Group

The Data Governance Group oversees the Institute's data governance and some elements of its corporate governance as well as developing and managing a number of data collections. The functions of the group are to:

- Support the AIHW Ethics Committee and oversee the policies and frameworks that protect the confidentiality and privacy of the Institute's data holdings as well as providing legal advice to the Institute.
- Lead the Institute's engagement with ministers and senior health officials regarding national health data and information strategies, including by supporting the Strategic Committee on National Health Information.

- Provide expert assistance to develop and maintain national health and welfare metadata, including managing the national metadata repository, METEOR, and being the Australian Collaborating Centre for the World Health Organisation Family of International Classifications.
- Support the AIHW Board and key internal executive committees as well as overseeing the development of and performance against the Institute's Strategic Directions.
- Provide support, technical advice and training to the Institute's staff in key areas of specialist expertise such as statistics, data analysis, geospatial analysis, and data visualisation, and in key tools, such as SAS, ESRI, Python, R, Validata and Spyder.
- Work with the Department of Health and the Australian Digital Health Agency to develop the governance arrangements and analytical infrastructure to support the use of My Health Record data for public health and research as well as lead the data quality assessment, preparation, and custodianship of that data.
- Create a National Primary Health Care Information System comprising a National Primary Health Care Data Collection and the governance, standards, infrastructure, and reporting arrangements for primary health care data.
- Act as national custodian of the PIP Eligible Data Set and report the data yearly.
- Oversee the Institute's information management and library services.

Ethics, Privacy and Legal Unit

The Ethics, Privacy and Legal Unit supports the activities of the AIHW by:

- Coordinating key Institute data governance activities
- Ensuring the Institute's compliance with the Privacy Act 1988 (Cth) and Privacy (Australian Government Agencies — Governance) APP Code 2017
- Providing secretariat, policy and governance support to the AIHW Ethics Committee
- Meeting AIHW's Freedom of Information requirements
- Providing legal advice and legal services to the Institute

Position Description

The Data Governance Group is looking for an enthusiastic person with strong organisational, communication and project management skills to support the Institute's data governance and privacy functions.

You will assist with a range of data governance tasks and briefings. These include managing the AIHW Data Catalogue, assisting privacy activities and functions and providing support to the AIHW's Data Governance Committee and Data Custodian Forum. **Duties**

To be successful in this role, you will have excellent attention to detail, strong communication and organisational skills, and fundamental IT skills.

Under general direction you will:

- Liaise with internal data custodians to maintain the AIHW data catalogue and related information published on the AIHW website.
- Provide secretariat support to the AIHW Data Governance Committee (DGC): schedule meetings, prepare agendas, prepare meeting papers and minutes, and report DGC activities to the Executive Committee.
- Assist with the unit's privacy-related functions by coordinating AIHW's annual Privacy Awareness Week activities and preparing other training events and associated materials, assisting the review of relevant policies and guidelines, and maintaining registers.
- Assist with planning and facilitating data custodian forums.

- Support data collection monitoring and audit activities.
- Manage AIHW staff access to microdata.
- Update the Ethics Privacy and Legal Unit's intranet pages and respond to stakeholder queries.
- Work collaboratively as part of the unit, including contributing to unit priorities, objectives and deliverables.

Eligibility

Our ideal candidate will have most or all the following skills and knowledge:

1. Demonstrated organisational skills including the ability to prioritise one's workload, meet deadlines and identify and escalate issues when required.
2. Excellent written and verbal communication skill, including the ability to communicate with a range of stakeholders in person, in writing and online.
3. Experience in providing project and secretariat support including preparing briefs, coordinating meetings and taking minutes.
4. Competency in Microsoft Office programs and ability to quickly acquire proficiency of IT programs such as SharePoint, TechOne and other document sharing and communication platforms (experience in using M365 and its applications will be highly regarded).
5. Familiarity with entities' responsibilities under the Privacy Act 1988, and/or with data governance, data management and/or data terminology will be highly regarded.

Notes

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Neroli Greig, 6249 4861
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0706924

Australian Federal Police

Closing Date: Wednesday 13 July 2022

Job Title	Team Member - Investigations Capability Project
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,467 - \$92,243
Classification	APS Level 5
Position Number	9682
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9682/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member - Investigations Capability Project.

The Investigations Standards and Practices (ISP) aims to provide a professional practice body to continue reinvigorating investigations by supporting consistency, standards and quality in investigations. ISP is seeking suitably qualified members to perform support roles within the ISP's Investigation Capability Project Team.

This role is responsible for the ongoing support of the Investigators Toolkit and the development and maintenance of the tools within this platform, the IMS and more broadly ISP.

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.

Duties

Investigations Capability Project Team supports the work of the ISP through the provision of contemporary information, intuitive forms and templates and resources to support investigative practices. This role is responsible for the ongoing support of the Investigators Toolkit and the development and maintenance of the tools within this platform, the IMS and more broadly ISP.

This work may include:

- the daily maintenance, content development and management of the Investigator's Toolkit;
- ensuring compliance of published material with agreed standards;
- maintaining currency of investigative reference material;
- monitoring and assessing internal requests via internal tasking methods;
- creating and editing Word, Excel and PDF templates;
- contribute to the development of automated forms, utilising basic coding languages (training to be provided)
- contribute to the drafting and publishing of Communities of Practice announcements to investigators
- contributing to the integration and management of forms and processes in the AFPs Investigations Management Solution (IMS)
- contributing in the development of new projects and solutions

The successful applicant will:

- Possess excellent communication and interpersonal skills, including high level writing, editing and presentation skills
- Be self-motivated with the ability to analyse information, and develop solutions, with exceptional attention to detail
- Demonstrate high level organisational skills, including the ability to manage competing priorities in a small team

Eligibility

- You must be an Australian Citizen
- Demonstrated ability to produce high quality documentation using computer applications such as Microsoft Word, Excel, Visio and Adobe PDF
- Strong attention to detail
- Basic understanding of HTML and JavaScript or the aptitude to obtain this knowledge through training.
- Good oral and written communication skills
- Strong client focus
- Security clearance NV1, or ability to obtain

Important - The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Desirable Requirements

- Experience in form design using the SmartIQ (formerly Intelledox Infiniti) platform
- Experience in the use of SharePoint
- Knowledge of information management practices
- Experience in the use of Microsoft Teams in an enterprise environment

Notes

This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.

This position is AFP Band 4, located in Canberra, ACT.

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	Jeffery Martin, +61(0) 2 5126 5359
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9682/

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Home Affairs

Vacancy VN-0706947

Australian Federal Police

Closing Date: Wednesday 06 July 2022

People & Culture Command
SHIELD

Job Title	Hub Leader SHIELD, Melbourne & Sydney
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$118,085 - \$128,535
Classification	Executive Level 1
Position Number	9154
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9154/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Hub Leader SHIELD.

This role oversees the day-to-day practice operations of a SHIELD Health Hub. The Hub Leader will work closely with a multidisciplinary team including clinicians and support staff, such as psychologists, nurses, welfare officers, physiotherapists, exercise physiologists and rehabilitation case managers, to provide high level client and population group services, case management and excellent customer service.

The Hub Leader will also work in conjunction with other Hub Leaders across Australia and the national SHIELD team. Suitable applicants for this role will have a passion for client care, strong organisational skills, experience in business management, quality assurance systems and continuous improvement in addition to managing multidisciplinary teams. . An ability to develop strong relationships and work in collaboration with stakeholders to understand the operational objectives and health risks of both the organisation and the relevant command is required.

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

Duties

Job responsibilities for this role consist of, but are not limited to:

- Work with health professionals to develop business strategies and deliver both population and patient focused services
- Contribute to the design, implementation and evaluation of workplace procedures, processes and patient services
- Coordinate data collection and reporting to the National SHIELD team to enable monitoring and evaluation

- Coordinate and participate in quality assurance framework reviews and play an active role in continuous improvement actions
- Oversee daily SHIELD Hub operations, including appointment scheduling, triage, cleaning and occupational health and safety
- Lead a small team of administrative support staff
- Manage the supply of medical and other equipment
- Manage patient records and IT systems in line with set requirements
- Assist in the recruitment, induction and training of new administrative and/or clinical employees
- Interact with clients and provide high level client care
- Demonstrate collaborative work practices with other SHIELD Hub Leaders and the National SHIELD team which include technical leads from a clinical, allied health and occupational services perspective
- Develop productive working relationships with geographic command operations and the National SHIELD team
- Work in conjunction with national and regional command management and operational teams to ensure services are tailored to the needs of the SHIELD Hub
- Liaise with health professionals and other employees to ensure they have necessary support
- Manage and lead a team effectively to ensure timely communication on current issues, team performance and new opportunities
- Proactively manage own development and career

Eligibility

Essential Requirements;

- Australian Citizenship
- NV1 security clearance, or ability to obtain one
- Previous experience as a practice manager/administrator across a multidisciplinary team (or like role)
- Excellent communication skills
- Management/leadership skills and experience
- Health and safety knowledge and/or background
- Ability to use relevant software and records systems

Important - The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Desirable Requirements;

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

- Qualifications in Business or Health Management are preferred
- Experience using Telehealth and Microsoft Office

Notes

These roles are AFP Band 8 and are located in Melbourne (VIC) and Sydney (NSW)

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	SHIELD Team, SHIELD@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9154/

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Home Affairs

Vacancy VN-0706951

Australian Federal Police

Closing Date: Wednesday 06 July 2022

People & Culture Command
SHIELD

Job Title	Clinic Support Officer SHIELD
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$92,243 - \$99,929
Classification	APS Level 6
Position Number	9160
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9160/>

SHIELD is a health capability that will embed health and wellbeing into the day-to-day operations for AFP employees by providing services across Australia and directly supporting the health and

wellbeing of the frontline. SHIELD will propel the AFP to a more preventative, forward leaning, face to face service delivery model in support of performance optimisation.

