



Commonwealth of Australia
APSJobs - Vacancies Daily
PS25 Daily Gazette Thursday - 26 June 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS25 Weekly Gazette Thursday - 26 June 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS25 Weekly Gazette Thursday - 26 June 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0759869

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

Closing Date: Thursday 10 July 2025

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

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

Job Description

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

Duties

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

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

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

Eligibility Notes

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

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

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

To Apply

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

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Vacancy VN-0759849

Australian Signals Directorate

Closing Date: Sunday 13 July 2025

Access and Effect Operations

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

Job Description

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

About the Team

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

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

About the Role

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

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

Key duties include:

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

Duties

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

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

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

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

Eligibility

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

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

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

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

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759852

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

Job Description

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

About the Team

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

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

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

About the Role

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

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

Key duties include:

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

Duties

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

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

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

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

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

Eligibility

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

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

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

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759944

Australian Signals Directorate

Closing Date: Sunday 13 July 2025

Portfolio & Transformation
C&T

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

Job Description

www.asd.gov.au/careers

About the Team

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

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

About the Role

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

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

ASD6 – Procurement Business Partner

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

Key Duties of this Role:

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

ASD EL1 – Procurement Business Partner

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

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

Key Duties of this Role:

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

Duties

ASD6 – Procurement Business Partner

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

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

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

ASD EL1 – Procurement Business Partner

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

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

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

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training:

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

a. Government (Procurement)

b. Business Management

c. Consolidated Complex Procurement

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

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0759741

Australian Submarine Agency

Closing Date: Sunday 13 July 2025

Australian Submarine Agency
DDG Program & Policy

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

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

Duties

The Role

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

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

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

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

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

Some positions may incur an additional payment of a Building Capability Payment (BCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BCP position must consider the following. BCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

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

About our Team

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

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

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

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

Our Ideal Candidate

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

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

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

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6BF9401E-A6C5-1BE3-D9C3-E3EFCE002299

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Vacancy VN-0759932

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

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

Duties

The Role

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

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

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

An EL 2 Project Director will exercise a significant degree of independence and perform an important leadership role. They will be responsible for influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives based on high level decision making and judgement. They will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work or sensitive projects or work programs that have strategic, political or operational significance.

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

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

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

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

- Manage and lead a program for the delivery of a broad range of very complex project activities.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for the interpretation of Government and Defence policies, concepts and strategies applicable to the development of projects and project documentation across the project life cycle.
- Advise and support senior management and project managers on a broad range of very complex and diverse issues associated with the management and delivery of programs.
- Translate strategy into operational goals and appropriate tasks for others, creating a shared sense of purpose within the business unit.
- Represent Defence at external forums and liaise on behalf of Defence on significant, very complex or technical project management issues with external practitioners, industry representatives and government agencies.

- Build and sustain collaborative working relationships and networks with colleagues and stakeholders.
- Interpret and adapt guidelines to specific situations arising in the execution of work plans and devise solutions to very complex policy or operation problems where guidelines are lacking.
- Assess and analyse very complex project issues, applying expertise to identify and recommend courses of action.
- Deliver endorsed capabilities that are on time, to cost and to the required levels of quality, providing oversight on trends and advising management of risks and issues associated with desired project outcomes.
- Develop project managers to maintain and improve project performance and commit to the continuous improvement of quality management systems.
- Motivate and mentor teams, aligning complementary skills and allocate resources in a manner that delivers results.

Some positions may incur an additional payment of a Building Capability Payment (BCP) which enables ASA to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BCP position must consider the following. BCPs provide remuneration in addition to the ASA Enterprise Agreement (EA).

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

About our Team

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

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

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

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

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

Our Ideal Candidate

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

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

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

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

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B4A6882D-23EA-B718-0A46-E3F0FB11ED44

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Vacancy VN-0756677

Department of Home Affairs

Closing Date: Thursday 10 July 2025

Onshore Operations
Detention Operations Detention Management and Planning

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

Job Description

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

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

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

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

DMP comprises four teams:

- National Detention Placements
- Detention Security

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

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

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

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

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

Their strengths will be in their ability to:

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

Duties

The role of an ABF Supervisor within DNCU includes:

- Building and sustaining collaborative relationships across a network of internal and external stakeholders
- Representing the Command at various forums
- Supporting immigration detention intelligence functions

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

Additional information

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

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

Eligibility

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

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

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

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Vacancy VN-0759938

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 08 July 2025

Major Projects Science for Management

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

Job Description

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

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

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

The Position

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

includes contribution to data management and analysis as well as the design, development, testing and maintenance of digital systems and products. Examples of relevant digital systems and products include the databases, maps, and decision support tools associated with the Reef Knowledge System.

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

About You

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

Duties

Key Responsibilities

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

Eligibility

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

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

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

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

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

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Vacancy VN-0759948

Indigenous Land and Sea Corporation

Closing Date: Tuesday 15 July 2025

Legal
Head Office

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

Job Description

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

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

About Us

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

About the Role

Are you ready to take the lead and make a tangible impact as our General Counsel? In this pivotal role, reporting directly to our Group Chief Executive Officer (GCEO), you will manage our legal and risk team's efforts to drive strategy, development, and implementation across the ILSC Group. As the General Counsel

of our organisation, you will provide energetic and dynamic leadership in crucial areas such as commercial and property law (with a special emphasis on contracting and construction), governmental and administrative law, Native Title/ land rights, environmental law, and employment law. You will be part of our leadership group, providing high-level professional legal advice. Additionally, you will have the opportunity to prepare regular briefings for the GCEO and ILSC Board, ensuring they are well-informed and equipped to make informed decisions. You will be required to ensure the efficient operation of the legal unit and ensure the meeting of organisational wide KPI's are achieved, including through Individual and agreed performance measures. The General Counsel will be required to travel.

About You

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

Duties

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

- Provide effective leadership in the areas of commercial and property (with an emphasis on contracting and construction), governmental and administrative, Native Title/Indigenous land rights, environmental and employment law.
- Build and maintain relationships with key stakeholders based on trust and respect.
- Lead and manage the ILSC Group Corporate Governance Program ensuring best practice corporate governance procedures are maintained at all times.
- Provide guidance and support to direct reports, including managing performance, supporting development, and contributing to a positive workplace culture.
- Provide high-level legal advice and recommendations to the Group CEO, Executive Management Team and the ILSC Board.
- Implement continuous improvement initiatives

Eligibility

At the ILSC we offer:

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

Generous leave entitlements and work conditions, including:

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

Health and wellbeing programmes:

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

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

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

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

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

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

Applications close on Tuesday 15th July 2025.

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

Aboriginal and Torres Strait Islander people are encouraged to apply

Notes

About the Indigenous Land and Sea Corporation

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

To Apply

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

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Attorney-General's

Vacancy VN-0759913

Administrative Review Tribunal

Closing Date: Sunday 06 July 2025

Corporate Services Property and Security

Job Title	Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite Only
Classification	APS Level 6
Position Number	41210, 41211, 41212, 41213, 41214, 41215
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an APS6 Office Manager - Multiple Opportunities available!

We have multiple ongoing roles within Corporate Services to join the Property and Security section at the Administrative Review Tribunal.

Due to the nature of these roles please note that they are required to be on-site daily. Positions are available in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney.

About the opportunity

Reporting to the National Office Manager the Office Manager is a unique, varied and diverse role. It requires a high degree of independence, professionalism, integrity and the ability to thrive in a changing environment.

With responsibility for co-ordinating accommodation management tasks, delivering operational protective security risk management and service delivery, and ensuring that each office location adheres to the Tribunals policies and procedures to support operational and strategic outcomes this role is at times complex and highly specialised.

Daily duties may involve planning and implementing efficient office allocations and moves, responding to incidents or emergencies, being familiar with procedures and applying them to safety and security situations, accessing various databases for information, responding to reporting requirements for the section, conducting stocktakes, providing training, coordinating special events, and liaising with building management or authorities.

As the Office Manager, you are required to be the Out of Hours contact on an occasional basis to manage urgent building issues, security, and alarm response (Allowance is available).

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our [website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities

- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment.

Duties

Accommodation Management: Ensure office functionalities are fit for purpose and comply with regulations by coordinating activities such as fit out adjustments, refurbishments, maintenance and repair of services and equipment. Act as a primary point of contact for building issues and emergency responses.

Expertise: Provide well-informed operational advice and guidance to members and staff on accommodation, property, facilities, protective security framework and procedures and asset management. Deliver in-house training on security procedures and foster a positive risk culture.

Support: Assist members and staff with work point allocations, set up and coordinate special events and support diverse requests from Assistant Directors in relation to facilities, WHS issues and risk management policies and procedures.

Stakeholder management: Liaise, negotiate and build productive working relationships with internal and external stakeholders, external agencies, service providers, suppliers, contractors and building management representatives

About you:

To be successful you will have:

- In-depth knowledge of property, facility, risk and asset management best practices, as informed by government legislation and guidelines.
- Capability of taking a leadership role in the event of service disruptions or emergency situations, drawing on sound judgement and problem solving skills to address issues or escalate as appropriate.
- Well-developed managerial and organisational skills, including the ability to set priorities, coordinate meetings, and conduct inquiries and research with the aim to best manage workforce adherence to all policies and procedures.

- High level interpersonal, written and verbal communication skills with the capacity to communicate with tact and maintain productive working relationships with a wide range of stakeholders and influence positive workplace outcomes.
- Ability to work under pressure, project manage office layout and fit out changes and juggle competing interests and priorities.
- Ability to analyse data, maintain accurate records including conducting stocktakes of assets and provide effective and informed responses to information requests

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

Please submit a **CV (e.g. of no more than 4 pages) and cover letter (of no more than 2 pages)** addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

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welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTIQ+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

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To Apply

Position Contact	Roy Duck, 02 9276 5271
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0759930

Job Title	National Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$117,665 - \$138,493
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	hybrid/flexible
Classification	Executive Level 1
Position Number	42944
Agency Website	https://www.art.gov.au/

Job Description

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

Come and join our team as an EL1 National Office Manager in this exciting new role!

This ongoing, flexible/hybrid position will report to the Director, Property and Security and can be located in Brisbane, Canberra, Melbourne or Sydney. You will need to be open to interstate travel to build, coach and develop direct reports to ensure a collaborative, supportive and high-performance culture across each office.

About the opportunity

Following the creation of the Administrative Review Tribunal in October 2024, there has been a renewed focus within the Corporate Services branch to expand the service delivery capability of the Office Manager cohort. As such, we have created this exciting new role to positively lead, manage and develop a team of geographically dispersed Office Managers with the priority of improving the overall internal customer service.

This is unique and specialised role, that will work collaboratively within the Property and Security section to ensure the effective delivery of the property, facility, protective security risk management and business continuity outcomes that aligns with best practice approaches and meets broader business outcomes.

One of the core focuses of this role will be to develop, drive and implement operational processes and initiatives to ensure the Office Manager function is running efficiently and consistently across the Tribunal. This will include development and implementation of systems and processes to deliver risk managed outcomes for each registry that align with the Corporate Plan and 'One ART' model.

About the Tribunal:

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You can learn more about the Tribunal on our [website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, remote working to support you with your commitments outside of work
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance

- Employee Assistance Program for you and your family
- positive and inclusive culture.

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Duties

Leadership and management: Lead and motivate staff, foster a collaborative and results-driven work environment and ensure the efficient and effective service delivery required of the Office Manager function. Contribute to the Property and Security team's strategic planning, help set goals for the section and provide high level support and consultancy across a range of Office Manager-related matters.

Policy and procedure: Develop and deliver policies, processes and operating procedures that are precise, fit for purpose and accurately reflect the operating environments of each registry. Ensure compliance with relevant Whole-of-Australian-Government legislation, framework, policy and best practice.

Administration and reporting: Contribute to relevant reporting requirements, e.g. Australian Government Property Register, annual reports and Questions on Notice. Perform, analyse, and review property operating expenditure calculations and any other Property Service obligations.

Collaboration: Collaborate with other leaders within the section to facilitate advice and guidance regarding facility and property matters, including procurement and contracting. Manage WoAG facility contract performance in conjunction with the ART's Property Service Provider and other leaders within the section.

About you:

As the Office Manager role is a new function at the Tribunal, the National Manager must have experience working in an unfamiliar and constantly changing environment. There are numerous processes and operational matters to define, establish and implement across a broad range of corporate areas that the National Manager must navigate and lead a team through to ensure consistency and success.

You will be required to have a high degree of independence, professionalism and analytical expertise and would suit a person with emotional intelligence, adaptable leadership, the ability to think strategically and who can manage change effectively across a geographically dispersed working environment.

To be successful you will have:

- Proven ability to manage multiple competing interests and remain future-focussed in a fast-paced and continuously changing environment.
- Well-developed managerial and organisational skills, including managing and coordinating inputs from diverse team members, setting priorities, establishing clear performance and behavioural standards, managing performance, delegating responsibility and mentoring, guiding and developing people.
- Extensive knowledge of government legislation, procedures and practices relating to Commonwealth property, procurement and contracts including Commonwealth Procurement Rules and PGPA Act requirements.
- Highly developed interpersonal, verbal and written communication skills, including the ability to develop and manage productive working relationships with a range of internal and external stakeholders, negotiate and communicate with influence, and the capacity to provide expert advice on a range of matters to senior executives.
- Demonstrated ability to promote and implement positive organisational change through an attitude of continuous improvement and open and considered communication.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Experience leading a geographically dispersed team

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

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Notes

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

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To Apply

Position Contact	Gillian Horn, 08 8128 8187
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0759943

Administrative Review Tribunal

Closing Date: Wednesday 09 July 2025

Tribunal Operations
Corporate Services Property & Security

Job Title	Fraud & Corruption Prevention Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	41091
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an APS6 Fraud & Corruption Prevention Manager.

This ongoing role will be part of a geographically dispersed team as part of the Property & Security section at The Administrative Review Tribunal and can be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney, Perth or Darwin.

About the opportunity

The Fraud and Corruption Prevention Manager is an exciting role that supports the Agency Security Adviser in delivering a key part of the Tribunal's protective security program. This position is responsible for contributing to the development and operationalisation of a program of work related to fraud and corruption and involves working collaboratively with key internal stakeholders to develop a comprehensive system of governance, risk management and controls to prevent, detect, and respond to fraudulent and corrupt activities. This includes establishing policies, conducting risk assessments, implementing controls, monitoring and evaluating performance and supporting the development of the ART Insider Threat Program.

About the Tribunal:

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What we offer:

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- Employee Assistance Program for you and your family
- positive and inclusive culture.

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Duties

Asset and Risk Management: Apply asset and risk management principles to maintain the Tribunal's Fixed Asset Register. Manage assets that are obsolete, unused, or missing and required to be deactivated and properly disposed of. Detail the circumstances relating to any missing assets, launch investigations and record results. Undertake other risk management

related work including intranet communications, conducting surveys and assembling online training modules.

Expertise: Provide informed guidance and training to appropriate business areas on the proper maintenance of assets, control systems, fraud & corruption awareness, record keeping and reporting, according to Government standards.

Governance: Manage the Tribunal's Fraud & Corruption Control Plan, including fraud & corruption prevention measures, policies, training, reporting, and investigations. Collect and analyse information and data from various sources and business systems to develop and implement technical and other detection methods and strategies to identify irregular patterns of potentially malicious, corrupt and fraudulent activity.

Stakeholder Engagement: Represent the Property & Security section in meetings with business areas and represent the ART in government fraud prevention forums. Maintain relationships with key external stakeholders including auditors and the Attorney General's Department Fraud Prevention Centre.

To be successful you will have:

- Highly developed knowledge, or the ability to acquire such knowledge, of asset and risk management principles and best practice as informed by government legislation and guidelines.
- Highly developed interpersonal, influencing and negotiation skills, including the ability to cultivate productive working relationships with a broad range of stakeholders, and the ability to identify opportunities for improvement and to initiate change.
- Strong analytical skills and a demonstrated ability to think strategically, exercise sound judgement, and ability to provide informed recommendations to managers.
- Ability to operate and manage the Tribunal's financial operating system SAP and the ServiceNow platform.
- Attention to detail and numeracy skills, including experience using complex Excel spreadsheets, ability to organise large amounts of data, and strong record keeping experience.
- Proven capacity to work under limited guidance to solve problems and deliver results in a complex and changing environment.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting 2 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Certificate IV in Government Investigations, or Diploma in Fraud Control
- Knowledge of the Australian Government Fraud and Corruption Control Framework.