Applications are sought from suitably qualified applicants wishing to be considered for the role of Clinic Support Officer SHIELD.

This role assists in the day to day management of the SHIELD Health Hub and works at the direction of the SHIELD Hub Leader. The role will undertake administrative duties to support clients and clinicians and works closely with the Hub Leader, and clinicians, to provide high level patient care and services.

The successful applicant will have excellent communication and scheduling skills, a strong focus on client care is essential with experience as a medical receptionist (or like role) desirable.

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.

Duties

Job responsibilities for this role consist of, but are not limited to:

- Building rapport with patients and clinicians
- Serving clients by scheduling appointments and maintaining records
- Answering client's questions or referring enquiries as required
- Triaging and problem solving
- Ensuring availability of treatment information by filing and retrieving client records
- Maintaining business office inventory and equipment by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies, and scheduling equipment service and repairs
- Maintain confidentiality of medical and personal information
- Maintaining operations by following AFP and Government policies and procedures
- Working closely with SHIELD Hub Leader/s and clinicians to provide excellent patient care in a multi-disciplinary clinical setting
- Producing high quality internal and external correspondence
- Undertaking project and basic research work (as required) to support AFP business
- Contributing to the development and implementation of corporate policies, processes and systems assist in the delivery of operational outcomes

Eligibility

Essential Requirements

- NV1 security clearance, or ability to obtain one
- Ability to multi-task
- Excellent customer service (telephone and face to face)
- Superior time management, scheduling and organisation skills
- High level attention to detail
- Ability to learn quickly and absorb technical knowledge and information
- Ability to use relevant software and records systems

Important - The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Desirable Requirements;

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

- Health sector experience
- Previous experience as a receptionist (or like role)
- An understanding of the inherent health risks associated with frontline responders

Notes

These roles are AFP Band 5 and are located in Melbourne (VIC) and Sydney (NSW)

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	SHIELD Team, SHIELD@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9160/

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Home Affairs

Vacancy VN-0706954

Australian Federal Police

Closing Date: Wednesday 06 July 2022

People & Culture Command
SHIELD

Job Title	Registered Nurse SHIELD
Job Type	Full-Time;Part-Time;Casual, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	9832
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9832/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Registered Nurse, SHIELD.

The Registered Nurse role will provide specialist medical and health advice and support to AFP employees. The role will work closely with internal and external health service providers to ensure the provision of specialist advice and provide support to patients with a focus on achieving positive health outcomes.

The role predominantly undertakes a range of activities and contributes to the wellbeing and safety of employees. This role will provide specialist medical and health advice and support to AFP employees and their families and will assist in the development of medical and health promotion initiatives and compliance of existing policies and procedures.

This role requires semi-regular domestic travel to support other AFP regional commands in response to operational requirements.

This recruitment process will create a merit pool, to be used for future vacancies, for roles across Australia. These opportunities may be full-time, part-time or casual based on the requirements for the geographic location at any given time. A merit pool will be formed for each of the following locations:

- Canberra
- Sydney
- Melbourne
- Brisbane

Applicants can nominate their preferred employment type as part of this application.

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.

Duties

Duties of the role may include but are not limited to:

- Provision of high level advice, education and information on health and wellbeing, through health checks and regular connection with Command and employees.
- Liaising with the General Practitioner and other health care professionals
- Maintaining a high level of accountability as part of a multi-disciplinary team
- Contributing to the monitoring, evaluation and development of health services being delivered to the AFP, through quality improvement.
- Monitor AFP health trends and conduct health cluster analysis, status reporting and research
- Identify emerging health risks and prepare risk treatment options and plans as required
- Develop and implement health risk controls for staff deployed internationally by following medical standards to develop health risk assessment and support plans, vaccination protocols and travel health advice and education
- Effective health record management
- Support return to work health planning

Eligibility

Essential Requirements;

- Australian Citizenship
- Current NV1 (secret) security clearance, or ability to obtain one
- Current Australian Health Practitioner Regulation Agency (AHPRA) registration as a registered nurse
- Certificate of General Nursing or Post graduate certificate and minimum three years practice and contemporary experience and knowledge in one or more of the following disciplines:
 - Occupational medicine,
 - Practice nursing,
 - Corrections health,
 - Travel medicine,
 - Public health,
 - Community health.
- Current First Aid & CPR certification, or ability to obtain
- Availability to undertake domestic travel (if required)
- Maintenance of required qualifications
- Maintenance of currency in subject matter expertise through ongoing professional development and learning opportunities as per APPRA requirements
- Ability to quickly establish effective and authentic rapport
- Demonstrated high level emotional intelligence
- Ability to do Oncall
- Demonstrated ability to work effectively as part of a team and deliver against business outcomes

Important - The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Desirable Requirements;

- Current valid Australian driver's license
- Post graduate certification in one fields of medicine listed above in essential requirements
- Experience working effectively in a multi-disciplinary team in an organisational setting
- Immunisation qualification

- Audiometry training

Notes

These roles are AFP Band 7 and are located in Canberra (ACT), Sydney (NSW), Melbourne (VIC) and Brisbane (QLD).

About the Australian Federal Police

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To Apply

Position Contact	SHIELD Team, SHIELD@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9832/

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Home Affairs

Vacancy VN-0706958

Australian Federal Police

Closing Date: Wednesday 06 July 2022

Deputy Commissioner Investigations
Crime Command

Job Title	Compliance Team Member Covert Analysis and Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,467 - \$92,243
Classification	APS Level 5;APS Level 6
Position Number	9848
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9848/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Compliance Team Member Covert Analysis and Assurance.

The role of a Compliance Team Member in Covert Analysis and Assurance (CAA) may sit in various CAA teams with responsibility for processing, recording, reporting and quality assuring use of powers under the Telecommunication (Interception and Access) Act 1979, Surveillance Device Act 2004, Telecommunications Act 1997 and the Crimes Act 1914.

These teams include the Statutory Compliance Team, Statutory Procedures Team, Electronic Data Collection Team, and the Inspections and Training Team. CAA functions have a direct impact on the AFP's accountability to the Federal Parliament and records are subject to inspection by the Commonwealth Ombudsman's Office and the Inspector-General of Intelligence and Security.

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.

Duties

Tasks specific to this role include:

- Processing warrants, authorisations, notices and requests under the abovementioned legislation.
- Contributing to the preparation of reports to government and oversight bodies in relation to the AFPs use of covert surveillance powers.
- Preparing briefs to Executive and responding to questions on notice regarding the AFPs use of covert surveillance powers.
- Supporting inspections by oversight bodies across various Legislative regimes.
- Processing and quality assuring historical and prospective data telecommunication requests.
- Liaising with investigators in relation to reporting on use of powers
- Contributing to the maintenance of database registers and files to ensure Legislative accountability.
- Proactively build and managed good working relationships with relevant stakeholders (both internal and external).
- Fostering a mentor relationship with team members.
- Contributing innovative ideas to enhance processes in support of team objectives.
- Undertaking administrative tasks as required.

Desirable requirements, skills or experience:

- Tertiary qualifications in relevant field
- Experience in a regulatory and/or compliance environment

Eligibility

- To be eligible you must be an Australian Citizen.
- This position requires the successful candidate to obtain a Negative Vetting 1 Security Clearance.
- The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate.

Notes

- This is an AFP Band 4 position
- This recruitment is being used to fill current positions and to create a pool for future vacancies that may arise over the next 12 months.
- This position is located in Canberra, ACT. Successful applicants must be willing to relocate to Canberra.

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	Abby Ramunno, Abby.Ramunno@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9848/

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Home Affairs

Vacancy VN-0706996

Job Title	Forensics Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	9834
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9834/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Forensics Team Leader - OST

The Forensics portfolio sits within the Operational Science and Technology Command, it delivers fully integrated forensic capabilities that proactively supports the AFP's broad policing remit and evolves specialist and technical capabilities to achieve outcomes towards the AFP's vision of 'Policing for a Safer Australia'. Forensics capabilities are deployed in support of all phases of law enforcement operations through prevention, disruption, investigation and prosecution. AFP Forensics also contributes to offshore operational outcomes and international capacity building and seeks to strengthen relationships with domestic and international organisations, including academia. Its activities are accredited to the ISO17025 standard through the National Association of Testing Authorities (NATA).

The successful applicant will be responsible for leading and managing specific capabilities to contribute to the operational activities of the AFP by ensuring that the operational and business area outputs are achieved in accordance with the requirements for:

1. Accreditation under the ISO17025 standard for a forensic environment and the Forensics quality system requirements;
2. the AFP values and;
3. the AFP Governance Framework.