- Experience in asset auditing and risk management, security, procurement, and the SAP financial operating system.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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To Apply

Position Contact	Tim Crehan, (02) 9276 5308
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0759957

Administrative Review Tribunal

Closing Date: Sunday 06 July 2025

Tribunal Operations
Corporate Services Property & Security and Finance & Procurement

Job Title	Office Manager and Senior Procurement Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Hobart TAS
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	42617
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an APS6 Office Manager and Senior Procurement Officer!

This dual ongoing position is responsible for operational property and security matters at The Administrative Review Tribunal located in Hobart.

Due to the nature of this role, daily on-site attendance is required to address specific duties effectively and out of hours contact may be required to manage urgent building issues.

About the opportunity

The Office Manager and Senior Procurement Officer role supports a scope of work across two branches: the Corporate - Property & Security section and Finance & Analytics - Finance & Procurement section. As this role operates across two key corporate areas, it is a substantial and important position within a small but high performing team in Hobart.

This dual role requires a high degree of independence, professionalism, integrity and the ability to thrive in a changing environment.

Office Manager duties

Office Manager duties include responsibility for co-ordinating accommodation management tasks, delivering operational protective security risk management and service delivery, and ensuring that the Hobart office location adheres to ART policies and procedures to support operational and strategic outcomes. The work of the Office Manager is far ranging, at times complex and highly specialised. Daily duties may involve planning and implementing efficient office allocations and moves, being ready to respond to incidents or emergencies and taking a leadership role, being familiar with procedures and applying them to safety and security situations, accessing various databases for information, responding to reporting requirements for the section, conducting a stocktake, providing training, coordinating special events, and liaising with building management or authorities.

Procurement Officer duties

To be successful as a Senior Procurement Officer, it is expected that the person can work across multiple technical platforms (SAP, ServiceNow, Prime, AusTender and BuyICT) to manage and report on a diverse range of high value procurement activities and contracts. Most tasks as the Senior Procurement Officer will require procurement experience and knowledge to ensure the ART is compliant with the Commonwealth Procurement Rules and the PGPA Act.

About the Tribunal:

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Duties

Advice: Provide well-informed advice and guidance:

- regarding day-to-day operations around accommodation, property, facilities, security framework and procedures, Work Health Safety (WHS), and asset management.
- to internal stakeholders regarding procurement and contract management policies, procedures, and other resources to facilitate adherence to best practice and ensure compliance with the Commonwealth Procurement Rules.

Administration and support: Responsible for providing efficient, accurate and timely support:

- regarding best practice in safety and security requirements.
- regarding work point allocations, facility and property issues, liaising with the building managers and take a lead role in coordinating special events.
- to project manage fit out adjustments and refurbishments and to serve as a contact for outside authorities.
- to stakeholders undertaking procurement and contract management activities, the team and section through workflow management, record keeping and administrative tasks and the Chief Financial Officer through internal and external reporting requirements, i.e. AusTender.

Stakeholder management: Maintain productive working relationships with stakeholders including:

- liaise and negotiate with external agencies, service providers, suppliers, contractors, and building management representatives.
- deliver in-house training on security procedures to foster a positive risk culture.
- ensure compliance with the Commonwealth Procurement Rules and minimising reputational risk during procurement and contract management activities.
- key contacts in forums, working groups, projects and communities of practice.

To be successful you will have:

- Strong knowledge of property, facility, risk, and asset management best practices, as informed by government legislation and guidelines.
- Strong knowledge of government procurement policy and practices with the ability to facilitate tender processes, draft and negotiate contracts, produce, interrogate and analyse reports from our procurement systems.
- Ability to work collaboratively and flexibly in a team environment and capable of taking a leadership role in the event of service disruptions or emergency situations.
- Ability to prioritise and manage a diverse range of requests across the dual roles including:
 - providing advice and deliver training
 - set up and coordinate special events and meetings
 - procurement & contract management activities
 - facilities requests and
 - adherence to WHS and risk management policies and procedures.
- Experience identifying and implementing improvements to work practices, conduct inquiries and research with the aim to best manage workforce adherence to all policies and procedures.
- High level interpersonal, written, and verbal communication skills with the capacity to communicate with a wide range of stakeholders, influence positive workplace outcomes and maintain productive relationships with stakeholders.

Eligibility

Essential:

- Ability to obtain and maintain a Negative Vetting Level 1 Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Experience with procurement and financial management systems (preferably SAP) and Microsoft Office applications.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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To Apply

Position Contact	Roy Duck, (02)9276 5271
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0759909

Australian Federal Police Closing Date:Wednesday 09 July 2025

Job Title	Senior Project Officer - Integrated Portfolio Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,559 - \$118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 6
Position Number	14867
Agency Website	https://careers.afp.gov.au

Job Description <https://careers.afp.gov.au/job-invite/14867/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you looking for an opportunity that offers meaningful work and allows you to showcase your communication and stakeholder engagement skills? Do you want to work for an agency that makes a big community impact by keeping Australia safe?

We are seeking experienced Senior Project Officers wishing to be considered for vacancies within the Integrated Portfolio Office (IPO), Strategy and Performance Office (SPO) of the AFP.

The IPO manage the AFP's [Program & Project Management Framework](#) (PMF) which sets out standards expected in the effective management of programs and projects predominately funded

by the AFP Investment Plan. We provide reporting, advice, assurance, and compliance services to ensure the standards and principles of the PMF are applied in a pragmatic and consistent manner across the AFP.

The IPO provides secretariat and capability forward planning services to the AFP's Capability Steering Committees to support strategic planning, prioritisation, investment and oversight of capabilities that are critical to achieving operational outcomes and delivering maximum impact to the criminal environment. We play a critical role in partnering with internal and external entities to support organisational priorities, amass strategic insights, drive innovation, and maintain project management standards.

As a Senior Project Officer, you will be a part of a cohesive team supporting the effective planning, investment and delivery of the AFP's current and future capabilities. Our ideal candidate is a resilient, organised critical thinker and problem solver, who is adaptable to changing environments and can manage competing priorities in a fast-paced environment. You will be a strong communicator who takes a collaborative approach to teamwork, contributes to a positive workplace culture and builds strong relationships with stakeholders.

You will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

As a Senior Project Officer within the IPO, your key responsibilities will include:

- Conducting investigative research and analysis on program and project delivery to inform executive decision making through the preparation of clear and concise reports, briefs and other project documentation.
- Working collaboratively with AFP Finance and other stakeholders to effectively manage AFP Investment Plan initiatives, ensuring alignment to the PMF and other relevant governance.
- Ongoing review and maintenance of IPO related governance, templates, user guides, and training materials, including producing internal enterprise-wide communications.

- Conducting targeted assurance activities on programs and projects including, providing high quality recommendations and input for reporting on assurance outcomes.
- Facilitating two-way stakeholder engagements to support the development of multi-year capability plans to improve strategic decision making on investing in the right capabilities to meet the changing nature of the AFP's operating environment.
- Supporting secretariat services to Capability Steering Committees, including minute taking and recording of all key decisions and actions.
- Developing team members and fulfilling a guiding, mentoring and advisory role.
- Maintaining currency in project management tools and methodologies through ongoing professional development and learning opportunities.
- Applying a high level of discretion, judgement and initiative to all situations and decision making to achieve results and drive continuous improvement.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication, stakeholder management and collaboration skills.
- Experience in writing executive briefs, reports and presentations for internal and external audiences.

Notes

- This role is an AFP Band 6
- This role is based and to be performed in Canberra (ACT).

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Anthony Zeccola, (02) 5126 6974
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14867/

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Attorney-General's

Vacancy VN-0759923

Australian Federal Police

Closing Date:Wednesday 09 July 2025

Job Title	System Administrator - Organisational Health Solution (OHS)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,559 - \$118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14856
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14856/>

Did you know?

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- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Office of the Chief Medical Officer and SHIELD are the Australian Federal Police's Health capability that embed health and wellbeing into the AFP's day-to-day operations, enabling tailored service delivery and advice, including education, prevention, early intervention, and treatment and transition support.

Office of the Chief Medical Officer and SHIELDS mission, vision and goal are:

- Mission - Enable Commands to optimise AFP capability through the active management of health and wellbeing risks.
- Vision - The AFP embraces an operationally focused and sustainable safety culture.
- Goal - Build a positive risk culture by delivering educational and preventative health-based solutions.

Health Systems and Governance is responsible for the Organisational Health Solution (OHS) that will use Salesforce Health Cloud software as a service platform on an Amazon Web Services tenancy. The OHS is a transformational project focused on enhancing SHIELD and Office of the Chief Medical Officer's technological foundation by providing a central repository for health data, streamlined case management, planning and communication tools that incorporates process and workflow automation. In addition, the Health Systems and Governance Team is responsible for health information and data, clinical and regulatory governance, and current legacy systems to support SHIELD and Office of the Chief Medical Officer service delivery.

What will you do?

As part of a multi-tiered (4 level) support and sustainment model, the Organisational Health Solution (OHS) System Administrator role is a member of the OHS Support Team that provides Level 1 customer support to OHS end-users.

The Team is the first point of contact for end-users to lodge incidents, problems, service requests, and queries via ServiceNow. They provide basic and/or preliminary troubleshooting, analysis and advice, and, where required, assign incidents and problems to the next support level (i.e. Level 2, 3, or 4) to undertake the necessary investigation and remediation activities. The Team assumes responsibility for managing all incidents and problems through to resolution, in accordance with specified service level agreements.

In addition, the Team supports the testing and deployment of software patches, and version releases and updates. In line with the terms and conditions of the support contract, the team schedules and performs these activities based on the notice, details (e.g. release notes), and timeframes outlined by the support contract providers.

In collaboration with key stakeholders, the team is also responsible for the management of future system enhancements. This includes the collation, recording, prioritisation, investment proposal and approval, design, testing and deployment of OHS enhancements.

The duties of the System Administrator (Band 6) role include (but are not limited to):

- Deliver customer focused services and service desk activities to OHS users;
- Manage customer support requests to ensure timely and satisfactory resolution;
- Identify, investigate and provide solutions for issues that may arise including engaging with the support contract providers for defect and incident resolution;
- Engage and liaise with stakeholder groups, and lead meetings, ensuring open communication and collaborative outcomes;
- Manage and allocate tasks to the team through ServiceNow to ensure completion within agreed timeframes;
- Work collaboratively with less experienced team members, acting as a mentor and point of escalation for them including taking a lead role for more complex queries and issues;
- Create and maintain OHS service desk documentation;
- Develop and/or contribute to management reports;
- Facilitate and deliver OHS training;
- Maintain currency in information technology processes and technical knowledge through ongoing professional development; and
- Proactively identify, promote, and implement continuous improvement opportunities.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- An AFP Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated experience or understanding of service desk operations or experience, and/or knowledge of service delivery processes, methodologies, and tools.
- Customer-centric mindset, with a proven track record in the delivery of a high level of Customer Service.
- Confident communicator who is comfortable speaking to people at all levels of the business and is able to liaise with customers to determine their support needs.
- Ability to prioritise team workload based on service delivery priorities.
- Demonstrated experience in creating and maintaining documentation, including system manuals, better practice guides, procedures, processes, work instructions, knowledge articles, and test strategy and plans for the OHS environment.
- Demonstrated leadership skills, and ability to develop and guide team members in a mentoring and advisory role.
- Self-motivated, able to use initiative, innovative, and have a strong commitment to achieve team objectives.

Desirable Requirements

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

- Experience in Salesforce system administration or experience in or an understanding of other Organisational Health Solution platforms.

- ITIL V4 Foundation Certificate or appropriate experience with process implementation is beneficial.
- Microsoft systems and tools (including but not limited to Windows, Active Directory, Office, Exchange and Teams).
- Delivery of training or experience with group engagements will be highly regarded.
- Basic project management experience – small projects.

Notes

- This role is an AFP Band 6
- The role is located in Canberra and applicants will need to be based in the ACT region or willing to relocate

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To Apply

Position Contact	Kaitlynn Jones, 51264085
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14856/

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Fair Work Commission

Closing Date: Sunday 13 July 2025

Member Support team
Tribunal Support

Job Title	Director, Member Support
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$142,508 - \$166,782
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 2
Position Number	3707
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Commission aims to be at the forefront of contemporary Tribunal service delivery in Australia.

Reporting to the Executive Director, Tribunal Support, the Director, Member Support will provide strategic leadership and oversight of a team of over 80 staff, including Associates and a management team, which provide support in Chambers to Members of the Commission across Australia.

Working closely with the Member Support management team and senior staff across the Commission, the Director will:

- Regularly engage across other Tribunals, Courts and agencies to develop relationships and leverage insights to set operational and strategic objectives for the Member Support team.

- Establish, lead and deliver a yearly work program in consultation with Commission Members and the Member Support team to enable best practice procedures and operations in Chambers for Members, Associates and the Australian public.
- Oversee a program of targeted and proactive recruitment practices to ensure the team's capacity to provide service to Members and the Australian public.

The Director will also translate strategy into operational goals and standards, create plans, provide expert advice, make decisions based on professional judgement, and have demonstrated experience in achieving results and leading business process improvement initiatives.

Duties

- Provide high quality administrative support to the President, Commission Members, the General Manager and the Executive team, including preparation and presentation of memorandums, information notes, briefs and regular data and evidence-based reports.
- Oversee program and project management including management of service provider contracts, setting strategy, planning and successfully implementing and evaluating projects and programs.
- Initiate, establish and maintain strong internal and external relationships to drive consultation and collaboration with key stakeholders and provide performance feedback to enhance service quality, accessibility and responsiveness.
- Manage financial, human, and physical resources in an operationally effective and efficient manner including resolving conflict and managing sensitivities.
- Actively contribute and participate in the Commission's Senior Management Group and the Branch leadership team as well as corporate management and related statutory responsibilities including strategic planning, reporting, corporate and budgetary responsibilities, and providing input into key Commission and Branch publications.
- Monitor and report on the Commission's authorising environment and service delivery issues.
- Build staff capabilities by providing leadership to team members, including setting the strategic direction, using data and evidence driven approaches for improvement and anticipating and establishing work priorities and managing performance.
- Perform other duties as directed by the Executive Director, Tribunal Support.

Eligibility

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

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our ideal candidate**' section as your basis. For further information about '**Our ideal candidate**' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill a non-ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Kellie Fonseca, +61 2 9308 1882
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Defence

Vacancy VN-0759377

Department of Defence

Closing Date: Thursday 10 July 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$79,176 - \$86,438
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/04949/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A54A1AE4-517C-15BA-519E-E3F0C0884B24>

Duties

The Role

The APS 4 Business Support Officer (BSO) will be responsible for the provision of administrative support to the Tasmanian, Australian Army Cadet (AAC) Battalion.

Primary responsibilities include:

- The administration of the AAC's online business application CadetNet.
- Processing of Adult Cadet Staff applications, travel, reimbursements and allowances.
- Assisting with ADF personnel administration and oversight of the AAC's electronic records management system.

Secondary responsibilities include:

- Assist with the administration of the AAC's online business applications on CadetNet for Victorian Brigade

Additionally, the BSO will assist in processing youth safety clearance checks, which are critical to ensuring the AAC meets its mandatory Defence Youth Safety Framework obligations. The BSO must be able to establish and maintain effective working relationships with diverse staff groups, including Defence personnel, APS, volunteers, and have an ability to work with youth. The successful applicant will have the opportunity to work in one of Army's most diverse working and professionally rewarding environments. The position offers distinct opportunities to contribute to youth development across a broad range of activities.

About our Team

The TAS AAC Battalion is responsible for the management and support of some 300 cadets operating from nine Community Based Units across northern and southern Tasmania. The TAS AAC Battalion Headquarters is predominantly staffed by Army Reserve personnel managing the functions of operations, personnel, training and logistics, working to the Battalion Commander, an Army Reserve Lieutenant Colonel. The fulltime staff of the headquarters comprises an APS6 Executive Officer/ Formation Safety Advisor, a Regular Army Operations Warrant Officer, and the APS 4 Business Support Officer (BSO).