The role predominately contributes to the achievement of business, investigation and intelligence outcomes through the provision of specialist forensic examinations and analysis or specialist technical intelligence skills. The role may also provide broad technical support including research and development.

The role may be located in the Canberra Majura Forensics Facility or the AFP Regional Commands in Sydney, Melbourne, Brisbane, Adelaide and Perth. Forensic team leaders need to be both flexible and mobile as well as able to deploy both nationally and internationally as required.

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.

Please see [candidate pack](#) for further information.

Duties

Forensic team leaders are responsible for the leadership and management of teams to ensure effective and efficient forensic and technical intelligence support to AFP operations and where appropriate external clients.

This may include:

- Ensuring outputs are achieved within, and contribute to the strategic direction and priorities of the AFP, including cutting red tape, supporting the frontline and enhancing engagements with critical stakeholders;
- Leading teams through the organisation, planning and delivery of forensic examinations, and analyses (including technical analyses) into crime and serious incidents;
- Leading teams to provide accurate, timely and impartial forensic evidence to the courts;
- Developing, driving and providing advice to domestic and international partners;
- Engaging and negotiating with leaders, investigators and other stakeholders;
- Developing team members and fulfilling a guiding, mentoring and advisory role;
- Being accountable for responsible resource management;
- Supporting and implementing change management and improvement strategies;
- Briefing and supporting the Forensics Management Team;
- Managing the research, planning, delivery and coordination of projects as determined by the relevant stakeholders in accordance with the agreed requirements, timeframes and budget; and,
- Maintaining currency in subject matter and training expertise through ongoing professional development and learning opportunities outside the formal education process.

Eligibility

- You must be an Australian Citizen
- Demonstrate the core elements of the AFP Leadership Philosophy;

- Proven ability to lead and manage forensic and/or technical teams to deliver and evolve specialist capabilities with impact;
- Formal qualifications and contemporary experience and knowledge in a relevant science/forensic/technical/law enforcement/enabling discipline;
- Demonstrate an ability to interpret and manage complex issues as they pertain to forensic science in a rapidly changing and complex law enforcement environment;
- Proven ability to work collaboratively to achieve outcomes;
- An appreciation of the AFP's investigative, intelligence and quality frameworks and their application to science and the judicial environments; and
- A NV1 security clearance or ability to obtain one.

As part of the short-listing process, applicants may be required to undergo additional assessments such as further testing, psychological screening and/or participate in video interviews.

Important - The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Notes

This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.

This role is AFP Band 7

The role may be located in the Canberra Majura Forensics Facility or the AFP Regional Commands in Sydney, Melbourne, Brisbane, Adelaide and Perth. Forensic team leaders need to be both flexible and mobile as well as able to deploy both nationally and internationally as required.

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	Rachael Kennedy, 02 5126 2539
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9834/

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Home Affairs

Vacancy VN-0707110

Australian Federal Police

Closing Date: Wednesday 06 July 2022

Chief Operating Officer
Chief Financial Officer Manager Business Services

Job Title	International Travel – Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,467 - \$92,243
Classification	APS Level 5; APS Level 6
Position Number	9632
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9632/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member - International Travel within Shared Services.

Shared Services is placed within Business Services, which sits under the Chief Financial Officer (CFO). Business Services 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)
- Manage and implement business and system improvements to remove barriers, speed up decision making and increase efficiency (Reducing red tape)
- Provide training and help desk facilities to enhance partnerships, engage and work closely with both our members and external stakeholders (enhancing partnerships)

Team Members within the International Travel Team; work in a high tempo environment, which delivers international travel services to AFP appointees and visitors. The International Travel Team is a diverse team comprising a wide range of skills and experience in corporate service delivery. Team members are therefore required to ensure outcomes in accordance with Business Services strategic priorities, regulatory frameworks, and the AFP Code of Conduct. It is expected

that the successful applicants will deliver on the core responsibilities and meet any requirements of the positions as outlined below.

Shared Services offers and employs a range of flexible work options by mutual agreement and in accordance with operational priorities including but not limited to part time and flexible work arrangements.

In addition to International Travel, the Shared Services function delivers customer focused services in many areas including domestic relocations, expense management, corporate card management, Accounts Payable, Accounts Receivable, Treasury and Debt Management Teams.

Duties

Corporate Services are critical to support frontline AFP personnel who protect the Australian community. The skill, dedication and professionalism of corporate service providers greatly contribute to the ability of the AFP and partners to concentrate their powers and capabilities most accurately and for maximum impact on crime. In the Band 4 Team Member position, you will specifically focus on providing international travel services (including working with WoAG Travel Management providers) to AFP appointees and visitors along with managing travel per diems.

Working effectively in a small team yet high-tempo work environment, daily duties performed in the role include:

- Assisting the International Travel Team to ensure AFP members receive assistance with booking international travel in a timely manner.
- Providing support to AFP members on the application and issuing of Official passports and Visas for international travel.
- Processing allowances, specifically per diems (for both domestic and international travel), including adjustments and debt repayment.
- Maintaining currency in all associated governance for travel and corporate cards including National Guidelines and policy documents.

Eligibility

- To be eligible you must be an Australian Citizen.
- This position requires the successful candidate to obtain a Negative Vetting 1 Clearance.
- The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate.

Notes

- This recruitment is being used to create a pool for future vacancies that may arise over the next 12 months.
- This position is located in Canberra, ACT. Successful applicants must be willing to relocate to Canberra.
- This is an AFP Band 4 position.

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	Robert Hodge, 02 5126 7854
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9632/

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Industry, Science, Energy and Resources

Vacancy VN-0707068

Geoscience Australia

Closing Date: Tuesday 31 January 2023

Various
Various

Job Title	Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Symonston ACT
Salary	-
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

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 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.

Geoscience Australia prides itself on building an inclusive organisational culture and providing a workplace that supports the Australian Public Service Employment Principles free from discrimination, patronage and favouritism, recognising the diversity of the Australian community and fostering diversity in the workplace.

We are seeking registrations from eligible candidates for non-ongoing (temporary) employment and intermittent/irregular (casual) employment opportunities across a broad range of classifications and business areas. Opportunities may vary across classification levels and may be for a specified term, for a specified task, or for duties that are irregular or intermittent. You should indicate the areas of work you have expertise and experience in and the areas you are interested in.

There are four different temporary registers:

- Science
- ICT
- Engineering, Technical & Laboratory
- General (includes administrative, communications, finance, governance, HR and information management)

Duties

You are welcome to include your details on more than one register.

Eligibility

Notes

Equality Statement

Diversity: Geoscience Australia values diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We 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.

Health and Wellbeing: We value the health, safety and wellbeing of our employees and offer flexible work arrangements for our staff.

Accessible recruitment: We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process, or require an alternative format to any of the application material, please don't hesitate to get in touch with the contact person listed.

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

About the 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	Human Resources Team, 02 6249 9777
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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IP Australia

Closing Date: Thursday 07 July 2022

Policy and Corporate
Finance and People Services Revenue and Cost Analysis

Job Title	Financial Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations in NSW NSW, various locations in VIC VIC, Various locations in SA SA, Various locations - WA WA, Various locations - TAS TAS, various locations in NT NT, various locations in QLD QLD
Salary	-
Classification	APS Level 6
Position Number	JN494051/PN7171, PN8067
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

The Financial Analyst supports the Revenue and ABC Managers (Executive Level 1) in providing the Executive and senior management within the Customer Services Division or Corporate and Policy Division with strategic business advice across all aspects of financial and performance management. This role is situated in a dynamic environment providing a variety of services to management and the Executive. The role includes:

- responsibility for all financial aspects relating to revenue forecasting, reporting, and/or Activity Based Costing. The role contributes to broader Finance and People Services Group outcomes by providing expert financial advice to the Revenue Manager and/or ABC Manager and when required, the Chief Financial Officer (CFO) and Senior Managers on financial reporting, budget development, forecasting and financial planning
- contribute and conduct analysis across financial and performance metrics to drive improved performance, accountability and to identify workforce and business challenges as they arise within the Business Group
- identify and support improvements to processes and reporting capabilities within the Revenue and Costing Analysis Section
- maintain professional working relationships and collaborate with stakeholders across Business Groups and with colleagues in FPSG that promotes the collaborative exchange of financial and business information
- support the delivery of timely, accurate and helpful financial, budget, and forecast advice, including reporting to Business Groups across the organisation
- participate in organisational initiatives and projects as required

Duties

Specific roles and responsibilities for the Financial Analyst include the following:

- assist in managing IP Australia's activity-based costing system. This includes providing technical advice on specific issues relating to IP Australia's costed activities, understanding

and maintaining all cost drivers, and developing appropriate costing methodologies in line with best practice standards.. And/or - assist with managing IP Australia's Revenue Forecast Model (RFM). This activity includes analysing and forecasting IP Rights demand, maintaining, and updating revenue forecast algorithms and relational volume drivers. Both tasks require maintaining close stakeholder relations with various business areas and providing innovative approaches to reporting and advice to management