The Battalion also consists of Army Cadet Staff (ACS), who are the adult volunteer group that delivers the youth development program. ACS wear a military uniform, but are not required to hold military qualifications. The Cadets range from the age of 13, when they enter the Australian Army Cadets, to 18, when they 'retire' from the program. The BSO will have ongoing and frequent interaction with all of these groups within the Battalion, including interaction with Cadets during key activities and events.

Our Ideal Candidate

To succeed in this role you must be a self-starter and have personal drive and integrity with a demonstrable ability to:

- Be able to monitor and track the progress of multiple assigned tasks.
- Have strong communication skills and maintain professional working relationships with internal and external stakeholders.
- Be able to prioritise tasks and shift priorities quickly, and deliver outcomes as an individual and as part of a team.
- Be proficient in the Microsoft Office suite of products including intermediate skills in Outlook, Excel and Word.
- Ability to learn personnel systems.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Jackie Strong, 03 6216 5750
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A54A1AE4-517C-15BA-519E-E3F0C0884B24

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Defence

Vacancy VN-0759716

Department of Defence

Closing Date:Thursday 10 July 2025

Associate Secretary Group
Defence Legal

Job Title	Special Counsel - Estate and Infrastructure Law - Environmental and Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$159,803 - \$167,660
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ASG/05050/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EECEBB0B-6B8A-B76E-48A2-E3EF9375C751>

Duties

The Role

Defence Legal is a national organisation, which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration. As part of the General Counsel - Defence Branch, this position provides legal support to the Estate and Infrastructure Law Team.

The day-to-day tasks undertaken by the role include providing legal advice and assistance to internal Defence clients, principally for the Security & Estate Group, including in relation to strategic and legal risk issues, the drafting and review of documents (including complex and bespoke documents) and the oversight of external engagements, on matters relating to the Defence Estate and covering all jurisdictions within Australia.

The Security & Estate Group undertake an interesting, broad and diverse body of work to progress Defence's key Estate programs, which are central to the 2024 National Defence Strategy. Applicants can expect novel, rewarding and unprecedented legal work in support of projects critical to Australia's national interest.

This legal advice and assistance principally involves broadly the provision of legal services focused on supporting Defence's key Estate programs, in the following areas of law across three dedicated lines of legal service:

- Construction Law;
- Real Property Law;
- Environmental Law; and
- Native Title Law.

Legal assistance also involves, across the lines of legal service, general advisory, providing legal advice and drafting on administrative and legal documents, including ministerial submissions and briefs.

Your role will be to principally provide legal advice and assistance to Defence clients with environmental law matters, focusing on providing strategic and legal risk advice in relation to:

- Contamination, its remediation and mitigation, including the assessment, negotiation and settlement of non-litigated contamination claims;
- The end-to-end legal assistance in the procurement and delivery of contamination remediation contracts, including exercise of contractual rights and remedies;
- Environmental regulations affecting Defence operations within the Estate and including the integration of regulatory compliance outcomes for environment, planning, and heritage in Estate and Infrastructure project planning and delivery stages;
- Assistance in liaison with Commonwealth and State regulators and authorities to ensure protection of Defence's legal interests;
- Protection and preservation of national heritage; and
- Regulatory planning requirements affecting Defence operations and infrastructure within the Estate.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Estate & Infrastructure Law (E&I Law) Team in Defence Legal provides legal services primarily to the Security & Estate Group's (SEG) Infrastructure, Estate Transformation and Service Delivery Divisions. SEG manages the development, maintenance, management, leasing, acquisition and disposal of the Defence Estate - one of the largest real estate portfolios in Australia.

To manage the Estate, SEG reviews, develops and constructs facilities and sites, often planning out to thirty years in advance. They create heritage and environment policies for all Defence properties across Australia. Property acquisitions, leasing, disposal and management of Estate related access, native title, mining and petroleum exploration issues, also fall within SEG's portfolio of responsibilities. The E&I Law Team play a crucial role in providing strategic advice and managing legal risk for SEG.

The Team assists SEG on all aspects of the Estate, large and small, including: from its large-scale infrastructure and leasing projects, joint-user arrangements and Commonwealth and State agency MOUs; to its office accommodation, neighbouring land interface issues and cadet training needs.

In addition, the E&I Law Team provide legal advice and assistance to other areas of Defence who require construction, property, native title or environmental law expertise.

Our Ideal Candidate

The successful candidate will ideally have:

- Extensive post-qualification experience in environmental and planning law, relevant to management and development of land and infrastructure;
- Experience in environmental and planning law matters across multiple Australian jurisdictions is desirable;
- Experience in transactions is required, and dispute work is desirable;
- Excellent communication, relationship management and client engagement skills;
- An ability to lead work streams and manage staff (when and where required) and to work collaboratively as a member of a team; and
- An ability to manage competing priorities in a high tempo.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The successful candidate must:

- Hold a relevant degree in law or equivalent qualification;
- Have completed a graduate diploma in legal practice or equivalent requirement;
- Be admitted as a lawyer, legal practitioner, barrister, solicitor, or barrister and solicitor of the High Court and/or Supreme Court of an Australian State or Territory (upon commencement); and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice (upon commencement).

Notes

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To Apply

Position Contact	Julian Olley, 02 6115 3518
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ECEBB0B-6B8A-B76E-48A2-E3EF9375C751

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Defence

Vacancy VN-0759723

Department of Defence

Closing Date: Thursday 10 July 2025

Defence Science and Technology Group
Land and Integrated Force

Job Title	Deputy Program Leader Strategic and Asymmetric Effects
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$168,109 - \$189,184
Future Merit Locations	Fairbairn
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/04392/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=17C86DE2-78D4-21EE-DEA2-E3EF9551E073>

Duties

The Role

The Deputy Program Leader (DPL) Strategic & Asymmetric Effects works with broad direction & is accountable to the Program Leader for the delivery of a large, highly complex, stakeholder focused, project that spans several Defence Groups and Services. The role provides leadership to the project delivery team in addition to scientists, engineers and other subject matter experts allocated to the project in accordance with DSTG's networked operating model.

Specifically, the DPL works across a wide stakeholder group, both inside and outside Defence, and harnesses DSTG resources to:

- Support planning, decision-making and execution of sensitive asymmetric effects.
- Explore innovative force options and concepts that enable asymmetric advantage.
- Assess Defence investments for their asymmetric potential.

Reporting to the Program Lead Strategic & Asymmetric Effects, the DPL assists in the design of the 'Asymmetry Project' and oversees the delivery of agreed work packages and tasks. They lead diverse and multidisciplinary teams working on some of Australia's most pressing challenges.

Position Duties:

- Scope and design the project by understanding the challenges and priorities of Defence partners and sponsors, including identifying the demand for different DSTG capabilities.
- Take a collaborative approach to co-design of the project by identifying and mobilising appropriate subject matter expertise to help define solutions, whilst ensuring that sponsor needs are understood and met.

In addition, you will lead the:

- Execution and delivery phases of the project, including leading, monitoring, reporting and communicating progress and overseeing delivery of agreed work packages and deliverables.
- Liaison and continuous engagement with DSTG Group Leaders and Research Leaders contributing staff to the project.
- Liaison and continuous engagement with project sponsors and their delegates.
- Supervision of assigned project Directors.

About our Team

DSTG is the Australian government's lead agency responsible for applying science and technology to safeguard Australia and its national interests. As one of Australia's largest employers of scientists and engineers, we deliver expert, impartial advice and innovative solutions for Defence and national security. Our vision is to be a world leader in Defence science and technology – indispensable in transforming the Australian Defence Force and Australia's national security. Within DSTG's innovation, science and technology (IS&T) portfolio, the Land and Integrated Force (LIF) Division delivers those programs relevant to the Land and Integrated Force domains, principally in support of the Chief of Army, Vice Chief of Defence Force and Chief of Joint Operations.

The Asymmetry project is one of DSTG highest priorities and was established in direct response to both the Government's Defence Strategic Review (DSR) and subsequent National Defence Strategy (NDS). Working alongside other projects within the Integrated Force domain, the asymmetry project identifies, explores and develops innovative strategies, concepts and capabilities that pit Australia's strengths against a potential adversary's weaknesses, sometimes in non-traditional or unconventional ways, and across the spectrum of conflict. The team is highly distributed, with staff in each of DSTG's main laboratories at Edinburgh, SA, Fishermans Bend, VIC, and Fairbairn, ACT.

Our Ideal Candidate

Our ideal candidate is enthusiastic, optimistic and outgoing. You will have superb communication skills and be comfortable engaging and influencing a large range of partners and stakeholders at all levels. You will also have strong leadership skills and these will underpin your capacity to build and lead a distributed team under broad direction.

You will be a team player and have a record of leading fast paced and high performing teams within sensitive contexts characterised by complexity, uncertainty and change. You will be adaptable and resourceful and work across boundaries to support your colleagues to achieve collective success.

Key skills/requirements of the role:

Highly Desirable

- Program Leadership: Experience leading a complex S&T project or program with multiple work packages.
- Science Excellence: A PhD (or equivalent work experience) in a relevant field such as international relations, operations research (broadly defined) or engineering.
- Relevant Experience: with one or more of the following:
 - Force design processes and associated gaps and risks to guide 'top down' work on asymmetric force options.
 - Emerging and disruptive technologies for 'bottom-up' asymmetric opportunities.
 - Defence experimentation activities for exploring new and potentially asymmetric concepts and capabilities.
 - Assessment frameworks and metrics for supporting investment decision-making.
- Security Clearance: TSPV (or willingness to undertake a TSPV process)

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	David Matthews, 08 7375 3073
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17C86DE2-78D4-21EE-DEA2-E3EF9551E073

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Defence

Vacancy VN-0759737

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Geospatial Directors - Foundation Geospatial Branch
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Bendigo, Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DIG/04480/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7AA19269-B10F-9C14-353C-E3EFCD7FEAE7>

Duties

The Role

Director Foundation Geomatics Mission (FGM) leads highly technical teams responsible for planning, producing, managing and disseminating controlled imagery and elevation data and products across Defence networks. The directorate is structured around four core functions: creating high-resolution precise imagery and elevation data to military specifications from 3D imagery, and managing enterprise elevation and imagery content across Defence networks.

The ideal candidate will have strong technical knowledge and/or experience in geospatial data production and management, preferably with a Defence background or understanding of geospatial support to military platforms and processes. Awareness or experience in IT and GIS software applications, and the dependencies and integration across geospatial production elements will be a significant advantage. Communication skills are essential to the role, with a heavy schedule of engagements required across a broad range of internal and external stakeholders and partners. Collaboration and teamwork are essential, with a high degree of integration with other parts of AGO required to achieve mission outcomes.

Director Foundation Synchronisation & Operations (FSO) is responsible for leading a team designing, implementing, and managing the strategic plans and documents for the Foundation

Geospatial (FG) Branch. This includes overseeing the DGRPF planning cycle, ensuring different systems work together smoothly (production interoperability), and providing comprehensive business intelligence to support FG Branch operations. Within FG Branch, the AGO Foundation Synchronisation & Operations Directorate is the main contact for technical support and database management guidance. This includes leading Program and Requirements Management functions.

The Director FSO (D FSO) leads the development of new database solutions and works with external partners to support both the regular annual production schedule and any special projects. D FSO also manages ongoing communication with partners and stakeholders to avoid duplication of production efforts. This includes representing FG Branch at both national and international meetings. Finally, D FSO provides tailored business intelligence, reports, and analytics to help guide decisions across FG Branch.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

GEOINT Enterprise and Executive (GE&E) Branch is seeking:

To build a merit pool of candidates suitable to lead dynamic and high-tempo Directorates responsible for providing essential business support fundamental to AGO's success. In this role, you may be responsible for leading strategic workforce management including designing people and culture initiatives to drive the Agency's continuous improvement, sensitive contracting and procurements, policy and compliance, and governance and accountability. Candidates taken from the merit list will engage routinely with networks across Defence, the NIC and broader Government to ensure the team's outputs are meeting demand, and having impact for Government.

The ideal candidate will have demonstrated experience in exercising strong strategic judgment, providing expert and timely advice to enable senior decision-making.

Our Ideal Candidate

To be successful in AGO EL 2 roles you will:

- Exercise strong strategic judgment, providing expert and timely advice to enable senior decision-making;
- Demonstrate professional initiative and judgment in order to operate with little oversight and effectively manage a number of dynamic, competing priorities;
- Possess strong leadership skills with a demonstrated ability to manage teams and facilitate cooperation to achieve organisational outcomes;
- Be a strong communicator, inside and outside your organisation, with a demonstrated ability to translate information a clear and concise manner;

- Possess an ability to take on new tasks and drive innovation; and
- Be a highly motivated individual who is keen to take on a challenging but rewarding position of responsibility that will provide the opportunity to use your leadership, management, strategic understanding and relationship-building skills to have a direct impact on decision-makers.

A merit pool of highly suitable candidates will be established to fill EL 2 vacancies that occur in AGO within the next 18 months. We encourage you to pitch your application accordingly and request that you also let us know if your circumstances change and you no longer wish to remain in the merit pool.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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

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To Apply

Position Contact	Name Withheld, 08 7375 1717
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AA19269-B10F-9C14-353C-E3EFCD7FEAE7

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Defence

Vacancy VN-0759742

Department of Defence

Closing Date:Thursday 10 July 2025

Associate Secretary Group
Data

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/05156/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=929C6BE2-DCCA-E71E-6A67-E3EFCE1ADD1D>

Duties

The Role

As an APS 6 Data Scientist within the AI Modelling and Engineering Directorate of the Defence AI Centre (DAIC), you will work with stakeholders across all the Groups and Services of Defence to provide hands-on technical assistance; support the test, evaluation and assurance of AI-enabled systems; build prototypes for pathfinder use cases; and, in general, support the design and implementation of secure, scalable solutions to uplift AI capability.

Drawing upon your strong technical expertise, you will contribute to discussions on system architecture and platforms, encompassing on-prem and on-cloud environments, from R&D through to production, covering all aspects of DevSecOps and MLOps pipelines. You will contribute to technical briefings and articles, maintain a general, up-to-date awareness of relevant research trends, and look for opportunities to apply research to enhance Defence's decision superiority and asymmetric information advantage.

Occasionally you may also be required to represent DAIC at community of practice meetings, conferences, workshops and meetings with industry. Some of these events may involve domestic travel.

About our Team

The DAIC was established in June 2024, reporting to the Chief Data Integration Officer. It is a partnership between Data Division (ASG), Defence Science and Technology Group (DSTG) and Joint Capabilities Group (JCG), operating using a hub-and-spoke model. We support all Groups and Services, and work closely with academia and industry.

Our mission is to coordinate, inform and sponsor Defence efforts toward adopting AI at scale. This includes managing risks, identifying and embracing opportunities, and supporting the growth and increasing prevalence of AI. We deliver AI strategies, operational policies, training, governance and assurance over the use of AI in Defence, in partnership with Groups and Services and external stakeholders. We also act as a centre of technical expertise and support for exemplar Defence AI projects.

Our Ideal Candidate

The DAIC was established in June 2024, reporting to the Chief Data Integration Officer. It is a partnership between Data Division (ASG), Defence Science and Technology Group (DSTG) and Joint Capabilities Group (JCG), operating using a hub-and-spoke model. We support all Groups and Services, and work closely with academia and industry.

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Our Ideal Candidate:

- The successful candidate for this position will be working on complex to very complex technical problems and thus strong, relevant skills are essential.
- They will have a solid grounding in the application of artificial intelligence and machine learning concepts and methodologies – drawing upon their relevant professional experience and/or academic qualifications in disciplines such as computer science, statistics and mathematics. They will be proficient in modern data science languages, especially Python and R, and preferably also languages for high-performance computing, such as C/C++.
- They will know how to use automatic differentiation libraries such as Pytorch, and will be familiar with query languages for relational database management systems, such as SQL.
- Experience with knowledge graphs, including graph database engines such as Neo4J, and associated languages such as Cypher and SPARQL is also desirable, but not essential, as is experience designing and interacting with web-based APIs.
- They will have attention to detail, along with strong written and verbal communication skills. They should be able to engage with stakeholders at all levels, and tailor their communication style to different audiences.
- They will be pragmatic, resilient and self-motivated, challenging the status quo over the medium to longer term, while applying the “art of the possible” to achieve results in the short-term.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Timothy Cadogan-Cowper, 02 5130 8070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=929C6BE2-DCCA-E71E-6A67-E3EFCE1ADD1D

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Defence

Vacancy VN-0759753

Department of Defence

Closing Date: Thursday 10 July 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Director Capability Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DIG/05212/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A843B77F-032A-7E24-542C-E3EFCE9C7768>

Duties

The Role

This role within Intelligence Capability Division (ICD) works directly with Defence Intelligence Group (DIG) capability programs and with Australian Geospatial-Intelligence Agency (AGO) and Defence Intelligence Organisation (DIO) stakeholders to:

- Establish, manage, communicate, and collaborate with key stakeholders on intelligence capability programs and intelligence enterprise initiatives;
- Support Group budget reviews and allocations;
- Support coordination and responses to Enterprise Committee requirements;
- Represent, advocate and negotiate at a high-level on behalf of the organisation to achieve capability outcomes;
- Communicate, collaborate, consult and coordinate advice and support from DSTG and other S&T providers;
- Coordinate responses to senior Committee briefings and tasks for the Division;
- Work within ICD and the broader DIG stakeholder network to anticipate and plan engagement and responses for the enterprise committees attended by Head Intelligence Capability and the Chief of Defence Intelligence, where required.

About our Team

The role leads a small but high-performing team providing analytical support, independent stakeholder engagement, and decision-quality briefings and support to a 2-star Capability Manager and Division Head. The Director role reports to Executive Director Capability Support (EL2.1) in support of the 2-star Head Intelligence Capability (HIC).

Our Ideal Candidate

Intelligence Capability Division (ICD) is seeking an individual able to engage across a broad set of Defence stakeholders, tailoring information requests, communicating priorities and applying judgement and awareness appropriate to the relevant audience when developing advice to senior leaders.

As an individual with awareness of Tier 2 & Tier 3 senior committees you will be able to produce briefs and analysis appropriate to a DIG 2-star and SES Band 3 Group Head and provide support to Divisional processes addressing DIG Finance and Budget, Innovation Science and Technology (IS&T) enterprise reporting and promoting DIG strategic outcomes.

While focused on capability analysis, there is direct crossover with additional accountabilities to support Executive Director Capability Support. Your accountabilities will include direct equity/dependency management and, as needed, leading or supporting Government and Budgetary reporting, IS&T advice, conducting direct stakeholder engagement and capability analysis on behalf of DIG with Defence Finance Group and other Groups and Services as needed.

Our ideal candidate will also be able to demonstrate the ability to be:

- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people;
- Accountable for managing allocated resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Name Withheld, 02 5131 4253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A843B77F-032A-7E24-542C-E3EFCE9C7768

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Department of Defence

Closing Date: Thursday 10 July 2025

Associate Secretary Group
Data

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/05260/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=61B00C37-CACD-8252-FC19-E3EFCF199E6E>

Duties

The Role

As an EL 1 Data Scientist within the AI Modelling and Engineering Directorate of the Defence AI Centre (DAIC), you will work with stakeholders across all the Groups and Services of Defence to provide hands-on technical assistance; support the test, evaluation and assurance of AI-enabled systems; build prototypes for pathfinder use cases; and, in general, support the design and implementation of secure, scalable solutions to uplift AI capability.

This role offers the opportunity to shape Defence's approach to AI by developing standards, design patterns, platforms and architectures that support effective MLOps and establish a clear line of sight across all technology readiness levels, from applied research to proof-of-concept, deployment and, eventually, retirement / decommissioning. You will need to establish and maintain effective technical working relationships with internal and external stakeholders, be a confident presenter and be both willing and able to justify your views on the basis of your strong technical expertise. You will be pragmatic, resilient and flexible, recognising that a possible 'good' solution is superior to an impossible 'perfect' solution, and you will be a team-player, working

closely with the rest of the DAIC to deliver practical results that enhance Defence's decision superiority and asymmetric information advantage. You may be required to supervise and mentor junior staff.

You will often be called upon to represent DAIC at community of practice meetings, conferences, workshops and meetings with industry. Some of these events may involve domestic travel.

About our Team

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Our Ideal Candidate

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- They will have a solid grounding in the application of artificial intelligence and machine learning concepts and methodologies – drawing upon their relevant professional experience and/or academic qualifications in disciplines such as computer science, statistics and mathematics.
- They will be proficient in modern data science languages, especially Python and R, and preferably also languages for high-performance computing, such as C/C++.
- Ideally they will be familiar with automatic differentiation libraries, such as Pytorch, and database query languages, such as SQL, Cypher and SPARQL.
- They will have strong written and verbal communication skills.
- They will need to engage with stakeholders at all levels, and tailor their communication style to different audiences.
- They will be pragmatic, resilient and self-motivated, challenging the status quo over the medium to longer term, while applying the “art of the possible” to achieve results in the short-term.
- They will also have proven management and leadership skills, including demonstrated ability to: manage and influence technical initiatives; provide strategic advice; manage competing priorities and meet deadlines; operate with a degree of autonomy; take the initiative and resolve complex technical problems in a fast-paced, rapidly evolving and often ambiguous environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Timothy Cadogan-Cowper, 02 5130 8070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=61B00C37-CACD-8252-FC19-E3EFCF199E6E

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Defence

Vacancy VN-0759815

Department of Defence

Closing Date: Thursday 10 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Director - Australian Defence Strategic Sales Office
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/04999/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=233AF126-A790-5787-B266-E3F00CB06322>

Duties

The Role

The Industry Engagement Division is looking for EL 2 Director, Project Manager Lead and Sales Operations Lead for the Australian Defence Strategic Sales Office (ADSSO). Defence is taking the next step forward in unleashing Australian innovation, technology and manufacturing on the international stage by establishing a new office dedicated to selling sovereign Australian defence technology to our international partners.

The new Australian Defence Strategic Sales Office will promote and facilitate the sale of select Australian defence capabilities to priority international partners. Australian companies will benefit from a centrally coordinated platform that proactively promotes, negotiates and drives forward their export sales. The ADSSO is a joint Government and industry endeavour, drawing on front line experience of industry representatives. A major responsibility is working collaboratively with internal, external stakeholders and subject matter experts to facilitate the achievement of Defence outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for

positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Australian Defence Strategic Support Office will identify markets, develop campaign plans, leverage international acquisitions and actively manage ministerial, whole of government and industry efforts to drive strategic sales and through-life sustainment arrangements.

This will directly improve the resilience of Australian industry and contribute to the ongoing viability of production and supply chains supporting the National Defence Strategy and Defence Industry Development strategy outcomes.

Working with us will provide a unique opportunity to engage with Government and Industry on important Government initiatives, and an opportunity to develop or utilise your experience in the Australian Public Service.

Our Ideal Candidate

Working within Industry Engagement Division is more than just a job; it offers opportunities over the course of a career to work across diverse project and policy matters of national significance and liaise with stakeholders across Australian, Foreign governments and industry. We are seeking a motivated, solution focused and collaborative EL 2s to join the Australian Defence Strategic Sales Office.

To succeed in the EL 2, ADSSO position, applicants require:

- Experience in industry, policy development, research and implementation.
- Strong analytical skills and attention to detail.
- Creativity and an innovative approach to problem solving.
- Organisational and time management skills.
- Adaptability and flexibility to changing priorities.
- An ability to work autonomously, and as part of a team.

Eligibility

Security Clearance:

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

Notes

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

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

About the Department of Defence

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

To Apply

Position Contact	Nate Purdy, 02 5109 8379
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=233AF126-A790-5787-B266-E3F00CB06322

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Defence

Vacancy VN-0759856

Department of Defence

Closing Date:Thursday 10 July 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05004/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F2D156B2-A23D-1E90-7999-E3F0BF775245>

Duties

The Role

Pursuit Delivery, Land, Sea and Air – develop and execute pursuit campaigns; Establish and lead campaigns, ensuring that complete integrated sales team are established; ensure that the full Defence enterprise is properly leveraged for the campaigns; support the sales campaign teams Broader team duties may include;

- Support the Australian Defence Strategic Sales Office (ADSSO) in the development, implementation and evaluation of communications and marketing strategies.
- Assist in the planning of strategic events, trade exhibitions that promote Australian defence exports.
- Maintain close working relationships with internal stakeholders and external industry representatives.
- Track and report on the performance of campaigns and stakeholder engagement activities.
- Understanding of strategic communications and government marketing practices
- Develop and implement communication strategies that align with the ADSSO's objectives to promote Australian defence capabilities internationally.
- Other duties as required

About our Team

The APS 5 will provide a critical support role in establishing the strategic direction and operational delivery of the Australian Defence Strategic Sales Office (ADSSO). The ADSSO is a strategic priority for Department of Defence enabling a stronger and more resilient Australian defence industry. These positions will support the ADSSO across policy, market intelligence, market awareness and domain specific (land, sea and air) sales campaigns activities.

Our Ideal Candidate

We are seeking a high-performing, motivated, enthusiastic and collaborative APS5 to join the newly formed ADSSO. To succeed in the ADSSO, the successful applicants must demonstrate the following:

- Practiced people skills (including cross-cultural sensitivity);
- Sound judgement with an innovative approach to problem-solving;
- Strong written and verbal communication skills;
- Strong policy, project or program management skills;
- Strong stakeholder relationship-building skills; and
- Adaptability, resilience, and flexibility in the face of changing priorities.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Debra Williams, 02 6268 1404
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F2D156B2-A23D-1E90-7999-E3F0BF775245

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Defence

Vacancy VN-0759862

Department of Defence

Closing Date: Thursday 17 July 2025

Defence People Group
Joint Health Command

Job Title	Health Clerk
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$79,176 - \$86,438
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/05179/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2BE402E2-788A-24D8-A6C2-E3F0BFFC85B2>

Duties

The Role

An opportunity exists for an APS 4 Health Clerk to join a dynamic and collaborative team providing health care services to Australian Defence Force (ADF) personnel in Adelaide. The successful candidate will be required to perform a broad range of administrative and support tasks for a multi-disciplinary health care team. These tasks may include processing admissions, dispatches, reception duties, records maintenance, and the collation and distribution of reports.

The APS 4 Health Clerk is an important member in the Primary Health Care Team model, acting as an essential interface between ADF patients and their health care service. Their role involves liaison with patients, health professionals, and other relevant stakeholders to ensure support to services.

As an APS 4 Health Clerk, they are responsible for allocating tasks, monitoring workloads, setting priorities, and streamlining procedures to meet required medical administrative outcomes. They also provide triage support to the health centre and provide coaching and training for new and less experienced team members.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS4 Health Clerk position is part of Joint Health Unit - Central Australia and is based at Edinburgh Health Centre, RAAF Base Edinburgh, South Australia. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

The Health Clerk Team is the face and administration hub of the health centre, responsible for managing the initial patient streaming (triage), medical appointments, referrals, specialist bookings and administration processes. This position reports to the APS6 Registered Nurse/Health Administration Team Leader, Edinburgh Health Centre.

Our Ideal Candidate

Working as part of the health care team, the ideal candidate will have experience in health administration and an ability to understand and apply medical terminology. They must understand privacy principles and how to handle sensitive and personal medical information in the maintenance of patient confidentiality.

The candidate must be customer focused and able to engage effectively with a variety of stakeholders to support the delivery of safe, efficient, and high quality care to patients. They must have strong written and verbal communication skills, and the ability to quickly develop rapport and foster effective working relationships.

They will have the ability to lead a small but diverse team, and provide coaching and training to less experienced members. They must be able to adapt to changing work priorities, and to manage their work area accordingly in the achievement of moderately complex tasks.

They must understand and comply with relevant Defence policies and legislative frameworks applicable to their role, and be committed to ongoing self-improvement and professional development.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Salina Partridge, 08 7929 4714
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2BE402E2-788A-24D8-A6C2-E3F0BFFC85B2

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Education

Vacancy VN-0759989

Australian Research Council

Closing Date:Thursday 10 July 2025

Research Programs and Services Discovery Programs

Job Title	Program Officer, Discovery Programs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$84,436 - \$89,231
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	APS Level 5
Position Number	ARC25-014
Agency Website	www.arc.gov.au

About the Position

The Research Programs and Services Branch administer grants for the ARC's Discovery and Linkage Programs, as well as delivering programs on behalf of other Commonwealth agencies. Our work spans the entire grants lifecycle, from program design and application management, to overseeing competitive selection processes and management of grant agreements.

Program Officers manage and work as part of small teams, responsible for planning and implementing various aspects of grants programs. These roles combine project management, stakeholder engagement, risk management, communication, administration skills. Program Officers undertake grants administration using the ARC's Research Management System (RMS) and other related systems.

Across all roles within the branch, there are opportunities to contribute towards strategic projects and process improvements.

The APS 5 Program Officer would be expected to strive to master all forms of communication, engage with and support organisational change, have strong supervisory skills, support planning and projects, have strong organisational and time management skills, provide strong technical skills and be able to conduct data analysis.

Duties

Duties and Responsibilities

The Program Officer may be responsible for:

Delivering quality outcomes

- Support and manage grant administration tasks with accuracy and attention to detail.
- Manage multiple tasks within set timeframes using effective time management and priority setting skills.
- Interpret and consistently apply policy, procedures, guidelines and legislation.
- Be aware of and navigate situations involving complexity and sensitivity.
- Work flexibly across teams to provide support across the Research Programs and Services Branch as required.

Building strong relationships

- Provide clear, accurate and timely advice to research sector and other external stakeholders, enquiries including sensitive handling of complaints and appeals.
- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability, where required.

Managing information

- Use the ARC's Research Management System (RMS) and other internal systems and software to manage tasks.
- Prepare and review documents, reports, policy briefings and other correspondence.
- Monitor budgets and ensure accurate tracking of spending and financial information.
- Present data and information to provide compelling, accurate, evidence-based reporting.

Leading innovation

- Propose and facilitate innovation initiatives and contribute to business improvement strategies and to change in workplace practices.
- Support planning and development activities for the branch, aligning to the ARC strategic objectives.
- Contribute to team building and workplace culture, supporting diversity and inclusion.
- Undertake other duties such as, project management and secretariat support, as required.

Required Skills and Knowledge

- Display sound judgement, strong attention to detail and an ability to manage multiple priorities and respond flexibly in a changing work environment.
- Demonstrated experience managing projects and/or programs including time management and organisational skills; and the ability to meet tight deadlines and remain calm under pressure.
- Excellent interpersonal skills with the ability to engage high-level stakeholders, build collaborative relationships and manage staff.
- Strong IT skills, particularly in word processing, spreadsheets and databases, and the ability to learn ICT systems and support colleagues in their use.
- High level of oral and written communication skills, effectively sharing clear and accurate information.
- Ability to think strategically and identify opportunities for innovation and business improvement.

- Ability to quickly gain an understanding of the ARC's role in the Australian research landscape, its programs, and strategic objectives.

Our Ideal Candidate

Our ideal candidate is an administrative whiz, with exceptional organisational skills, attention to detail and ability to prioritise and complete tasks within critical deadlines. You will have excellent communication skills and the ability to build and maintain productive relationships.

You will be a confident writer who can synthesise complex information into clear and persuasive communication. You are proficient with common office software such as Word or Excel and can use and quickly learn to navigate new systems. You are also able to undertake basic financial administration, such as monitoring budgets and checking expenses.

Our ideal candidate is an innovator, adept at improving ways of working to achieve better outcomes. You will ask questions, share ideas, and embrace opportunities to learn, striving to connect your everyday work to 'the big picture'. You will be a supportive team member and emerging leader, who can bring out the best in others and contribute to building a positive and productive culture. You display personal drive and integrity, adapting to change, embodying APS values and demonstrating commitment to the APS Code of Conduct.

Grant administration experience is welcome but not essential. Candidates with professional experience in university research administration, procurement, contract management, program management, executive support, office management, banking or other administrative roles are encouraged to apply.

What you'll gain from the experience

Working at the ARC, you will get to work as a valued team member in a small and friendly agency. In the Discovery Program section, you will get exposure to complete lifecycle of the peer reviewed research grants administration process through ARC's Research Management System. You will have the opportunity to help deliver the ARC Discovery Projects and Discovery Indigenous grant programs and gain knowledge about the processes involved in administering competitive grants schemes.

About our team

In the Pre-award teams, the focus is on supporting the management of grant applications, overseeing the competitive selection process to provide recommendations for funding. This can include engaging with stakeholders, preparing documentation, meeting coordination and secretariat, and other administration tasks that contribute to delivering high-quality outcomes.