- assist in developing and providing information for IP Australia's external reporting obligations, including Portfolio Budget Statements, Annual Reports, the Corporate Plan and Cost Recovery Implementation Statements

Eligibility

- Qualification as a Chartered Accountant (CA) or a Certified Practising Accountant (CPA) or working towards completion
- Extensive knowledge of cost accounting, activity-based costing and forecast modelling, along with an understanding of program coding for regression analysis and experience working with activity-based costing solutions

Notes

For additional information please click apply now

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	Tim Debenham, 02 6283 2285
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Australian Maritime Safety Authority

Closing Date: Wednesday 13 July 2022

Policy and Regulation

Job Title	Senior Advisor Maritime Regulation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,778 - \$156,245
Classification	Executive Level 1
Position Number	2427
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Senior Advisor Maritime Regulation

\$134,778 to \$156,245 + superannuation (15.4%)

Canberra based

Ongoing

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse; from regulating fishing boats to 345 metre liquefied natural gas tankers, and everything commercial in between. We help protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, and rescue people in distress in waters surrounding Australia. AMSA's functions include vessel and seafarer safety, incident management and responding to ship sourced pollution events.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities of our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

ABOUT THE ROLE

Reporting to the Principal Advisor Maritime Regulation, the Senior Advisor Maritime Regulation will be responsible for the formulation of maritime safety policy, regulation and standards. This includes working closely with national stakeholders towards the effective implementation of international conventions and legislation in Australia.

The holder of this position will interpret relevant policy, regulation and legislation and will liaise with a range of stakeholders, including industry and Commonwealth and State/Territory agencies, on a wide range of maritime safety and environmental issues. This work may also inform Australia's positions for relevant International Maritime Organization (IMO) meetings.

ABOUT THE PERSON

People who are successful in this position will have the following:

- Experience at a senior level, particularly in relation to the development and implementation of policy and regulation;
- Experience in regulatory and legislative amendment processes, including participation in major reviews and reforms;
- Ability to quickly gain a comprehensive understanding of the maritime safety regulatory framework in Australia;

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

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

DIVERSITY AND INCLUSION

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55pm Wednesday, 13 July 2022**. You will need to provide: You will need to provide:

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

For any questions regarding the role please contact Craig Elliott on 02 6279 5876 or craig.elliott@amsa.gov.au

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

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

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

Eligibility

Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic

commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Craig Elliott, 02 6279 5876
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707006

Civil Aviation Safety Authority Australia

Closing Date: Wednesday 13 July 2022

Various
Various

Job Title	Executive Manager - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	Various
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Civil Aviation Safety Authority (CASA) is seeking applications from experienced and innovative leaders to join their senior leadership team as Executive Managers (equivalent SES Band 2). A merit pool may be

established through this process for other vacancies as they arise over the next 18 months.

An attractive and competitive remuneration package will be offered to the successful candidate. Terms and conditions of employment for Senior Managers are outlined in Common Law Contract where the tenure will be up to a five year period.

Duties

An Executive Manager role at CASA will enable you to substantially contribute to programs and projects that make a real difference to the Australian community and help to keep our skies safe. Reporting directly to the Chief Executive Officer & Director of Aviation Safety (CEO/DAS), Executive Managers are responsible for the following deliverables, which represent an ongoing body of work.

- Lead and develop multi-disciplinary teams responsible for delivery across a diverse stakeholder base in a geographically dispersed and complex regulatory environment.
- Lead the development and effective execution of a number of programs or projects related to the Division.
- Proactively engage with internal and external stakeholders with effective and considered communication, working collaboratively to deliver well informed advice and guidance.
- Manage the staffing, budget and physical resources of the Division effectively and efficiently to achieve CASA's objectives in accordance with relevant legislation, CASA's Corporate Plan and the CEO/DAS's directives and policies.
- Lead and promote workplace inclusion and safety acting in accordance with CASA's Values and Behaviours, including leading a geographically dispersed workforce.
- Engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes

To be suitable for Executive Manager roles within CASA, you will have:

- Demonstrated strategic leadership capabilities and the ability to drive change in a multi-disciplined technical environment across a geographically dispersed network.
- Demonstrated experience in leading a division to deliver programs, projects, or initiatives in complex environments, with the ability to assess emerging issues and trends which may impact on the delivery of services.
- Excellent negotiation, facilitation, influencing and communication skills, both written and verbal, to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated abilities to lead and oversee effective stakeholder engagement on sensitive issues requiring conflict resolution within constrained timeframes.
- Demonstrated ability to promote continuous improvement, support the development of management systems, identify opportunities for improvement and manage change.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

For some of our Executive Manager roles, relevant competencies and experience in aviation safety is highly desirable. Tertiary and technical qualifications in management, leadership, aviation or disciplines relevant to the functions being managed are also highly desirable.

Eligibility

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.

- the occupant of the position must be an Australian citizen and be able to obtain and maintain a Negative Vetting Level 1 security clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Some roles may be safety sensitive positions. Depending on the role you perform, you might perform, or be available to perform, safety sensitive aviation activities, as defined in the *Civil Aviation Safety Regulations 1998*. Safety sensitive positions also require staff to undertake a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Policy.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

- be part of something bigger by contributing to aviation safety
- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are 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 input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Pip Spence, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707008

Civil Aviation Safety Authority Australia

Closing Date: Wednesday 13 July 2022

Various
Various

Job Title	Executive Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	Various
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

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Duties

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- Manage the staffing, budget and physical resources of the Division effectively and efficiently to achieve CASA's objectives in accordance with relevant legislation, CASA's Corporate Plan and the CEO/DAS's directives and policies.
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- Demonstrated strategic leadership capabilities and the ability to drive change in a multi-disciplined technical environment across a geographically dispersed network.
- Demonstrated experience in leading a division to deliver programs, projects, or initiatives in complex environments, with the ability to assess emerging issues and trends which may impact on the delivery of services.
- Excellent negotiation, facilitation, influencing and communication skills, both written and verbal, to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated abilities to lead and oversee effective stakeholder engagement on sensitive issues requiring conflict resolution within constrained timeframes.
- Demonstrated ability to promote continuous improvement, support the development of management systems, identify opportunities for improvement and manage change.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

For some of our Executive Manager roles, relevant competencies and experience in aviation safety is highly desirable. Tertiary and technical qualifications in management, leadership, aviation or disciplines relevant to the functions being managed are also highly desirable.

Eligibility

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.
- the occupant of the position must be an Australian citizen and be able to obtain and maintain a Negative Vetting Level 1 security clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Some roles may be safety sensitive positions. Depending on the role you perform, you might perform, or be available to perform, safety sensitive aviation activities, as defined in the *Civil Aviation Safety Regulations 1998*. Safety sensitive positions also require staff to undertake a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Policy.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are 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 input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and

greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Pip Spence, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707025

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

Legal, International and Regulatory Affairs
Litigation, Investigations and Enforcement

Job Title	Alcohol and Other Drug (AOD) Tester / Assistant Investigator
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$79,981 - \$86,801
Classification	APS Level 5
Position Number	3838 and 3840
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Alcohol and Other Drug (AOD) Tester / Assistant Investigator sits within the Investigations team of the Litigation, Investigations and Enforcement Branch and reports to the Manager Investigations. The Investigations Team is responsible for the management, conduct and coordination of all aspects of CASA's investigative activities under Part IIIA of the *Civil Aviation Act 1988*, fraud control, internal fraud investigations and AOD testing.

This position is based in Melbourne and will operate under shift work arrangements in accordance with CASA's Enterprise Agreement. Intrastate and interstate travel will be required.

This position is a safety sensitive position. The incumbent may perform, or be available to perform, safety sensitive aviation activities, as defined in the *Civil Aviation Safety Regulations 1998*.

Duties

The AOD Tester / Assistant Investigator position works under broad direction and is responsible for the specific deliverables outlined below, which represent an ongoing body of work:

- Under limited supervision conduct drug and alcohol tests under subpart 99.C of the *Civil Aviation Safety Regulations 1998*. Regular intra and interstate travel will be required.
- Perform administrative duties associated with drug and alcohol testing including the preparation of reports and completion of forms.
- Prepare AOD briefs of evidence.
- Liaise with officers of the Commonwealth Director of Public Prosecutions and other legal representatives of CASA.
- Draft infringement notices, when required to.
- Represent CASA in court proceedings and give evidence as required.
- When required to, investigate alleged breaches (or assist Investigators investigate alleged breaches) of aviation and related legislation and do the things described above in relation to such investigations or provide assistance to Investigators employed by CASA.
- Liaise with other government bodies and law enforcement agencies as required.
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with CASA Values and Behaviours.

Our ideal candidate

Our ideal candidate will have excellent written and verbal communication skills with a high level of experience in negotiation and highly developed stakeholder management skills. The candidate will be able to remain focused, have excellent time management skills and will have the following skills and experience:

- Experience in or knowledge of drug and alcohol testing programs.
- Experience in and/or familiarity with the conduct of criminal investigations.
- Experience in or knowledge of the aviation industry.
- A knowledge and understanding of the Australian civil aviation legislation.
- Ability to work in a virtual team environment.
- Certificate IV (or equivalent) in Government Investigations.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following requirements must be met to be eligible to fill this role

- Prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.