In the Post-award teams, focus is on managing grant agreements and monitoring funded research projects to ensure delivery of world-class research outcomes. This can include building relationships with funded researchers through engagement and outreach activities, grant variation processing, conducting reviews, meeting coordination, and reporting.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQ+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

Eligibility

- Must be an Australia citizen
- Undergo ID verification check
- Undergo a Police Check
- Possess and maintain a Baseline Commonwealth Security Clearance

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Kuan Li, (02) 6287 6657
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MzI0NDM1OD

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Education

Vacancy VN-0759894

Department of Education Closing Date:Wednesday 09 July 2025

Improving Student Outcomes
Executive Executive

Job Title	First Assistant Secretary
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be supported under an Individual Section 24(1) Determination
Classification	Senior Executive Service Band 2
Position Number	25/0350
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description <https://www.education.gov.au/about-department/work-us>

As First Assistant Secretary, Improving Student Outcomes, Schools Group you will be a key member of the department's senior leadership team, supporting the Executive in the provision of advice to Government, and playing a key role in setting the strategic direction for the organisation. You will help build our organisation capability by providing intellectual leadership and through your development of others.

Strategic policy, program delivery and stakeholder engagement are a key focus of this role, and you will oversee national policy and programs for First Nations students as well as student participation, engagement and wellbeing for learning, students with disability and regional, rural and remote initiatives.

Duties

In this role, you will be responsible for:

- Leading the Improving Student Outcomes Division to develop and provide policy advice and program and project management services
- Supporting the negotiation and implementation of agreements, including the Better and Fairer Schools Agreement
- Supporting the implementation of priority reforms, including the National Agreement on Closing the Gap
- Overseeing high quality strategic policy initiatives for First Nations Teacher Strategy and First Nations Education Policy
- Leading the department's reform action in response to the Disability Royal Commission
- Delivering the 2025 Review of the Disability Standards for Education.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Meg Brighton, 02 6121 6941
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Foreign Affairs and Trade

Vacancy VN-0759901

Austrade

Closing Date:Thursday 10 July 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	UX Design Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$117,157 - \$131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5488_06/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Digital and Technology Services Division is looking for dynamic, user-oriented UX Design Lead, with experience leading at the executive level.

The Digital and Technology Services Division has responsibility for Austrade's digital infrastructure, platforms and applications that host, support and secure our services.

We are looking for a creative and enthusiastic person to be actively involved in the design and delivery of Austrade's Go Global Toolkit digital service. As the UX Design Lead, you will work with teams to ensure that the service is designed for user needs. You will develop designs based on evidence of user needs and organisational outcomes, and facilitate co-design, bringing in end users to design with your team. You will help your team build an understanding of the components that make up a service such as people, props, process, front stage and backstage through research. We are looking for a strong team player who values agile ways of working and Human Centred Design (HCD) by working openly and collaboratively. A core function of the role is to conduct and interpret evidence-based research and work with teams to prioritise tasks and design iterations to test with users.

Duties

- Design and develop mock-ups, prototypes and user interfaces for digital services in a fast-paced agile environment.

- Advocate for user-centred design within a multi-disciplinary team with an adaptable approach to meet the needs and standards of the organisation.
- Map out complex service environments to show both current and future state
- Conduct user research and hypothesis testing to understand user and organisational needs.
- Communicate and negotiate with stakeholders at all levels to clearly articulate design decisions and research insights.
- Ensure all designs meet the Australian Government’s Digital Service Standard and Accessibility standards.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Ethan Weatherfield, +61 (2) 6201 7446
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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

Health

Vacancy VN-0759902

Aged Care Quality and Safety Commission

Closing Date: Thursday 10 July 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Regulatory Strategy Policy Executive Unit

Job Title	Executive Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Surry Hills NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	\$118,588 - \$135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	Executive Level 1
Position Number	20043955
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=D827E93F-BF46-BD92-0471-E3F0F93C30A2>

This position will report directly to the Executive Director of the RSP Group and manage a small team as part of the Executive Unit.

The successful applicant will work effectively with Commission executives, corporate services, staff across all offices, and with key external stakeholders with a focus on supporting the RSP Group to operate efficiently and effectively in fulfilling its corporate, strategic and operational responsibilities in the Commission. Some (but not frequent) interstate travel is involved.

Duties

- Work closely with the Executive Director to identify business priorities and actively support the group's strategic direction
- Supervise and oversee the operations of the RSP Group Executive Unit and manage the performance and day-to-day activities of the Executive Assistant and Executive Support Officer.
- Work closely with RSP staff to develop and maintain business systems which ensure the groups accountabilities and functions are met, including tracking the program work across the five sections of RSP, monitoring deliverables, risk planning and management
- Coordinate reporting and advice on the RSP group work program for the Executive Leadership Group, Project Management and Transformation Office, and Corporate and operational plans including performance measures.
- Support the RSP Group executive team and managers to maintain and develop workforce capability and capacity
- Drive technology and innovation solutions to enhance work practices in the group including building the related capability in project management
- Facilitate effective communications and information sharing within the group
- Support the Executive Director and Directors to manage and monitor the groups budget including tracking and reporting on budgets, project expenditure and procurement
- Support the Executive Director to prepare for internal and external meetings, including preparing and/or coordinating presentations and papers
- Develop and deliver strategic projects for the group as required
- Coordinate, manage and review correspondence and ministerial requests requiring the Executive Director's attention
- Develop and produce material for the Executive Director. This may include reports, emails, correspondence, briefs, presentations and staff messages
- Oversee the provision of secretariat support and planning for RSP Group meetings
- Represent the Executive Director in a professional, respectful and courteous manner, developing and enhancing relationships with key internal and external stakeholders.

Eligibility

- Experience leading a team and/or working with executives and across organisations
- A high level, or the ability to quickly acquire, understanding of the Commission's role, its strategic objectives, processes and people
- Excellent interpersonal, oral and written communication skills
- Ability to communicate with influence and work collaboratively to resolve complex issues
- Strong organisational, business, administrative and IT skills and experience in developing and managing reporting solutions
- Experience and skills in project management or willingness to acquire

Notes

- Salary offered will be between \$118,588 - \$135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **10 July 2025 and 11:59 PM AEDST**.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Katherine Galway by emailing katherine.galway@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our [Reconciliation Action Plan](#). The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au>

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Katherine Galway, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=D827E93F-BF46-BD92-0471-E3F0F93C30A2

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Health

Vacancy VN-0759994

Australian Digital Health Agency

Closing Date: Tuesday 08 July 2025

Technology Services
Information Technology Services IT Engineering Systems and Operations

Job Title	Asset Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

The Asset Manager oversees the entire lifecycle of IT assets, ensuring their efficient use and compliance with Agency policies. This includes maintaining accurate inventory records, conducting regular stocktakes, audits and developing and maintaining process documentation. The role

involves managing the procurement of new IT assets and disposing of obsolete equipment in an environmentally responsible manner.

Duties

What You'll Bring

- Experience developing, implementing and maintaining asset management strategies. Managing the lifecycle of all IT assets. Keeping an accurate inventory of hardware and software assets, including purchases, licenses and contracts.
- Ensuring compliance. Making sure IT assets comply with company policies and licensing regulations.
- Coordinating with teams across the Brand and Agency. Working with IT teams to forecast budgets and identify potential IT asset purchases. Auditing and reporting.
- Regularly auditing, analysing, and reporting on the cost, performance, and value of IT assets.
- Minimal 2 years' experience as an Asset Manager.
- Experience using ServiceNow.
- A deep understanding of IT infrastructure and lifecycle management.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

Ask us about our 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

Salary packaging (also known as salary sacrifice) is available.

Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra, with travel to other sites required on occasion. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: 8 July 2025, 11:00pm

Salary: This role offers between \$98,045 - \$110,612 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Talent Acquisition Team, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0759998

Australian Digital Health Agency

Closing Date: Sunday 13 July 2025

Corporate Services Division
Finance Branch

Job Title	Procurement Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$120,486 - \$137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0420_06/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Agency has recently moved to a centralised procurement function which provides a range of procurement management operations from centrally delivered to self-service by business areas. The Procurement Business Partner (PBP) is accountable under broad direction to perform complex work and deliver key outcomes focusing on procurement and commercial advice, within the divisions they are responsible for.

Duties

The PBP will partner with business areas to learn and support their procurement activities, to deliver appropriate and compliant procurement activities. They will provide strategic advice to senior management, including identifying procurement activities and developing strategic procurement plans to build procurement capability across the Agency.

As a procurement professional, the PBP will utilise their knowledge and expertise to contribute to the broader operation of the Finance Branch and Agency. They will work with a high level of autonomy and accountability to perform these tasks and review the work of others. Reporting to the Director – Procurement Services, the PBP may lead a small team and mentor junior procurement officers.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Shalveen Prasad at shalveen.prasad@digitalhealth.gov.au.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: Sunday 13 July 2025 at 11:00pm

Salary: This role offers between \$120,486 - \$137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Shalveen Prasad, (02) 5134 2853
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760001

Australian Digital Health Agency

Closing Date:Wednesday 09 July 2025

Digital Solutions
Executive Executive

Job Title	Branch Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,714 - \$86,341
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Located in Canberra with an attractive working from home policy
Classification	APS Level 4
Position Number	0421_06/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The **APS4 Branch Support Officer (BSO)** is a full-time ongoing position. This role will be required to work as part of a high performing Branch within a complex and fast-paced environment, providing day to day support to the team. The BSO is accountable under general direction for a range of administration, corporate and executive support activities across a Branch. This is a position of trust that requires excellent judgement, great administration skills and high levels of personal integrity, sensitivity and discretion.

The successful applicant will be organising and prioritising their workflow and making decisions within defined parameters relating to their areas of responsibility within the Branch. They will apply a knowledge of the Branch's operating requirements, procedures and guidelines to support the senior executive officer and senior managers. They will be required to undertake some research and analysis activities; communicating with and providing advice to a range of internal and external stakeholders to progress work outcomes on behalf of the senior executive officer in the Branch.

Duties

Skills and Experience

The following Knowledge, Skills and Experience will be super beneficial to hit the ground running in this role:

- Proven experience in organisational and administrative skills, including planning, meeting deadlines, and delivering high-quality work with attention to detail.
- Exceptional verbal, written, and presentation skills for clear communication with the Executive Team and the Chief Digital Officer.
- Ability to document, minute, and escalate issues effectively.
- Strong teamwork skills, with the ability to work collaboratively in a team environment.
- Experience using record management systems.
- Proficiency in Microsoft tools, such as Outlook, for diary and inbox management, including calendar scheduling and mailbox management.

Eligibility

- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Amy Sostarko, officeofthecdo@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0759999

National Health and Medical Research Council

Closing Date: Wednesday 09 July 2025

Corporate Operations People, Property and Security

Job Title	Property and Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$95,475 - \$107,708
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 6
Position Number	25-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Property and Security Advisor with our People, Property and Security (PPS) section. If you are a proactive and solution-focused individual with strong organisational, communication and stakeholder engagement skills then we want you in our team!

About the section

The PPS section partners with NHMRC's Executive, teams and individuals to build an adaptable, effective, and cohesive workforce. We manage key aspects of employee lifecycle, from attracting talent to fostering retention, workforce planning and support ongoing development. The section ensures fair and equitable employment conditions, creating strong policy frameworks and strategies that build a diverse, inclusive and safe work environment. Our work supports NHMRC's mission through maintaining business continuity, a positive security culture and providing flexible workspaces that enhance collaboration and reduce environmental impact.

What we offer

Join a team where innovation and service delivery excellence are at the heart of everything we do. Enjoy a range of benefits designed to support you, such as:

- Paid study leave and financial assistance
- A focus on work/life balance to keep you energised
- A paid Christmas closedown break to help you recharge
- A flat leadership structure ensuring connection and collaboration
- The autonomy to lead and shape your role.

Duties

As the Property and Security Advisor, your responsibilities include leading a small team to:

- Oversee the management of NHMRC's property services including repairs and maintenance, liaison with landlords and outsourced property management services supplier, and security access (including building/floor/car parking pass allocation and management).
- Manage compliance and assurance within the security governance framework, including the mandatory requirements of the Protective Security Policy Framework to create a positive security culture.
- Assist in the management of NHMRC's Emergency Management Framework and Business Continuity Plan, acting as the first point of contact for security and building incidents including after-hours callouts when necessary.
- Contribute to strategic planning and reporting against government requirements, including the development, implementation, monitoring and review of NHMRC's security and property plans, policy and procedures.
- Prepare high quality written correspondence, submissions and secretariat support to the Security Governance Committee.
- Manage security and property-related projects, including leading the implementation and relevant reporting, procurement activities and stakeholder management.
- Liaise with the Work Health and Safety team to address WHS matters related to tenancy including inspections, workstation assessments and service requests.
- Lead and supervise junior team members to build a high performing team and positive culture.

This is an office-based position and requires the successful candidate to attend the office as required, with an occasional requirement for hands-on work to support workplace inspections or urgent facilities-related tasks.

For more information about the role refer to the Job Description.

Eligibility

Mandatory requirement

The successful candidate will be required to obtain and maintain a Baseline security clearance.

Eligibility

To be eligible for a position at NHMRC you must be an Australian citizen and be able to provide evidence of this. If successful for the role, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia’s leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC’s responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC’s grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Amanda Chadwick, 02 6217 9382
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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National Emergency Management Agency

Closing Date: Wednesday 09 July 2025

National Resilience Capability Programs
National Resilience

Job Title	NEMA Executive Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$121,794 - \$138,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 138138
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/138138/>

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

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters

- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA's purpose, vision and values, please see [About us | NEMA](#)

Overview of the Branch and Section:

The National Resilience Capability Programs Division (NRCP) builds nationally scalable emergency management capability projects including, the National Emergency Management Stockpile (NEMS), Public Safety Mobile Broadband (PSMB) and the National Messaging System (NMS). The NRCP Division also enables the National Coordination and Planning Network, Emergency Management and Response (EMR) Training and Strategy and Capability sections to deliver enhanced resilience and safety outcomes for the Australian community.

About the role:

As an EL1 Executive Officer you will report directly to the First Assistant Coordinator-General (FACG) and are responsible for the delivery of high-level support and advice to the FACG and Division. The Executive Officer works as part of a small Executive team within a complex and fast-paced environment. This is a position of trust that requires sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

The National Resilience Capability Programs Division (NRCP) in the Emergency Management and Response Group builds nationally scalable public safety capability projects including the National Emergency Management Stockpile (NEMS), Public Safety Mobile Broadband (PSMB) and the National Messaging System (NMS). The NRCP Division also enables the National Coordination and Planning Network, Emergency Management and Response (EMR) Training, and Strategy and Capability sections to deliver enhanced resilience and safety outcomes for the Australian community. At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

We are looking for high-performing candidates, who can work with minimal direction within a complex and fast-paced office environment. The individual will need to be flexible, adaptable and able to prioritise while maintaining procedural efficiency in a rapidly evolving environment. The successful candidate will be self-driven, able to provide a high level of administrative and strategic support as well as be able to directly influence the priorities of the Division.

To be successful in this role, you will possess:

- Proven ability to work independently, and identify priorities, goals and objectives
- Proven ability to coordinate consistently high quality outputs to meet the Division's targets and critical deadlines
- Proven ability to manage multiple priorities simultaneously in a complex and fast-paced environment
- Superior oral and written communication skills
- High level stakeholder engagement skills.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

The Executive Officer will provide a high level of administrative and strategic support, including:

- Providing high level strategic advice to the FACG and other senior leaders on Agency matters
- Coordinating and/or preparing complex/and or sensitive correspondence, briefings, corporate documentation, ministerial submissions, speeches, talking points, research papers and other strategic communication and correspondence
- Critically analysing complex issues and undertaking high quality research
- Contributing to strategic planning and delivery of a range of programs and projects
- Identifying, reporting and mitigating risks
- Building productive working relationships with a broad range of internal and external stakeholder
- Representing NEMA at inter-departmental meetings and at conferences and seminars
- Acting as the principal point of contact on issues for the FACG as required.

Role requirements/qualifications:

- Working closely with relevant stakeholders to develop new policy proposals (NPPs) through analysis and consultation across Government, including costing NPPs

- Supporting our Minister and our senior executive on policy issues relating to response and preparedness issues
- Drafting briefing and other correspondence for the Minister for Emergency Management's consideration on portfolio matters
- The ability to deliver under tight deadlines and the ability to pivot and adjust when required
- Experience in program and project management
- Experienced leader and staff manager who will support staff development.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

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

To Apply

Position Contact	Georgia Hornby, 0456 737 316
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138138/

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Industry, Science, Energy and Resources

Vacancy VN-0759937

Australian Nuclear Science and Technology Organisation

Closing Date: Tuesday 08 July 2025

Nuclear Safety Security Stewardship
Nuclear Security Nuclear Safeguards Nuclear Security Operations

Job Title	Coordinator - Personnel Security
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	N/A
Classification	
Position Number	PD-2436
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

- **Position Overview** Ongoing | Full Time | \$84k - \$94k +15.4% super | Salary sacrificing available
- Multiple positions available | Onsite Childcare for Employees | Cafe on site | generous leave provisions
- Sutherland Shire location | Health & Wellbeing Programs | bus from Sutherland Station
- A unique opportunity to contribute towards security within a leading scientific and technological organisation.

About the Opportunity

The Personnel Security Coordinator role at ANSTO offers a unique opportunity to contribute towards security within a leading scientific and technological organisation. The role involves a blend of customer service, administrative duties, and security management, providing a dynamic and engaging work environment. This position is integral to maintaining the safety and security of ANSTO's facilities, personnel, and visitors as the first point of contact for all individuals attending site.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Duties

Your Duties and Responsibilities

As a Personnel Security Coordinator, your key duties and responsibilities include:

- **Security Clearance Process:** Initiate the on-boarding security clearance process, ensuring accuracy and completeness of submitted applications
- **Visitor Management:** Administer the Visitor Management Software (VMS) system, ensuring all visitor and escort records are accurately entered and maintained.
- **Customer Service:** Provide timely responses to in person, telephone and email inquiries, directing them appropriately and ensuring high levels of customer service.
- **Administrative Tasks:** Undertake a range of administrative responsibilities, including data entry, procurement, and maintaining records in systems such as Gallagher, SAP, and HRO.
- **Teamwork:** Work effectively within a small team, supporting colleagues and prioritising tasks to meet tight deadlines and objectives.

These responsibilities ensure the effective and efficient operation of ANSTO's security functions, contributing to the overall safety and security of the organisation.

Please [click here](#) to view the Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Ingrid Stead on (02) 9717 3007. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 8 July 2025

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Ingrid Stead, 0497 830 314
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and
Resources

Vacancy VN-0759912

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 09 July 2025

Technology & Digital
National AI Centre Safe & Responsible AI

Job Title	AI Literacy Program Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	\$122,235 - \$129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 1
Position Number	1219_06/25
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The National AI Centre was established to support the ambition to make Australia a world leader in AI innovation and responsible practices. The Centre's goal is focused on working with industry to unlock the positive potential of AI in Australia by delivering reliable information and trusted guidance to build confidence for all Australians.

The National AI Centre's mandate is to drive productivity and support the development of economic growth through AI adoption and diffusion. It works to build market intelligence on the adoption, acceleration, and impact of AI technology in Australian businesses and to develop an authoritative voice for Australian industry to trust as they develop AI solutions for the global market.

The NAIC team leads several high profile initiatives such as Australia's AI Month, the AI Leadership Summit, Australia's AI Sprint, AI Industry Connections, the AI Industry Directory, and the development of the actionable guidance that supports the Government's voluntary guardrails. These initiatives together with regular industry reports, enable Australia's businesses to take advantage of the AI opportunity in a safe and responsible way.

This is a great time to join the highly dynamic National AI Centre at the Department of Industry, Science and Resources.

The opportunity

The National AI Centre has several EL1 Individual Contributor roles in the Responsible AI and AI Literacy team. This team focuses on developing literacy and confidence in the value of adopting AI and the promotion of AI adoption, across the Australian economy and society in a way that is safe and responsible.

Areas of potential focus cover AI literacy, and include:

- Supporting the delivery of programs that promotes AI literacy and responsible AI use in Australia.
- Building and strengthening partnerships with industry associations, local and international technology vendors, business networks, and training providers.
- Convening experts to create or curate accessible tools, templates, and resources that demystify AI concepts and support safe adoption.
- Coordinating case studies with Australian organisations adopting AI tools, showcasing practical examples of responsible use.
- Evaluating program impact and contribute to long-term strategy for responsible AI adoption and AI literacy across the Australian economy.
- Supporting the delivery of signature online and in-person events

Our ideal candidate

Our ideal candidates are dependable, curious, positive, flexible, effective communicators, team players, work well under pressure and like to have fun at work!

We are looking for people with backgrounds in areas of program development and delivery, AI and cloud technology industry experience, stakeholder engagement, event management and procurement.

Our ideal candidates will demonstrate some of the following capabilities:

- Experience developing and delivering industry programs and initiatives. Ideally with a strong focus on training, skilling and development.
- Understanding of AI or cloud technologies, options for building AI literacy across businesses, industries and communities.
- Proven relationship skills and the ability to build rapport with stakeholders across industry, civil society and government.
- Good communication skills and the ability to efficiently prepare materials for presentation to senior officials, forums and non-expert audiences.
- Operational excellence, with the ability to carefully manage projects according to processes, timelines and budgets.
- Empathy for minority and underrepresented organisations and communities.
- Ability to work autonomously to complete tasks.

We will work with new team members to build their subject-matter expertise in the division's focus areas and provide opportunities to develop skills in industry engagement, designing policy, and developing and implementing programs.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The National AI Centre works closely with industry to land programs and initiatives which support AI adoption and innovation across Australia's businesses.

At the Executive Level 1, you will be responsible for a variety of tasks which could include:

- The development and delivery of a national AI literacy program.
- All aspects of AI and AI literacy program management including implementation, administration and evaluation of key programs.
- Liaising, collaborating and negotiating with a range of internal and external stakeholders to ensure alignment and shape program success.
- Preparing briefing papers, Ministerial correspondence and discussion papers for senior staff and stakeholders.
- Creation and curation of AI success stories in collaboration with internal stakeholders.
- Delivery of in-person and online events including content development, stakeholder engagement and all aspects of event coordination and logistics.
- Best practice, safe and responsible use of AI tools and systems.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department does currently offer flexible work opportunities for many roles. These vacancies are available nationally, flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Beth Worrall, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0759885

Job Title	Data Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - ACT ACT
Salary	\$95,395 - \$108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	APS Level 6
Position Number	1359
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

This role reports to the Data Governance Team Lead and supports data governance activities. They will work closely with the Records Management and Data Capability teams in uplifting IP Australia's capability for how it understands, manages, and uses its structured and unstructured data assets.

As the Data Governance Officer, you will be skilled and experienced in data governance and have a strong understanding of data governance requirements in an Australian Government environment. You will contribute to the progress of IP Australia's data strategy and policies, and drive initiatives for the improvement of data governance practices across the agency.

Duties

To be successful in the Data Governance Officer role, you will have the following knowledge and experience:

- . Strong understanding of data governance principles, frameworks, and best practices in an Australian Government context
- . Experience with data governance tools and technologies
- . High level oral and written communication skills, including the ability to explain complex concepts to non-technical audiences
- . Independently or collaboratively develop new insights, solutions, and recommendations for data governance
- . Have high level negotiation and collaboration skills, and an ability to build effective networks, with a range of stakeholders, in a largely remote work environment
- . Have excellent analytical and research skills, and a proven record of complex problem solving and managing projects through to completion.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate will be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Wicka Simet, (02) 6283 2857
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759545

Civil Aviation Safety Authority Australia

Closing Date: Sunday 29 June 2025

Corporate Services
People and Capability

Job Title	Senior Code, Performance and Rehabilitation Advisor - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,940 - \$114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	APS Level 6
Position Number	3862
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Senior Code, Performance and Rehabilitation Advisor role reports to the Team Leader, Code and Performance, under the guidance of the Section Manager People, Policy, Performance, WHS and Workplace Relations.

The Senior Code, Performance and Rehabilitation Advisor provides expert advice, guidance and support to managers and employees on complex performance and rehabilitation management, workplace behaviours, and conduct issues. This role involves managing sensitive cases, applying CASA's employment framework and related directives and procedures, ensuring compliance with legislative and procedural requirements.

The role is also responsible for contributing to the development and continuous improvement of CASA procedures and practices, and ensuring that these are compliant with legislative, regulatory, and public sector requirements. The role requires a high level of discretion, strong problem-solving skills, and the ability to foster positive workplace culture through fair and consistent advice.

Duties

Our ideal candidate

Our Ideal candidate will demonstrate the following:

- In-depth knowledge and practical experience in interpreting and applying relevant employment legislation, CASA directives, APS Code of Conduct, and internal HR procedures in a regulatory or government context.
- Proven ability to lead or manage performance and conduct matters, including the delivery of investigations aligned with procedural fairness, making evidence-based decisions in sensitive or high-risk cases.
- Extensive experience in complex case management, including managing employee grievances, disputes, and rehabilitation cases, with a focus on early resolution and compliance.
- Exceptional judgement, discretion and confidentiality, with a demonstrated ability to handle sensitive and confidential employment matters ethically and professionally.
- Strong analytical and risk assessment capabilities, with a track record of delivering practical, compliant, and sustainable solutions to workplace issues.
- Highly effective written and verbal communication skills, with the ability to produce clear, well-reasoned advice and reports, and present confidently to senior stakeholders.
- Demonstrated ability to influence and engage stakeholders, including facilitating sensitive discussions, negotiating outcomes, and maintaining productive relationships across all organisational levels.
- Strong organisational and planning skills, including the ability to independently manage workload, meet tight deadlines, and deliver high-quality outputs in a fast-paced and high-volume team environment.
- Collaborative mindset with a proactive approach, contributing to team goals, adapting to evolving priorities, and consistently producing work that requires minimal revision or oversight.
- Tertiary qualifications or formal accreditation in industrial relations, employment law, human resource management, investigations, or business management, demonstrating a strong foundation for managing complex employment matters would be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check
- Baseline Security Clearance

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Terry Keel, 02 62171646
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Social Services

Vacancy VN-0759967

National Disability Insurance Agency

Closing Date:Wednesday 09 July 2025

Reviews and Information Release Division
Information Release, Privacy and Legal Operations (IRPLO) Branch

Job Title	APS6 Secretariat Officer - Ethics and Legal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Adelaide SA, Brisbane QLD, Midland WA, Surry Hills NSW, Launceston TAS, Darwin NT
Salary	\$96,737 - \$106,950
Future Merit Locations	Darwin, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	APS Level 6
Position Number	1669_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability and Insurance Agency (NDIA) is seeking a suitable candidate to provide secretariat support to the newly established NDIA Ethics Committee (Committee).

The purpose of the Committee is to provide advice and guidance of an ethical nature to the NDIA to support the ethical health of the Agency, and to inform ethical decision making in key areas of NDIA operations and administration, to drive a stronger and more resilient scheme for NDIS participants.

The Reviews and Information Release Division is responsible for the operation of the Internal Review Branch, the External Review Branch, and the Information Release, Privacy and Legal Operations Branch. The Acting General Manager, Reviews and Information Release Division is Daniel Flowers.

The Information Release, Privacy and Legal Operations (IRPLO) Branch provides strategic and operational support to the Agency's legal function for the Chief Counsel Division and Reviews and Information Release Division. The IRPLO Branch also supports the uplift of legal knowledge and capability across the Agency, supporting a range of activities including recruitment, onboarding,

learning and development, strategic reporting and projects across the divisions. The IRPLO Branch is led by Acting Branch Manager, Fiona Castles.

The Secretariat Team sits in the Communications, Engagement, and Wellbeing team within the IRPLO branch. Our Secretariat team supports two key executive governance committees: the Appeals Litigation Oversight Committee and the Ethics Committee. We ensure these committees operate smoothly by coordinating meetings, managing correspondence, and preparing high quality agendas, papers, minutes, and outcomes. We are also responsible for maintaining governance artefacts such as Terms of Reference, SOPs, and guidance documents. Our team prides itself on strong attention to detail, timely delivery, and a commitment to accessibility and good governance. It's a collaborative environment where your contribution directly supports senior decision making.

Duties

Duties of this role can include but are not limited to:

- Undertaking secretariat functions including the coordination of meetings, preparation of formal documents, agendas and minutes, management of action lists and outcomes, coordination of attendees and preparation of submissions as required, record keeping, logistical support, and ensuring compliance and governance.
- Conducting quality assurance of papers by reviewing accuracy and consistency, and timely distribution of accessible committee documentation.
- Reviewing and editing documents to a very high standard, aligning with the format and template requirements for submission to senior executives.
- Monitoring and communicating committee outcomes and ensuring action items are appropriately addressed by the relevant person.
- Managing the Ethics Committee and Legal Secretariat inboxes and all correspondence.
- Providing advice to business areas on secretariat processes and requirements.
- Ensuring accurate record keeping in accordance with legislative and policy obligations.
- Supporting continuous improvement in governance processes and tools.

Eligibility

To be successful in this role, demonstrated experience supporting high level committees in a secretariat capacity would be highly desirable.

- Valuable skills and experience in roles across the public sector include:
- Governance and Compliance: Strong understanding of legislative, financial and administrative frameworks to ensure operational integrity.
- Stakeholder Engagement: Proven capacity to build relationships and collaborate with internal and external partners.
- Communication and Influence: Exceptional written and verbal communication skills with the ability to negotiate and resolve challenges effectively.
- Administrative and Adaptability: Proven ability to handle a variety of tasks, managing sensitive information, maintaining records and ensuring compliance with procedures while adjusting to changing priorities or emerging challenges.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jess Robertson, .
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759992

National Disability Insurance Agency

Closing Date:Wednesday 09 July 2025

Reviews and Information Release Division
Information Releases, Privacy and Legal Operations Branch

Job Title	EL1 Learning and Development
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Geelong VIC, Deakin ACT, Surry Hills NSW, Midland WA, Darwin NT, Launceston TAS
Salary	\$120,530 - \$131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	Executive Level 1
Position Number	1714_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability and Insurance Agency (NDIA) is seeking a suitable candidate to perform the role of EL1 Learning and Development.

The **Reviews and Information Release Division (RIRD)** is responsible for the operation of the Internal Review Branch, the External Review Branch, and the Information Release, Privacy, and Legal Operations Branch. The Acting General Manager, RIRD, is Daniel Flowers.

The **Chief Counsel Division (CCD)** is responsible for supporting the Agency to deliver on its priorities for the benefit of NDIS participants. It assists the Agency to act lawfully, and ensure legal risks are managed. The CCD consists of Agency Legal Services Branch, Scheme Legal and Legislation Services Branch, and Dispute Resolution and Litigation Branch. The Chief Counsel is Tom McGregor.

The **Information Release, Privacy, and Legal Operations (IRPLO) Branch** is responsible for providing operational support and capability uplift to both the RIRD and Chief Counsel Divisions through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and

engagement activities. The Branch also manages the Freedom of Information, Participant Information Access, and Agency Privacy Incident Management functions of the Agency.

The **Learning and Development Team** sit within the IRPLO branch and support both the RIRD and CCD through the delivery of tailored and timely L&D solutions which directly impact strategic and operational outcomes of the Divisions and Agency.

These vacancies are available under three streams; General, Affirmative Measures – Disability and Affirmative Measures – First Nations. Please indicate which stream you are applying for at the time of completing your application.

***General stream** is open to all eligible Australian Citizens.

***Affirmative Measures – Disability** provisions are open for these positions. The affirmative measure position is to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability. To be part of the affirmative measures employment process applicants must be able to provide evidence at the offer stage.

***Affirmative Measures – First Nations** provisions are open for these positions. The affirmative measure positions are to improve employment opportunities for Aboriginal and/or Torres Strait Islander people in the Australian Public Service. To be part of the affirmative measures employment process applicants must be able to provide evidence at the offer stage.

Duties

Duties of this role can include but are not limited to:

- Solely, or as part of a team, contribute to the overall design, development, and delivery of a program or programs of learning and development.
- Solely, or as part of a team, engage in stakeholder engagement and management in order to determine optimum training solutions.
- Maintain relevant packs or programs of training to ensure currency and consistency.
- Working as part of a small team, contribute in any way required to the efforts of other staff to ensure timeliness and standard of L&D deliverables.
- Contribute to highly accurate record keeping.
- Contribute to relevant L&D email communications and newsletter development.
- Other duties as required or directed.