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Notes

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- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

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To Apply

Position Contact	Greg Williams, 02 62171111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707027

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

Legal, International and Regulatory Affairs
Litigation, Investigations and Enforcement

Job Title	Alcohol and Other Drug (AOD) Tester / Assistant Investigator - Affirmative Measure - Disability or Indigenous
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$79,981 - \$86,801
Classification	APS Level 5
Position Number	3838, 3840
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Alcohol and Other Drug (AOD) Tester / Assistant Investigator sits within the Investigations team of the Litigation, Investigations and Enforcement Branch and reports to the Manager Investigations. The Investigations Team is responsible for the management, conduct and coordination of all aspects of CASA's investigative activities under Part IIIA of the *Civil Aviation Act 1988*, fraud control, internal fraud investigations and AOD testing.

This position is based in Melbourne and will operate under shift work arrangements in accordance with CASA's Enterprise Agreement. Intrastate and interstate travel will be required.

This position is a safety sensitive position. The incumbent may perform, or be available to perform, safety sensitive aviation activities, as defined in the *Civil Aviation Safety Regulations 1998*.

Duties

The AOD Tester / Assistant Investigator position works under broad direction and is responsible for the specific deliverables outlined below, which represent an ongoing body of work:

- Under limited supervision conduct drug and alcohol tests under subpart 99.C of the *Civil Aviation Safety Regulations 1998*. Regular intra and interstate travel will be required.
- Perform administrative duties associated with drug and alcohol testing including the preparation of reports and completion of forms.
- Prepare AOD briefs of evidence.
- Liaise with officers of the Commonwealth Director of Public Prosecutions and other legal representatives of CASA.
- Draft infringement notices, when required to.
- Represent CASA in court proceedings and give evidence as required.
- When required to, investigate alleged breaches (or assist Investigators investigate alleged breaches) of aviation and related legislation and do the things described above in relation to such investigations or provide assistance to Investigators employed by CASA.
- Liaise with other government bodies and law enforcement agencies as required.
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with CASA Values and Behaviours.

Our ideal candidate

Our ideal candidate will have excellent written and verbal communication skills with a high level of experience in negotiation and highly developed stakeholder management skills. The candidate will be able to remain focused, have excellent time management skills and will have the following skills and experience:

- Experience in or knowledge of drug and alcohol testing programs.
- Experience in and/or familiarity with the conduct of criminal investigations.
- Experience in or knowledge of the aviation industry.
- A knowledge and understanding of the Australian civil aviation legislation.
- Ability to work in a virtual team environment.
- Certificate IV (or equivalent) in Government Investigations.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following requirements must be met to be eligible to fill this role

- Prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707126

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Fixed Wing) - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$130,799 - \$145,797
Classification	
Position Number	2024 & 2114
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Regulatory Oversight Division is responsible for the provision of aviation safety regulatory services and surveillance of operators and the facilitation of regulatory compliance support to operators. The Division is also responsible for flight testing, dangerous goods, cabin safety, ground operations, drug and alcohol management plans, international operations and organisational licensing.

The Flight Testing Office is responsible for regulatory service activities associated with the Flight Examiner Rating Course, the oversight and education of industry examiners, the technical input to the biennial Professional Development Program and the conduct of examiner and instructor proficiency checks. These activities span 141/142 and air transport operations in aeroplanes, helicopters and simulators.

These roles assume responsibility and accountability for the oversight of Flight Examiners, 61.040 approval holders and Approved Testing Officers and for the conduct of flight tests and proficiency checks. The role is responsible for the delivery of the CASA Flight Examiner Rating Course and the Professional Development Program which aim to enhance flying training and flight testing standards. This role has a strong educational focus and is required to provide industry mentoring, training and assessment.

This role is preferably located in either Melbourne, Sydney or Brisbane, however other locations will be considered. Interstate travel will be required.

Regulatory Services 1 Branch has two permanent ongoing immediate vacancies for the positions of Flight Training Examiner (Fixed Wing) at the Flight Training Examiner 1 level. This recruitment process will be used to establish a merit pool to fill future vacancies as they arise.

Duties

The *Flight Training Examiner* is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise the prescribed delegations as authorised by the Director of Aviation Safety / CEO and undertake the activities of the Branch in a professional, effective and efficient manner.
- Conduct ground and air surveillance of Flight Examiners, 61.040 approval holders and Approved Testing Officers and associated flying training activities in accordance with prescribed schedules to ensure compliance with regulatory requirements.
- Investigate accidents, incidents, complaints or other reports relating to Flight Examiners and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Make assessments and recommendations in relation to applicants seeking to become Flight Examiners and conduct surveillance to ensure continued maintenance of required standards.
- Conduct flight tests for the issue of licences and ratings and conduct proficiency checks as required.
- Provide ongoing mentoring and education to Flight Examiners.

- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values and Behaviours.
- Other duties as required.

Our ideal candidate will have:

Mandatory

- Hold an Air Transport Pilot Licence with an Aeroplane Category Rating; and
- Hold a current Class 1 Medical certificate; and
- Hold a Flight Instructor Rating with a Grade One Training Endorsement and a current Instructor Rating proficiency check; and
- Have extensive flight testing experience as an Approved Testing Officer, Flight Examiner Rating holder, military equivalent or CASA inspector

Desirable

- Hold, or have held, the position of Chief Pilot and/or Head of Operations (CFI).
- Have training and checking experience

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988.

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
- You must be an Australian citizen, hold permanent resident status or hold a Subclass 444 Special Category Visa (SCV).
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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To Apply

Position Contact	Mathew Ford, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707127

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Fixed Wing)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$130,799 - \$145,797
Classification	
Position Number	2024 & 2114
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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Duties

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- Exercise the prescribed delegations as authorised by the Director of Aviation Safety / CEO and undertake the activities of the Branch in a professional, effective and efficient manner.
- Conduct ground and air surveillance of Flight Examiners, 61.040 approval holders and Approved Testing Officers and associated flying training activities in accordance with prescribed schedules to ensure compliance with regulatory requirements.
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- Provide ongoing mentoring and education to Flight Examiners.
- Provide expert services to the industry on a fee for service basis.
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Desirable

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707134

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

National Operations and Standards

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	1926
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

As a Corporate Service Level 2 (above barrier) Executive Assistant, you will provide executive support to a Senior Manager Band 1. This can include liaising with internal and external stakeholders, management of incoming correspondence and management of appointments and coordination of meetings.

While working independently you will be responsible for undertaking, coordinating and work with relevant staff to provide responses to corporate documents, managing workflows and the delivery of high-level branch reports, as well as the day-to-day functioning of the Branch Managers office.

Duties

You will generally (but are not limited to):

- diary and administrative support to the Branch Manager

- liaise as a first point of contact with internal and external stakeholders on policy, project or operational issues
- register and monitor the branches workflow system, including the provision of high-level reports
- work with branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- coordinate and work with relevant staff to provide responses to corporate documents.
- anticipate requirements for, and timely preparation of, briefing material prior to the meetings
- coordinate, maintain and distribute office procedures
- ensure all hardcopy and electronic documents are filed in accordance with approved records management processes and security requirements.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

To be successful in the role you will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those who have an EA background. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. You will have demonstrated ability to:

- prioritise and action multiple competing priorities, and liaise with multiple internal and external stakeholders
- exercise strong discretion in a position of trust
- liaise, manage and work professionally with a diverse range of internal and external stakeholders
- prepare minutes, collate documents and research information across a range of topics for distribution with a high level of attention to detail
- quickly adapt to software applications including advanced skills in the use the MS Office suite
- display attention to detail with the ability to adapt to competing priorities and stay focused in a fast- paced environment.
- advocate and embrace change

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*.

- 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 resident who holds a current, or with the ability to obtain, a Baseline clearance.
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- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Roger Crosthwaite, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0707135

Civil Aviation Safety Authority Australia

Closing Date: Thursday 07 July 2022

National Operations and Standards

Job Title	Executive Assistant - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	1926
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

As a Corporate Service Level 2 (above barrier) Executive Assistant, you will provide executive support to a Senior Manager Band 1. This can include liaising with internal and external stakeholders, management of incoming correspondence and management of appointments and coordination of meetings.

While working independently you will be responsible for undertaking, coordinating and work with relevant staff to provide responses to corporate documents, managing workflows and the delivery of high-level branch reports, as well as the day-to-day functioning of the Branch Managers office.

Duties

You will generally (but are not limited to):

- diary and administrative support to the Branch Manager
- liaise as a first point of contact with internal and external stakeholders on policy, project or operational issues
- register and monitor the branches workflow system, including the provision of high-level reports
- work with branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- coordinate and work with relevant staff to provide responses to corporate documents.
- anticipate requirements for, and timely preparation of, briefing material prior to the meetings
- coordinate, maintain and distribute office procedures
- ensure all hardcopy and electronic documents are filed in accordance with approved records management processes and security requirements.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

To be successful in the role you will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those who have an EA background. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. You will have demonstrated ability to:

- prioritise and action multiple competing priorities, and liaise with multiple internal and external stakeholders
- exercise strong discretion in a position of trust
- liaise, manage and work professionally with a diverse range of internal and external stakeholders
- prepare minutes, collate documents and research information across a range of topics for distribution with a high level of attention to detail
- quickly adapt to software applications including advanced skills in the use the MS Office suite
- display attention to detail with the ability to adapt to competing priorities and stay focused in a fast- paced environment.
- advocate and embrace change

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*.

- 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 resident who holds a current, or with the ability to obtain, a Baseline clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are 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 input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development.

You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Roger Crosthwaite, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Prime Minister and Cabinet

Vacancy VN-0707045

Torres Strait Regional Authority

Closing Date: Tuesday 19 July 2022

Torres Strait Regional Authority
Administration Corporate Services

Job Title	Head of Operations
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	\$126,164 - \$143,698
Classification	Executive Level 2
Position Number	T01964
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description <https://www.sixdegreesexecutive.com.au/job/head-of-operations?source=google.com>

About the organisation

The TSRA is the leading Commonwealth representative body for Torres Strait Islander and Aboriginal people living in the Torres Strait. With a newly appointed Chief Executive Officer, the TSRA is looking for a driven **Head of Operations/ COO** to round out the leadership team.

The TSRA run seven programs that contribute to the regional goals expressed in the Torres Strait and Northern Peninsula Area Regional Plan and have a real impact on the community that it serves.

About the role

As Head of Operations/ COO, you will be a member of the Executive team leading a team of 5+ direct reports across the TSRA Corporate Services Portfolio. As a newly created role, you will Deputise for the CEO and ultimately be responsible for partnering and collaborating with the CEO and the Executive Team to ensure that the TSRA is performing at its peak.

Duties

You will:

- Ensure that the TSRA is effectively implementing its role as a Commonwealth statutory authority, working closely with the Executive team to create, implement and roll out plans for operational processes, reporting systems and internal policies to promote growth, productivity, and efficiencies within the Agency.
- Be responsible for the management and leadership of the Corporate Services team, comprising of Information Communication Technology, Property and Human Resources.
- Ensure the strategic and operational advice related to agency plans, programs and services, or major issues which are politically sensitive or have significant stakeholder impacts.
- Contributing to the development and implementation of strategic plans and decisions by the CEO and participate as a lead member of the Executive team, to achieve the TSRA's objectives and outcomes.
- Foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management and service delivery.

Eligibility

Skills & Experience

The successful applicant will possess the below skills and experience:

- Highly developed relationship management and negotiation skills in promoting and managing complex relationships with internal and external clients, stakeholders, and service providers
- Proven ability to engage and communicate successfully with key stakeholders, including Aboriginal and Torres Strait Islander leaders and communities, with recognised credibility in building and maintaining meaningful relationships.
- Demonstrate excellent presentation skills and have the ability to represent TSRA in a range of forums.
- Strong understanding of government procurement, probity, and contract management processes.
- An understanding of issues affecting Aboriginal and/or Torres Strait Islander people and more specially the Torres Strait region.
- Proven communication skills including the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Demonstrated achievement of leading a high performing team, fostering collaboration, trust, and supporting the development of staff; experience building, driving and embedding cultural change and successfully leading change management.
- Will be highly motivated, with a strong commitment to the [APS values](#) (impartial, committed to service, accountable, respectful, ethical).
- Have a strong understanding of legislation and policies relevant to the TSRA and the Torres Strait region.

This is a fantastic opportunity to work with a high performing executive team that has true purpose in

what they do. You will be given scope to improve performance as well as professional development opportunities, all while under an impressive and visionary leader.

Notes

How to apply

Please apply on the link below or call Samantha Fernando on 0402 494 581 or email APSrecruitment@sixdegreesexecutive.com.au to discuss the role in more detail.

This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

<https://www.sixdegreesexecutive.com.au/job/head-of-operations?source=google.com>

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Samantha Fernando, 0402 494 581
Agency Recruitment Site	https://www.sixdegreesexecutive.com.au/job/head-of-operations?source=google.com

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0706863

Services Australia

Closing Date: Wednesday 06 July 2022

Corporate and Cross Government Services
Property and Corporate Support

Job Title	Property and Corporate Support Branch - Multiple Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - WA WA, Various locations - VIC VIC
Salary	\$106,541 - \$118,056
Classification	Executive Level 1
Position Number	EXT-EL-2022-1333
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The Property and Corporate Support Branch forms part of the Corporate and Cross Government Services Division and is responsible for enhancing the agency's business capability through the effective management of the property portfolio and property enabling services. The branch delivers property services as part of the shared services agreements to other agencies through its property services provider. The Property and Corporate Support Branch consists of six interdependent sections that work collaboratively to delivery these services.

We are recruiting to fill a range of service delivery leadership roles at the Executive Level 1 level as well as establish a pool of merit for potential future opportunities within the Branch and the Division.

To be successful in these roles, you will need to be outcomes focused, exercise independent judgement, adapt your communication to suit a variety of audiences, and work cohesively and innovatively with both internal and external stakeholders.

Activities covered by the expected roles could include but not limited to:

- Strategy Development
- National Capital Works Management
- Governance and Planning
- National Leasing and/or
- Accommodation Management

Duties

- Ensure the effective delivery of operations, including managing a team and supporting staff to achieve outcomes, managing business performance, resources, workflow and priorities
- Manage geographically dispersed teams (depending on the role), providing support, leadership and maintaining accountability to the achievement of outcomes
- Support the development, implementation and management of property-related policies, guidelines and government initiatives
- Provide strategic advice and assistance to the senior executive and stakeholders and prepare corporate documentation as required
- Support the Section Director and leadership cohort in the provision of high level coordination and management of the Property and Corporate Support Branch

- Manage key stakeholder relationships, internal and external, to ensure the delivery of services that meet business needs
- Provide responsive leadership through coaching, mentoring, capability development and performance management
- Drive innovation, empower our workforce to deliver the changes required to implement the agency's strategic direction.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

For positions located in the Northern Territory or any other state or territory that may mandate COVID-19 vaccination in the future, successful candidates will need to demonstrate that they are fully vaccinated against COVID-19 or have a relevant exemption.

Services Australia is responsible for the implementation of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies.

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

About the Services Australia

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

To Apply

Position Contact	David Tynan, 02 6133 0145
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0706961

Department of Social Services

Closing Date: Thursday 14 July 2022

Community Grants Hub
Health Grants State Network

Job Title	Team Leader
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$88,490 - \$99,464
Classification	APS Level 6
Position Number	314_06/22
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services develops policies and delivers programs that improve the wellbeing of individuals and families in Australian communities. We are building an inclusive workplace that embraces our employee's differences and diversity of backgrounds to realise our potential for delivering services aimed at enhancing the lives of vulnerable Australians.

The Community Grants Hub (the Hub) provides end-to-end grant management for Australian government departments, agencies and organisations. It oversees the management and delivery of grants from 12 locations across Australia.

The Victoria State Office manages government-funded programs that are delivered through third-party service providers across Victoria. It also represents the department at the state/local level including gathering intelligence to inform policy design. We support the implementation of departmental initiatives which are aimed at improving the lives of our community's most vulnerable.

Duties

The Hub is looking for a high performing, experienced team leader to fill an APS6 level opportunity in Melbourne working in our DSS & Health Grants Teams.

Each day, you will have the opportunity to work to your strengths and develop new capabilities. Some of the key questions we focus on and you'll be working on are:

- How can we improve internal processes to allow us to best understand the organisations we fund, and work with them to deliver outcomes for vulnerable communities?
- How can we manage the work across our teams, see opportunities for efficiencies and implement changes that make our work more effective?
- How can we provide input to strategic thinking and decision-making, whilst also practically applying the tools and decisions at the ground level?

- How can we identify and channel people's strengths and tap into their motivators to plan and drive work?
- How do we embed the sense of purpose in our work and build team cohesion and identity?

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians. We are seeking a leader who builds upon our positive work culture as a valued member of our close-knit team to achieve quality outcomes. You will manage risks through asking the right questions and planning the right responses. You will be a strategic thinker who considers the future implications of issues and solutions before recommending action.

To be successful in this role you should have demonstrated experience in:

- high performance to confidently guide and coach a team through ambiguity, instilling a sense of collective purpose to drive the delivery of program outcomes to high professional standards.
- success in leading operational teams and delivering outcomes, including excellent judgement to escalate incidents, risks or issues and provide robust solutions and resolutions.
- excellent stakeholder engagement skills to effectively identify and address hurdles that are impacting program delivery, and elicit quality insights and robust recommendations that support quality program design.
- experience engaging with both internal and external stakeholders would be highly-valued.
- experience in grant or contract management in a government context would be highly-valued.

The position is located in Melbourne CBD. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in

Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Rebecca Bartleman, 03 9643 1298
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Treasury

Vacancy VN-0707075

Australian Bureau of Statistics

Closing Date:Wednesday 06 July 2022

Statistical Infrastructure Branch Various

Job Title	Data and Metadata Management Specialist, Statistical Infrastructure Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Canberra ACT
Salary	\$105,758 - \$122,254
Classification	Executive Level 1
Position Number	22/ANZCO_SSI_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

The Australian Bureau of Statistics (ABS) is seeking several Data and Metadata Management Specialists to join our Statistical Infrastructure Branch as an Executive Level 1 (EL1).