Eligibility

Valuable skills, qualifications and experience that would be highly regarded include:

- Training qualifications (minimum Cert IV) and relevant experience in design, development, and delivery of training programs.
- Strong analytical and problem-solving skills with a focus on continuous improvement.
- Highly developed written and verbal communication skills.
- Highly developed stakeholder engagement skills and the ability to partner with internal and external stakeholders.
- Demonstrated ability to lead and manage teams or programs of work in a high tempo environment.
- A background in a legal or case management role.
- Strong administrative skills and proficiency in Word, Excel, PowerPoint, etc.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Cat Goodwin, 0460 761 874
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0759995

National Disability Insurance Agency

Closing Date: Thursday 10 July 2025

Job Title	APS 6 ICT Services
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Surry Hills NSW, Geelong VIC, Richmond VIC, Brisbane QLD, Perth WA, Deakin ACT
Salary	\$96,737 - \$106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Working from home arrangements can be discussed with your line manager,
Classification	APS Level 6
Position Number	1689_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Technology Services Division has two new and exciting opportunities as APS6 Platform Engineer AWS and APS6 Platform Engineer within the Agency ICT Services Branch.

The Agency ICT Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

ICT Support is a brilliant team to work in. We sit at the heart of digital operations at the NDIA, enabling our frontline and policy teams to serve Australians with disability more effectively. Our

scope spans complex infrastructure, real-time service restoration, cyber readiness, executive technology enablement, and proactive support for over 19,000 internal users and partners. We're known for our calm under pressure, clear communication, and continuous service improvement. Our culture is built on collaboration, learning, and a shared drive to deliver support that's not only reliable- but exceptional.

Duties

Where you can add value

APS6 Platform Engineer AWS - Responsibilities include but not limit to:

- Overseeing a squad of AWS Platform Engineers involving identifying learning opportunities, delegation of tasks, and providing mentoring to junior staff.
- Leads the designing, building, and maintaining of AWS infrastructure solutions to support scalable and reliable applications and services.
- Implementing and managing continuous integration and continuous deployment (CI/CD) pipelines that automate deployment processes and ensuring efficient delivery.
- Monitoring and troubleshooting AWS cloud infrastructure, ensuring high availability and performance.
- Automating the provisioning and management of AWS infrastructure with Infrastructure as Code (IaC) tools like Terraform and utilise Git for version control.

APS6 Platform Engineer - Responsibilities include but not limit to:

- Manage, maintain, and troubleshoot servers, networks, and storage systems associated with our data science platform cloud and on-premises solutions.
- Implement and support cloud infrastructure (AWS, Azure) to enhance system reliability.
- Work with data science teams to ensure seamless integration of analytical applications and infrastructure.
- Monitor and optimize system performance, identifying and resolving bottlenecks.

Enough about us, let's talk about you

The APS6 Platform Engineer is required to provide detailed technical, professional, policy, operational support and advice in relation to complex problems. Where required, the role will coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, 08 9550 1169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0759993

Australian Bureau of Statistics

Closing Date:Wednesday 09 July 2025

Economy Environment and People and Place Division
(CoATSIS) - Centre of Aboriginal and Torres Strait Islander Statistics

Job Title	Aboriginal and Torres Strait Islander Community Engagement Officers (APS5) & Senior Community Engagement Officers (APS6) - Affirmative Measure
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Hobart TAS, Melbourne VIC
Salary	\$85,204 - \$108,092
Future Merit Locations	Canberra, Sydney, Darwin, Hobart, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 5;APS Level 6
Position Number	25/CoATSIS_APS5_6_AM
Agency Website	https://www.abs.gov.au/

Job Description

<https://www.abs.gov.au/>

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander **Community Engagement Officer (APS5)** and **Senior Community Engagement Officer (APS6)**.

About the area

There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.

The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia

the section's Director and a team of data and statistical analysts based in Canberra

an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the ABS Round Table on Aboriginal and Torres Strait Islander Statistics, the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations.

Duties

About the role

We are looking for an Aboriginal and Torres Strait Islander Community Engagement Officers and Senior Community Engagement Officers to help the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

APS 5 Responsibilities include:

- Engage with urban and remote Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community about statistics and statistical issues related to Aboriginal and Torres Strait Islander peoples through collaborating and partnering to increase understanding of, and participation in, ABS collections.
- Return information to Aboriginal and Torres Strait Islander communities, including the provision of statistical training to communities in order to increase their access and usage of ABS information; and improve the quality and relevance of Aboriginal and Torres Strait Islander statistics for key stakeholders including meeting the needs of the Aboriginal and Torres Strait Islander community.
- Provide support to ABS staff in engaging with Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community.

APS 6 Responsibilities include:

- Supporting a team to help the ABS connect with and understand the needs of Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community about statistics and statistical issues related to Aboriginal and Torres Strait Islander peoples through collaborating and partnering to increase understanding of and participation in ABS collections.
- Return information to Aboriginal and Torres Strait Islander communities including the provision of statistical training to communities to increase access and usage of ABS information; and improve the quality and relevance of Aboriginal and Torres Strait Islander statistics for key stakeholders including meeting the needs of the Aboriginal and Torres Strait Islander community.
- Provide support to ABS staff in engaging with Aboriginal and Torres Strait Islander peoples, their organisations, and the wider community.

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs.

To be suitable as a **Community Engagement Officer (APS5)** you will have most, or all, of the following skills, qualities and experience:

- cultural competency- roles in the Centre of Aboriginal and Torres Strait Islander Statistics (CoATSIS) require you to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples as well as the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples
- demonstrated ability to engage with Aboriginal and Torres Strait Islander peoples, researchers, government agencies and NGO stakeholders; being able to develop and nurture both internal and external stakeholder relationships to achieve results
- demonstrated written/oral communication and presentation skills
- demonstrated ability to work effectively and cooperatively in a team, embrace change and actively provides advice to mitigate risks
- demonstrated ability to develop sound statistical and analytical skills to understand how data can impact and empower Aboriginal and Torres Strait Islander peoples and communities
- ability to undertake travel to remote and regional areas.

In addition to the above, as a **Community Engagement Manager (APS6)**, you will also be expected to demonstrate your:

- manage and work effectively with staff within a diverse and geographically dispersed team
- demonstrated ability to collaborate with Aboriginal and Torres Strait Islander colleagues to develop and provide cultural guidance and methodologies to ensure cultural safety
- demonstrated ability to foster a strong, inclusive, diverse, trusting and collaborative culture within and across teams.

Eligibility

To be eligible for these roles you:

- must be an Aboriginal and/or Torres Strait Islander person
- must be an Australian citizen at the time you apply
- you may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading

Notes

How to apply

To apply, complete an online application form on the [ABS e-recruitment system](#).

You will need to upload your current resume. Shortlisting will be based on resume only, so please ensure it highlights your skills, qualities and experience relevant for the role (refer to Section 1 of the Application Information Kit). Maximum resume length - 5 pages.

Applications close at 11:30 p.m. AEDT on Wednesday 9 July 2025. Late applications will not be accepted.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Melinda Mansell, 0429 787 775
Agency Recruitment Site	https://www.abs.gov.au/

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Treasury

Vacancy VN-0759981

Australian Securities and Investments Commission

Closing Date: Wednesday 09 July 2025

Job Title	Market Intelligence Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4;Executive Level 1;Executive Level 2
Position Number	1868405
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

We are seeking a highly motivated Market Intelligence Data Analyst to join our Markets Group. In this role, you will play a critical part in identifying and assessing evolving market trends, systemic misconduct, and emerging risks across Australian financial markets. You will work on high-impact

projects that directly contribute to regulatory insights and outcomes, leveraging your data expertise to deliver actionable intelligence.

- **Melbourne or Sydney**
- **\$94,198 - \$144,386 depending on experience (plus 15.4% superannuation)**
- **12-month contract opportunity**
- **Applications close at 11:59pm AEST, Wednesday 9 July 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and ensuring all Market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and engages with stakeholders pertaining to the regulation of markets.

As part of Markets Group, the Market Intelligence Team conducts thematic reviews and research in relation to Market Integrity issues and maintains the market surveillance system. We produce quantitative market integrity analysis, lead innovative projects to enhance detection of market misconduct, input into evidence-based policy making and collaborate with other teams on data solutions.

The role

Your role:

As a **Market Intelligence Data Analyst**, you will:

- Develop and apply innovative data methods to collect, manage, analyse, and communicate insights from multiple market data sources.
- Conduct quantitative analysis, thematic reviews, and create data-driven models to monitor market integrity, participant behaviour, and financial products.
- Prepare clear and concise reports, briefings, dashboards, and data visualisations to support regulatory understanding and decision-making.
- Support analytics projects by designing and advising on data collection, cleansing, and exploration processes.
- Engage with key stakeholders, providing timely and accurate data insights, and contribute to the continuous enhancement of market intelligence capabilities.

About you

You hold relevant tertiary qualifications in a quantitative discipline such as finance, statistics, mathematics, physics, computer science, engineering, or actuarial studies. You bring strong statistical and programming skills, with experience in analytical roles within corporate, consulting, government, or academic environments. Proficiency in programming languages such as Python or R is highly desirable, with additional knowledge of KDB+ and Q considered a strong advantage.

You have experience working with large, complex datasets from diverse market vendors and proprietary sources, and can efficiently collate, process, and analyse data to extract meaningful insights. You are adept at applying diverse technologies and analytical techniques to distil complex data into actionable regulatory intelligence.

You possess excellent analytical, investigative, and problem-solving skills, enabling you to draw robust conclusions from both qualitative and quantitative data. With strong business acumen and a sound understanding of Australian financial markets and the regulatory environment, you exercise professional judgment and critical thinking in assessing risks and identifying potential issues.

You are a confident communicator, capable of presenting complex information in a clear, intuitive, and persuasive manner to diverse stakeholders. You thrive in dynamic environments, demonstrating adaptability, initiative, and the ability to quickly respond to emerging trends and priorities. Your ability to build and maintain strategic relationships allows you to collaborate effectively across multiple teams and stakeholders.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEST, Wednesday 9 July 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, +61738674711
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0760004

Job Title	Head of Experience & Operations
Job Type	Full-Time, Ongoing
Location	Perth WA, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Perth, Sydney, Adelaide, Brisbane, Canberra, Hobart, Melbourne, Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1
Position Number	1870031
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226293898

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Lead the alignment and delivery of key operational functions within ASIC's People & Culture team.

- **Flexible location – any capital city location considered**
- **Executive Level Service**
- **Permanent opportunity**
- **Australian Citizenship required**
- **Applications close at 11:59pm AEST, Wednesday 7 July 2025**

The team

People & Culture (P&C) is responsible for delivering people initiatives that are aligned with ASIC's internal and external priorities across the full employee lifecycle. The team delivers initiatives, advice and services that support all ASIC team members.

The Experience & Operations team delivers essential frontline people services that support staff through the full employee life cycle. The team encompasses Health, Safety & Wellbeing, Learning & Development, Talent Acquisition, Emerging Talent, People & Pay Services and Business Partnering.

The role

Reporting to the Chief People & Culture Officer, the Head of Experience & Operations will play a critical role in executing the operational people functions. You will deliver a positive and consistent employee experience by ensuring our people have the right tools, systems, and processes in place.

You will be accountable for:

- Leading and aligning key HR operational programs
- Ensuring seamless coordination between operational areas and centre of excellence to align HR operations with business objectives.
- Implementing policies, procedures, and initiatives that support the employee lifecycle and enhance organisational effectiveness.
- Offering specialist technical advice on human resource and risk related issues
- Managing, budgets, resources, and risk frameworks to drive efficiency, ensure business continuity, and support organisational goals.

Duties

About you

The successful candidate will have significant experience in HR operations, with extensive knowledge in a variety of disciplines such as payroll, pay governance, analytics, compliance, project management, delivery or generalist human resources.

You will also demonstrate:

- Experience leading a business unit or function, including managing people, budgets and resources.
- Proficiency in leveraging data and insights to inform decisions, drive efficiencies, and shape HR strategies.
- Ability to build relationships, influence stakeholders, and provide clear, high impact written and verbal communication.
- Commitment to service orientation, continuous improvement, safety, quality standards, and cost-effectiveness.
- Tertiary qualifications in Human Resources, Organisational Psychology, Law, or a related business discipline, or equivalent professional experience

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEST, Wednesday 9 July 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, 02 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0760005

Australian Securities and Investments Commission

Closing Date:Wednesday 09 July 2025

Job Title	Head of Culture, Engagement & Equity
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney, Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1
Position Number	1870032
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226293914

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Lead the alignment and delivery of key strategic functions within ASIC's People & Culture team.

- **Flexible location – any capital city location considered**
- **Executive Level Service**
- **Permanent opportunity**
- **Australian Citizenship required**
- **Applications close at 11:59pm AEST, Wednesday 9 July 2025**

The team

People & Culture (P&C) is responsible for delivering people initiatives that are aligned with ASIC's internal and external priorities across the full employee lifecycle. The team delivers initiatives, advice and services that support all ASIC team members.

The Culture, Engagement & Equity team leads key strategic people functions to align the work of the broader People & Culture team to the People strategy. The team encompasses culture, organisational development, leadership, remuneration and benefits, performance development, diversity, inclusion & belonging and employee relations.

The role

Reporting to the Chief People & Culture Officer, this role will lead the delivery of major programs within the People Strategy and provide strategic expertise across people related initiatives and matters.

You will be accountable for:

- Leading and aligning key HR strategic functions
- Ensuring seamless coordination and alignment between the centre of excellence and the operational areas to effectively and consistently implement organisational development strategies and initiatives.
- Offering specialist technical advice on human resource and risk related issues.
- Managing, budgets, resources, and risk frameworks to drive efficiency, ensure business continuity, and support organisational goals.

Duties

About you

The successful candidate will have significant senior HR leadership experience, with proven success in driving cultural change and fostering employee engagement.

You will also demonstrate:

- Experience leading and working across a range of contemporary end-to-end people and culture practices.
- Experience leading change management processes and organisational transformation.
- Influential communication skills and the ability to confidently advise senior leadership on broad-ranging people & culture related issues.
- Proficiency in leveraging data and insights to inform decisions, drive efficiencies, and shape HR strategies.

- Tertiary qualifications in Human Resources, Organisational Psychology, Law, or a related business discipline, or equivalent professional experience.

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEST, Wednesday 9 July 2025.

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- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, 02 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759833

Department of Veterans' Affairs

Closing Date: Thursday 10 July 2025

Technology and Finance
Financial Management Procurement

Job Title	Procurement Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$82,795 - \$88,307
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 4
Position Number	EXT-2025-0254
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Finance and Procurement Branch is responsible for operational and strategic advice on Finance and Procurement services across the department. This includes Strategic (complex) procurements, simple to complex procurements, policy administration and compliance, various reporting requirements and briefings, probity, and overall support on all procurement activities across the department.

The Procurement Directorate is responsible for ensuring a high-quality financial environment for the department through robust governance and processes, by providing accurate and timely guidance on financial operational matters. The Directorate provides advice and service to the department on all procurement activities and compliance.

The Procurement Support Officer must be able to work with supported direction, and in accordance with relevant legislation, policies and standard process, to undertake a range of procurement activities from strategic supply planning through to closure.

The position requires a person with an understanding of procurement and contract management, including the Commonwealth Procurement Rules, and the ability to provide excellent customer service or the ability to acquire these skills.

Duties

- **Record Keeping:** Ensure appropriate record keeping practices are in line with Commonwealth legislation and DVA policies and procedures.
- **Probity and Quality Assurance:** Assist the team and business areas to develop, conduct and report on probity, compliance and quality assurance requirements.
- **Risk/Issues Management:** Support the creation, review and update of risk assessments and related documentation for general procurement.
- **Supply Planning:** Provide guidance to business areas on appropriate supply mechanisms for general procurement, including defining outcomes, specifications, market research, spending approvals and timeframes.
- **Preparing to Approach the Market:** Assist the team and business areas to develop tender management plans and other procurement documentation.
- **Approaching the Market:** Develop and maintain working relationships with a range of stakeholders and have the ability to provide general advice, interpretation and information on procurement matters.
- **Evaluating Submissions:** Ability to provide assistance in the tender evaluation processes.
- **Source to Contract:** Contribute to contract negotiations and the successful transition to contract management.
- **Relationship Management Process:** Represent the Department at meetings with external stakeholders if required.
- **Business Support Process:** Contribute to new ideas and identify ways to improve services, systems, processes and protocols.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening

check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Veterans' Affairs

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support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Amanda Green, 0433 725 798
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759838

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Technology and Finance
Finance and Procurement Financial Operations and Finance Business Partner
Directorates

Job Title	Treasury and Accounts Receivable, and Finance Business Partner (Multiple positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	EXT-2025-0255
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The **Finance and Procurement Branch** is responsible for managing all relationships with external Departments, Agencies and organisations and provides strategic financial services across the department.