These roles are permanent opportunities and open to candidates seeking full-time or part-time employment, with flexible working arrangements available.

Our Data and Metadata Management Specialist roles are based in our offices located in Belconnen (ACT), Docklands (Melbourne), Adelaide CBD, Brisbane CBD and Hobart CBD.

What we are looking for

To be suitable you should have most or all of the following skills, qualities and experience:

- leadership and project management skills and the ability to identify opportunities for continuous improvement to deliver quality outcomes within a dynamic and complex environment
- conceptual, analytical and creative skills, including the ability to critically assess complex information and recognise the links between interconnected issues to ensure coherent outcomes
- an ability to lead, manage and develop a high performing team, providing direction to others regarding the purpose and importance of their work and engaging with competing priorities
- oral, written and presentation communication skills including the ability to build and sustain relationships to work collaboratively with a network of key people internally and externally, including internationally, and operate effectively in a team
- awareness of the role of statistical infrastructure and its uses in the production of statistics and in support of policy development and program delivery through data driven analysis
- knowledge of data and metadata management frameworks, processes and best practice.

Academic qualifications in data and metadata management, statistics, or fields with a strong qualitative or quantitative component are desirable.

You should also refer to the [APS Work Level Standards](#) for more information on the expectations at the EL1 classification level. **Duties**

The Statistical Infrastructure Branch is responsible for managing, maintaining and supporting the use of a range of statistical infrastructure, including standards, classifications and the ABS Business Register used in the production of economic, social and population statistics and integrated data assets.

Data and Metadata Management Specialist responsibilities are varied, depending on the individual's skills, their role and the requirements of their team. EL1 Data and Metadata Management Specialists may lead their team to undertake a range of activities, including:

- custodianship of ABS standards and classifications, encouraging their use to ensure the standardised collection and dissemination of data, leading to consistent data quality and comparability of data over time and across collections
- leading the maintenance and update of ABS statistical classifications and standards, for topics including occupation, religious affiliation, industry, language and ancestry
- shaping and administering the ABS Coding Strategy, including supporting the use of ABS coding tools by areas across the ABS to enhance the automation and reduce the costs of the production of classificatory statistics
- providing business leadership for the development of coding tools as part of a multi-disciplinary team, ensuring strong stakeholder engagement and co-design with a range of organisations who will benefit from the tools
- building and managing relationships with stakeholders across policy and program delivery areas (all levels of government), industry and other representative groups, and a range of functional and subject matter areas within the ABS
- influencing international developments in statistical infrastructure and their application in the Australian context.

Eligibility

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens.

If you are identified as the preferred applicant for a job, you will be required to undergo a number of pre-employment checks, which may include a police records check and health clearance.

Notes

Whilst this position currently does not require the occupant to have a security clearance, it may at some time in the future and to continue performing those duties you must be prepared to obtain a security clearance at that time.

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

About the Australian 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	National Recruitment Unit, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0707070

Royal Australian Mint

Closing Date: Thursday 07 July 2022

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	Corporate and Internal Communications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 5
Position Number	1123
Agency Website	https://www.ramint.gov.au

Job Description

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

This is a position for someone who loves writing and playing a key role in the organisation. You would be joining a small talented and driven Marketing and Communications team. This role offers variety, a great team and a good culture.

Duties

About the individual role in the team

The Corporate and Internal Communications Officer is responsible for managing all internal and external communications for the Mint including developing and implementing communication strategies. Reporting to the Marketing and Communications Manager, under limited supervision:

- Developing internal communications including communication strategies, COVID messaging and CEO speeches, presentations and announcements
- Coordinating and developing content for the new Mintranet
- Providing proofreading and editing services for the Mint including managing All Staff Notices
- Managing coordination of Questions on Notice, Treasury requests, Freedom of Information requests and customer privacy requests
- Managing and coordinating ad-hoc events as required
- Assisting the team when required with the promotion of coin releases
- Role modelling Mint values and exhibiting drive, commitment and determination in pursuit of defined objectives.

Eligibility

Knowledge, Skills and Experience

- Experience in writing, journalism, internal communications or corporate communications roles preferable
- Strong writing skills
- Strong administrative and organisational skills
- Good interpersonal skills and the ability to manage stakeholders
- Sound judgement and decision-making
- Excellent attention to detail

Security clearance

Baseline

For more information on the role, please refer to the **Position Description. 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 \(ramint.gov.au\)](https://www.ramint.gov.au/employment-opportunities)

Please submit your application by **11:30pm** on **Thursday 7 July 2022**. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **one page pitch** on why you applied for this position and how you are the best candidate for this role.

Should you have any questions regarding the role, please contact Ms Nicolle Keyes on (02) 6202 6974.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Nicolle Keyes, 02 6202 6974
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0707109

Royal Australian Mint

Closing Date: Thursday 07 July 2022

Royal Australian Mint
Sales, Marketing and innovation Sales Development

Job Title	Custom Minting Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 5
Position Number	1112
Agency Website	https://www.ramint.gov.au

Job Description

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

We are looking for a **Custom Minting Project Officer**.

Duties

Under limited direction from the Sales Development Manager, the Custom Minting Project Officer will support internal and external clients through all aspects of their investment and numismatic custom minting coin projects.

Duties

- Manage custom minting project orders for domestic and international clients
- Deliver projects and programs within agreed timeframes and trading terms
- Develop high quality relationships with external stakeholders, most notably ABC Bullion
- Liaise with external and internal clients to discuss technical and/or administrative issues
- Undertake research and analytical work to prepare quotations, contracts, and provide accurate costing and delivery advice for key account managers
- Prepare and maintain accurate project documentation and records for all approvals and other administrative processes required by internal and external stakeholders
- Product lifecycle management across all sales teams (domestic, international, contact centre and coin shop), including product allocations and terminations
- Provide advice and client feedback to other teams to maximise business productivity, profitability and sales opportunities through improved product delivery, production and logistics forecasting for increased customer satisfaction outcomes
- Plan, schedule, monitor and report on activities related to projects and ensure that appropriate information is exchanged and all necessary documentation is completed amongst key internal stakeholders
- Co-ordinate accounts and manage statements, payments and credits for investment and custom orders
- Draft and coordinate customer contracts within defined parameters and with a high level of attention to detail
- Understand, respond and resolve customer enquiries relating to custom minting projects.

Eligibility

Knowledge, skills and experience:

- Ability to quickly acquire, or existing knowledge of project management procedures and practices.
- Strong ability to communicate effectively with internal and external stakeholders, providing accurate advice and prompt issue resolution.
- Effective time management skills, ability to work under limited direction, prioritise tasks and meet deadlines.
- Ability to achieve quality results with attention to detail and a commitment to ongoing improvements.

Security clearance

Baseline

For more information on the role, please refer to the **Position Description. 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 \(ramint.gov.au\)](#)

Please submit your application by **11:30pm** on **Thursday 7 July 2022**. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **two-page-pitch** which describes how your skills meet the requirements of the role as detailed in the **Position Description**. Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the above criteria and what value you can add to the Mint.

Should you have any questions regarding the role, please contact Mr Chris Bowler on (02) 6202 3467.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Chris Bowler, 02 6202 3467
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0706931

Department of Veterans' Affairs

Closing Date: Thursday 07 July 2022

Client Engagement & Support Services
Client Access & Rehabilitation Client Contact

Job Title	Client Contact Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$65,937 - \$70,832
Classification	APS Level 3
Position Number	DVAO1540
Agency Website	https://www.dva.gov.au/

Job Description

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

Answer incoming calls and respond to counter enquires from members of the veteran community, including current and former members of the Australian Defence Force – their families and representatives, other government departments and agencies and ex-service organisations

Duties

- Delivering a professional telephone enquiry service and provision of information on the range of benefits and services provided by DVA.
- Guiding and assisting members of the veteran community to appropriate information resources, including the DVA website and registration for online services.
- Referring complex enquires to specialist sections of DVA in line with VAN procedures and escalation protocols
- Recording all telephone enquiries on a client contact database, and forwarding appropriate written correspondence where required
- Providing administrative support and assisting in the preparation of relevant resource materials as required
- Positive participation in process improvement, team planning and own professional performance development

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

A merit pool will be established that may be used to fill similar positions within 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>

About the Department of Veterans' Affairs

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

To Apply

Position Contact	Simone Bell, (08) 8935 1427
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0706967

Department of Veterans' Affairs

Closing Date: Thursday 07 July 2022

Chief Financial Officer
Chief Accountant Financial Operations

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$65,937 - \$70,832
Classification	APS Level 3
Position Number	DVAO1542
Agency Website	https://www.dva.gov.au/

Job Description

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

The Financial Operations section is made up of approx. 50 staff responsible for managing the department's banking, treasury and cash management functions, accounts processing (accounts payable and receivable), corporate card (cab charge and credit card) and travel arrangements.

Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focused results.

We work collectively and in conjunction with other sections within Financial Management to provide enabling services across DVA to ensure financial management and compliance requirements are met/exceeded.