The **Financial Operations Section** is responsible for ensuring a high-quality financial environment for the department through robust governance and processes and by providing accurate and timely guidance on financial operational matters. The Section delivers accounts payable and receivable, treasury management, financial systems administration, travel and purchase card management.

The **Finance Business Partners Section** provides relationship management, strategic and technical financial support to the business areas, as well as the provision of ongoing analysis and advice to improve and support Divisional financial positions. This role acts as a key link between the business area and Chief Financial Officer (CFO)

The Department of Veterans' Affairs, Finance and Procurement Branch is looking to recruit an APS 6 Team Leader, Treasury and Accounts Receivable (Financial Operations Section) and APS 6 Finance Business Partner (Finance Business Partners Section).

Duties

APS 6 Team Leader – Treasury and Accounts Receivable

- Oversee the Treasury and Accounts Receivable activities.
- Lead, supervise and develop a small team.
- Provide expertise and technical knowledge in Treasury Management and Accounts Receivable.
- Undertake research interpret and apply legislative requirements including Commonwealth financial compliance and legislative frameworks to resolve moderately complex issues.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Manage prioritisation of own workloads and those of team, ensuring work activities are completed to agreed timeframes and standard, undertake quality assurance reviews of information and work, and ensuring quality customer service and advice.
- Utilise financial analysis tools and systems, to capture, research, analyse, problem solve and reconcile data.
- Update and maintain Policies and Procedures relating to Treasury Management and Accounts Receivable and lead process improvement initiatives.
- Prepare reports: Compliance Reports, Cash Forecasting, Monthly Dashboard reports Senate Estimates Briefs and Questions on Notice.
- Preparation and approval of end of month processes including but not limited to:
 - reconciliations,
 - journals, and
 - executive and management reporting.

APS 6 Finance Business Partner

- Act as the primary conduit between the CFO and business areas to facilitate and manage effective working relationships;
- Deliver financial advice, analysis and assistance to key stakeholders to inform financial decision-making over both Departmental and Administered Functions;
- Undertake financial analysis to support business planning, projects and investment decisions;
- Prepare monthly financial reports for Senior Executive, including variance analysis, commentary and analysis of the full year forecast;
- Monitor and review monthly forecasts in partnership with our stakeholders;
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders;
- Engage with stakeholders to identify risks and issues to inform and support robust business and finance processes;
- Coordinate and assist with budget development and expenditure forecasting as well as long-term financial planning to support the financial direction of the Department;
- Provide a broad range of financial management services to meet statutory compliance requirements, including monthly accruals; and
- Promote and develop financial literacy and capability across the Department.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	David Almeida, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759840

Department of Veterans' Affairs

Closing Date: Thursday 10 July 2025

Coordination Client Support Branch

Job Title	Program Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Townsville QLD
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0252
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Coordinated Client Support Branch (CCSB) manages a range of programs and services to assist vulnerable clients to navigate DVA services and connect to supports to meet their wellbeing needs. Case management offered by CCSB is collectively referred to as the Client Support Program.

The Client Support Program (CSP) is a voluntary time limited case management program, which uses a clinical lens and trauma informed approach to support clients to meet their wellbeing needs. The program aims to streamline communication between clients, their families and DVA. Case management provides clients with a single or primary point of contact for all services within DVA and facilitates access to external support services.

The Escalations and Program Management (EPM) section sits within the Coordinated Client Support Branch and carries out a range of responsibilities and initiatives.

The Escalations team is responsible for the Minister's Office, Secretary Office and Senior Executive taskings for clients managed within CCSB with intensive support needs, or where there is a well-being concern. Case Managers within the team liaise directly with clients and provide short-term case management support.

The Program Management team provides integral support across the Branch, including the provision of divisional reporting, recruitment, centralized staff training, projects and procedural content which underpins the quality case management practice. The team coordinates the Branch quality assurance and audit program and provides broad system and communications development and support.

Duties

- Support the Assistant Director in the management and administration of HR and training requests for Branch staff
- Provide support related to quality assurance activities including data collation and reporting
- Identify and implement business improvement activities, including assisting with the implementation of new policies, systems and streamlined practices
- Support the delivery of strategy functions with the development and management of the Branch SharePoint Site
- Maintain and administer Branch documents through efficient maintenance of document tracking and registers
- Assist with the preparation for meetings and engagement forums
- Engage and maintain professional relationships with relevant stakeholders, clients and providers
- Work collaboratively with other sections in the Branch and Division to provide guidance and advice on a range of program management projects
- Assist with managing the team email inbox; reviewing incoming correspondence to determine the priority level required, in accordance with procedures
- Escalate high risk and high-profile issues to line management and/or the Escalations team.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	Hayley Gastrell, hayley.gastrell@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759841

Department of Veterans' Affairs

Closing Date: Thursday 10 July 2025

Technology and Finance
Housing Programs & Approved Accounts Home Ownership Assistance
Section

Job Title	Subsidy Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$73,316 - \$79,758
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 3
Position Number	EXT-2025-0256
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

DVA administers the Defence Home Ownership Assistance Scheme (DHOAS) and the Defence Home Owner Scheme (DHOS) on behalf of the Department of Defence and the DVA scheme Defence Service Home Loans (DSHL).

DHOAS is available to serving and recently ex-serving Australian Defence Force Members. Eligible applicants receive a monthly subsidy on a specified portion of their mortgage. DVA's role involves taking ADF member enquiries, determining eligibility and entitlements, processing subsidy certificates and payments, and monitoring member's ongoing entitlement.

All the APS 3 positions are integral to the Operations team, enabling the delivery of high quality customer service and product to our Defence Community.

We are seeking candidates who display resilience, attention to detail, and customer service skills. The ideal candidate will also have great written and verbal communication skills, and be able to manage multiple competing priorities.

Duties

- Handle and respond to telephone and written queries, including interpreting process and translate the meaning to client within Key Performance Indicator (KPI) timeframes;
- Process applications for subsidy against eligibility criteria within KPI timeframes;
- Calculate subsidy entitlement accurately for payments to clients;
- Process notifications of Change of Circumstances to ensure accurate subsidy payments to clients;
- Administrative duties including mail and record management;
- Participate in team meetings and one on one discussions;
- Participate in the Quality Control framework, including a demonstrated ability to accept and act on feedback; and
- Other ad hoc tasks as directed.
- Subsidy Advisers are required to achieve agreed quality standards within a reasonable time frame. These standards are set out in a formal accreditation program and will perform part of the team member's performance agreement.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	Leanne Luong, 07 2149 5048
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759850

Department of Veterans' Affairs

Closing Date: Thursday 10 July 2025

Ministerial, Engagement and Communication
Communications

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0257
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Strategic Communications team is part of the Communications Branch. The Branch ensures DVA's commitment to veterans and families through coordinated communication, handling media enquiries, managing social media, and providing graphic design, online publishing, and internal communications.

The Strategic Communications team develops and implements comprehensive strategies in partnership with department business areas to promote DVA programs and policies. The team also advises and supports the Minister for Veterans' Affairs regarding communication opportunities and activities.

We're looking for high performers to join the team. In this role, you will leverage your communications expertise to manage a diverse array of projects, delivering strategic advice and crafting impactful communication strategies. Your experience in government communications will be invaluable as you navigate complex priorities and provide high-level support to key stakeholders.

You will thrive in an environment that values excellence in written and verbal communication, enabling you to influence and negotiate effectively. Your creativity and sound judgement will be essential as you engage with Senior Executives, the Minister's Office, government agencies, and other stakeholders.

This position requires strong project management skills and offers you the opportunity to showcase your innovation and capability within a dynamic and supportive team. Join us and make a meaningful impact on the lives of veterans and families through your communication expertise.

Duties

- Under limited supervision, shape and implement innovative communication strategies and plans for significant departmental projects and initiatives
- Have strong written and verbal communication skills, paired with an ability to negotiate and influence as you provide strategic communication advice to senior management and business areas
- Support the Assistant Director in team reporting and planning, and actively participate in a collaborative, high-performing team environment
- Cultivate and maintain effective relationships with internal and external stakeholders, ensuring smooth and impactful communication across the board.

Eligibility

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Chelsea Ayling, 0414 446 131
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0759946

Department of Veterans' Affairs

Closing Date:Thursday 10 July 2025

Chief People Officer
Integrity, Security and Property Property Operations

Job Title	Facilities Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0259
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

This role will support the management of the Department of Veterans' Affairs (DVA) Property Operations section, which delivers a broad spectrum of enabling services to the department, including:

- facilities management
- fleet management
- property leasing
- sustainability
- project management of property construction projects
- stationery services

The section sits within the Integrity, Security, and Property Branch in the Chief People Officer Division.

Duties

- Tasks include, but not limited to:
 - facilities management – escalation point to work orders
 - assist with delivery of projects and adhoc tasks as required
 - manage PSP, National Fleet and Stationery contracts
 - resolving local and national accommodation issues
- Build and maintain strong working relationships with DVA's WoAG Property Services Provider, internal DVA stakeholders and external stakeholders.
- Provide internal accommodation options/solutions for staffing requirements.
- Provide leadership skills and training/cross skilling to team members.
- Attendance and input when required at WHS meetings.
- Participate and contribute to team meetings and provide data for reporting requirements and QoN when required.
- Process financial transactions working within a financial delegation framework and procurement frameworks.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Hold a current Driver's License
- Demonstrated experience with facilities management in a government environment

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

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About the Department of Veterans' Affairs

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Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Buster Parker, 0421 568 231
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0759851

Department of Parliamentary Services

Closing Date: Thursday 10 July 2025

Corporate Services
Commercial Operations APH Catering

Job Title	Retail Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$89,410 - \$95,924
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 5
Position Number	JR32965
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Opportunity

The Department of Parliamentary Services (DPS) is seeking an experienced and customer-focused Retail Manager to join the APH Catering and Events team at Australian Parliament House.

This is a unique opportunity to work in one of Australia's most recognisable venues, where you will enjoy a competitive salary, free parking, and complimentary gym membership. As part of a dedicated team, you will lead the front-of-house operations across several key retail outlets, including the Staff Dining Room, Queens Terrace Café, Coffee Hub, and Coffee Cart.

The APH Catering and Events team is responsible for delivering high-quality food and beverage services to parliamentarians, staff, and visitors. We are proud of our commitment to excellence and our focus on providing welcoming, efficient, and professional service in every interaction.

We are looking for a capable and enthusiastic leader to help drive the performance of our retail venues and support our continued growth.

Who we are looking for

We are seeking a hospitality professional with a strong background in managing front-of-house operations in a retail food and beverage environment. You will be passionate about customer service, confident in leading a team, and committed to maintaining high standards in a dynamic setting.

To be successful in this role, you will demonstrate:

- A minimum of two years' recent experience in hospitality management or a comparable role, with the ability to oversee multiple retail outlets effectively
- A strong customer service focus, with the ability to anticipate and respond to the needs of a diverse clientele
- Proven leadership skills, including experience in supervising, training, and motivating staff
- Sound knowledge of food safety standards, HACCP, and compliance procedures
- Excellent communication and interpersonal skills, with a professional and approachable manner

If you are looking to take the next step in your hospitality career and contribute to a team that values quality, collaboration, and service excellence, we encourage you to apply.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- A current Responsible Service of Alcohol certificate. If not currently held, this certificate must be obtained and be maintained
- Qualifications in hospitality or retail catering are highly desirable, showcasing your dedication to the industry are highly desirable
- The occupant of this position must be willing to work according to a roster and work overtime if required. Penalty and overtime rates apply.
- The occupant of this position is required to wear a uniform as directed and present in a professional manner at all times when on duty.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

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	Sophie Travis, 0472 876 203
Agency Recruitment Site	https://jobs.dps.gov.au/

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Communications and the Arts

Vacancy VN-0759919

National Museum of Australia

Closing Date:Sunday 13 July 2025

Collection and Curatorial
Exhibitions

Job Title	Coordinator, Exhibitions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	131101
Agency Website	https://www.nma.gov.au/about/employment

Job Description

<https://www.nma.gov.au/about/employment>

Role purpose

The APS6 Coordinator, Exhibitions is a key operational role within the Exhibitions Business Unit, supporting the planning, coordination and delivery of the Museum's on-site, temporary, gallery and touring exhibitions. Working under the direction of an EL1 Manager, the Coordinator provides hands-on support across a range of exhibition initiatives, contributing to the successful delivery of compelling, audience-focused projects aligned with the Museum's strategic vision and narrative.

This position is one of six APS6 roles within the Exhibitions Business Unit. All Coordinators share the same position description and are expected to work collaboratively and flexibly across the team, providing surge capacity and support to priority areas as required, while remaining focused on their assigned core projects. This structure enables a responsive, high-performing team capable of delivering a dynamic and nationally significant exhibition program.

The role supports activity across the exhibition lifecycle - from planning and development to installation and evaluation - including scheduling, procurement, risk management, budgeting and stakeholder engagement. The Coordinator, Exhibitions works closely with internal teams and external partners to ensure that project milestones are achieved and deliverables meet institutional standards, timelines and cultural protocols.

This role requires strong coordination skills, attention to detail, cultural awareness and the ability to manage multiple priorities in a fast-paced environment. The successful candidate will be a confident communicator and agile problem-solver, committed to delivering inclusive and impactful exhibitions that reflect and enrich the Museum's audience experience. They will work within defined parameters, escalating only complex or high-risk issues to EL1 leadership, and may provide mentoring or informal guidance to APS5 and other support staff in the Exhibitions Business Unit.

Duties

Key accountabilities

- Coordinate aspects of temporary, touring and gallery exhibitions, supporting the delivery of project timelines, logistics and documentation in alignment with project plans.
- Assist Managers in monitoring budgets, procurement activities, risk registers and contract administration, ensuring compliance with public sector and Museum frameworks.
- Prepare and maintain high-quality project documentation, including meeting notes, schedules, procurement records and progress reports.
- Work collaboratively across teams and with external partners - such as contractors, designers and community stakeholders - to support the smooth and timely delivery of projects.
- Support inclusive and culturally respectful practices, including the integration of First Nations voices, accessibility standards and child-safe principles within project development.
- Undertake project research and benchmarking, contribute to evaluation processes, and support innovation and continuous improvement across the BU's exhibition practice.
- Maintain accurate records and uphold strong administrative, procurement and documentation practices aligned with government and Museum requirements.
- Provide flexible support and surge capacity across the Business Unit as needed, while maintaining a clear focus on assigned key project responsibilities.

Eligibility

Skills, experience and qualifications

Essential:

- Demonstrated experience coordinating projects in a museum, gallery or cultural institution, with knowledge of exhibition processes and timelines.
- Strong organisational skills, including the ability to manage schedules, logistics, documentation and reporting across multiple concurrent projects.
- Familiarity with budget tracking, procurement or contract administration in a cultural or public sector context.
- Excellent communication and interpersonal skills, with a demonstrated ability to work collaboratively within multidisciplinary teams and with diverse stakeholders.
- A commitment to inclusive, respectful and culturally safe practices, particularly in relation to First Nations representation and community engagement.

- A proactive and flexible approach to work, with the ability to respond to shifting priorities, provide surge support and contribute to broader team outcomes.

Desirable:

- Tertiary qualifications in museum studies, arts management, project coordination, cultural heritage or a related field.
- Experience working in or with government agencies, including knowledge of public sector accountability and procurement frameworks.
- Awareness of the Australian cultural sector and / or experience with national or international touring exhibitions.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a one-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications.

Applicants must also provide a resume and contact details for 2 referees.

Applications close at **11:59pm Sunday, 13 July 2025**.

Visit <https://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

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About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Sarah Balzer, sarah.balzer@nma.gov.au
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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