As a Finance Officer you will undertake a broad range of tasks including accounts reconciliations, accounts processing, administration and support in relation to finance activities.

Our ideal candidate will be an enthusiastic, motivated and resilient person who is keen to work in a fast paced team environment. You will be good with numbers and have high attention to detail. You should be comfortable communicating over the phone and via email with clients from diverse backgrounds.

Duties

- Participate in day-to-day operational duties including: accounts processing, creation of suppliers, customer service, reconciliations, corrections and records management to ensure the department's financial responsibilities and obligations are addressed in a satisfactory manner.
- Maintain awareness of Commonwealth financial compliance and legislative frameworks specific to role.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide straightforward advice on accounts matters.
- Manage needs of customers to meet and exceed expectations, identify and escalate issues.
- Manage prioritisation of own workloads checking accuracy of information and work, ensuring quality processing of large volumes of accounts.
- Contribute to team goals and objectives, understand contribution to team outcomes and contribute to a supportive and cooperative team environment
- Use financial management and business systems to capture, research, analyse and reconcile data
- Perform other duties in the Financial Operations section as required, including provision of operational and administrative support and advice to Team Leaders.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

Both ongoing and non-going roles will be available.

A merit pool will be established that may be used to fill similar positions within the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

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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>

About the Department of Veterans' Affairs

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0706971

Department of Veterans' Affairs

Closing Date: Thursday 07 July 2022

Chief Financial Officer
Chief Accountant Financial Operations

Job Title	Finance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$74,462 - \$79,419
Classification	APS Level 4
Position Number	DVAO1543
Agency Website	https://www.dva.gov.au/

Job Description

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

The Financial Operations section is made up of approx. 50 staff responsible for managing the department's banking, treasury and cash management functions, accounts processing (accounts payable and receivable), corporate card (cab charge and credit card) and travel arrangements.

Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focused results.

We work collectively and in conjunction with other sections within Financial Management to provide enabling services across DVA to ensure financial management and compliance requirements are met/exceeded. As a Finance Officer you will undertake a broad range of tasks including accounts reconciliations, processing, administration and support in relation to finance activities.

Duties

- Participate in day-to-day operational duties including: accounts processing, workload allocations, monitoring and review, quality assurance, customer service, reconciliations, validations and corrections and records management to ensure the department's financial responsibilities and obligations are addressed in a satisfactory manner.
- Maintain awareness of Commonwealth financial compliance and legislative frameworks specific to role.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice over the phone, monitoring and actioning emails.
- Manage needs of customers to meet and exceed expectations, identify and resolve issues.
- Actively participate in business improvement and change management with a customer/client focus.
- Manage prioritisation of own workloads checking accuracy of information and work, ensuring quality processing and verification of large volumes of accounts.
- Contribute to team goals and objectives, business planning, evaluation and reporting on organisational goals in a collaborative and constructive manner.

- Ability to apply a functional understanding of financial analysis tools, systems, options and features specific to role including use of financial management and business systems to capture, research, analyse and reconcile data.
- Perform other duties in the Financial Operations section as required, including provision of operational and administrative support and advice.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

Both ongoing and non-going roles will be available. A merit pool will be established that may be used to fill similar positions within the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0707007

Department of Veterans' Affairs

Closing Date: Thursday 07 July 2022

Mental Health & Wellbeing Services
Client Coordination & Support ADF Support Section

Job Title	Veteran Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	DVAO1544
Agency Website	https://www.dva.gov.au/

Job Description

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

The Veteran Support Officer (VSO) will form an integral part of a team with establishment and functioning of embedded DVA services on military bases. This presence will act as a hub for DVA Veteran Support Offices to work from, delivering a high level of personalised service in accessing support and services from DVA, information briefings and updates to the veteran community inclusive of current and former members of the Australian Defence Force (ADF), their families and representatives of ex-service organisations.

Duties

- Provide high quality personalised service to current and former members of the Australian Defence Force in line with the DVA Cultural Vision and in line with the DVA Policies, Procedures & Key Performance Indicators as implemented.
- Demonstrate leadership, mentorship, guidance on matters relevant to DVA services and entitlements.
- Provide advice and interpretation, including in writing, on complex aspects of legislation to clients and colleagues.
- Develop strong partnerships with key stakeholders including Command elements, ADF Rehabilitation Program (ADFRP), Veteran Employment Industry, ex-service organisations (ESOs) to enhance service delivery to the veteran community.
- Work closely with relevant areas of Defence, including Defence Member and Family Services, to support the delivery of services and activities which may be accessed/considered during the relevant stages of transition.
- Provide early identification of persons at risk or with high needs for referral support to Triage and Connect.
- Perform representational and outreach activities, including presentations to ADF seminars, veteran advocate training sessions as required.

- Provide Veteran Support Officer (VSO) service delivery to approx.11, 000 veterans across the ACT and country NSW regions.
- Provide VSO support and command engagement across ADF bases at Duntroon, Campbell Park, Russell Offices, Brindabella Park, Weston Creek, HMAS Harmon, Joint Operations Command, Bungendore and other regional locations.

Eligibility

- Applicants must be an Australian citizen to apply.
- Primary work location is local Defence bases – limited flexibility to work from home
- Capacity to travel and ability to undertake overnight travel and work after hours and on weekends (if required)
- Ability to gain a Defence security clearance
- A current driver's licence

Notes

Both Ongoing and Non-ongoing positions are available. Previous applicants need not to re-apply.

A merit pool will be established that may be used to fill similar positions within the next 18 months.

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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>

About the Department of Veterans' Affairs

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

To Apply

Position Contact	Matthew Cross, 0436 858 970
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0707015

Department of Veterans' Affairs

Closing Date: Thursday 07 July 2022

Mental Health & Wellbeing Services
Communications Newsroom

Job Title	Media and Social Media Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$114,777 - \$126,039
Classification	Executive Level 1
Position Number	DVAO1545
Agency Website	https://www.dva.gov.au/

Job Description

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

The Media and Social Media Team manages DVA's engagement with the media, including responding to media enquiries, drafting media releases and talking points, and monitoring media coverage. It also manages the department's social media channels and develops content for both the department and the Minister.

We are looking for a motivated individual who will make this role their own. You will be working closely with the Minister's Office, managing staff and competing priorities, and developing communications materials such as media enquiry responses, media releases, talking points, briefings, social media posts and background information on a daily basis.

Duties

- Managing media enquiries within tight deadlines – including working with business areas in the department to draft and edit responses and manage approval processes.
- Supporting the Minister's Office and DVA Senior Executive with high quality media and social media advice and products.
- Liaising and building relationships with communication account managers and business areas to deliver high quality media and social media outcomes.
- Developing team skills across all communications materials including media releases, talking points, social media posts and statements.

- Respond effectively to requests for information from the media and the Minister's Office including outside hours as part of the media on-call roster.
- Writing engaging platform-specific copy.
- Managing DVA and Open Arms social media channels, including assigning moderation, liaising with business areas to draft and clear social media content.
- Working closely with the Strategic Communications team to plan campaigns and develop content.
- Liaising directly with journalists on media enquiries, pitching stories, providing background information and facilitating media opportunities for DVA's senior executive and the Minister

Eligibility

- Applicants must be an Australian citizen to apply

Desirable

- Tertiary qualifications in Communication, Public Relations, Marketing or Journalism, or possession of recognised skills or significant relevant experience in these fields.
- Previous experience in a Federal Government media roles and management experience.

Notes

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About the Department of Veterans' Affairs

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

To Apply

Position Contact	Daniel Johnson, (02) 6289 6074
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0706965

Department of Parliamentary Services

Closing Date: Thursday 14 July 2022

Finance and Property Services
Property Services

Job Title	Project Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR30109
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for several PEL1 Project Managers within Property Services Branch.

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.

The Property Services Branch is responsible for delivering building infrastructure projects that enable APH to function effectively as a safe and accessible building.

The successful applicants will be responsible for providing high quality end-to-end project delivery outcomes related to base building infrastructure as well as refurbishment and/or upgrade of existing infrastructure and accommodation. They will also be responsible for delivering programs of work, including Mechanical/Hydraulic works, Fire & Compliance Electrical, security and minor works.

As a Project Manager, you will be providing expert advice and technical expertise to guide project and program initiatives. You will

be responsible in managing, leading and mentoring a team to develop personal and professional growth and success. As a Project Manager, you will also be conducting risk assessment, managing and monitoring risk activities. On regular basis, you will be reporting on project outcomes to Senior Executives. You will also be responsible in managing financial and personnel resources.

Who we are looking for

Our ideal candidate will:

- Be flexible and adaptable within a changing environment.
- Have demonstrated ability to manage and lead multi-disciplinary teams.
- Have the ability to establish strong internal and external stakeholder relationships to achieve and deliver on key project milestones.
- Have demonstrated experience in managing complex projects (experience in PMBOK methodology is highly desirable).
- Be able to implement modern project methodology models and have a strong understanding of Government procurement and finance requirements.
- Communicate clearly (verbally and written), listens, understands and adapt to audience.

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

- Relevant building, project management and/or engineering qualifications (highly desirable).
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) 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

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	Trent Litster, 02 6277 9741
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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