



Commonwealth of Australia
APSJobs - Vacancies Daily
PS25 Daily Gazette Tuesday - 24 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

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0759875

Defence Housing Australia

Closing Date:Monday 07 July 2025

Business Solutions & Technology
Technology Program Business Analysis

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

Job Description

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

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

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of

the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

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

To find out more about DHA, please refer to our [DHA.gov.au](https://dha.gov.au) or read our latest [Annual Report](#).

Duties

About your team

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

About the role

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

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

Note: Applicants must be based in Canberra.

Eligibility

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

Notes

Benefits for working at DHA include:

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

For information on DHA's Employee Value Proposition, visit our [website](#).

How to apply

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

For further information on the position, please refer to the **Candidate Information Pack** through the [online careers site](#).

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

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

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

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Vacancy VN-0759686

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

Job Description

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

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

Our ideal candidate

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

Duties

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

Eligibility

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

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

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

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

Notes

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

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

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

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

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About the Department of Home Affairs

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To Apply

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

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Vacancy VN-0759774

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

Job Description

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

About our team

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

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

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

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

Our ideal candidate

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

Duties

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

Additional information

- Awareness of Torres Strait Treaty
- Uniformed position.

Desirable

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

Eligibility

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

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

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

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

Notes

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

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

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

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

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

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

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

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Vacancy VN-0759802

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

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/138276/>

About our team

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

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

Our key focus is developing robust technology solutions that include integration of disparate systems to reduce duplication, automation of tasks and migration to modern technologies. We

provide specialist technical services and deliver bespoke and customised off the shelf products across the Cargo, Trade and Intelligence domain for border clearance.

Our ideal candidate

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

Duties

- Liaise with ABF and other internal and external stakeholders to plan, coordinate implementation to timely deliver projects and work program, and manage 24/7 production support for critical operational border systems and infrastructure
- Coordinate technical assessment and triage of business requests with technical teams and plan implementation and delivery by leading team engagement with internal and external stakeholders including business, other Government agencies, technical SMEs, vendors, and staff as required
- Manage team efforts to create and maintain Detailed Business Analysis and Detailed Design Specification documentation for IT systems and maintain records management standards in accordance with the Recordkeeping Practice Statement, Instruction and Guidelines
- Supervise direct reports, managing workload and performance, including monitoring change and release deliverables against scheduled commitments. Lead and supervise implementation of production changes liaising with vendors, software service providers, developers, change managers and business following Departments Change and Release Management framework
- Represent the section (or the Department) at delivery meetings or other trade related forums with Other Government agencies and Industry.

Additional information

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

Eligibility

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

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

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

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

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Vacancy VN-0759827

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

Job Description

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

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

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

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

Our ideal candidate

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

Duties

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

Additional information

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

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

Eligibility

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

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

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

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Notes

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To Apply

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

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Vacancy VN-0759859

Director of Public Prosecutions

Closing Date:Monday 07 July 2025

N/A
Legal Capability and Performance N/A

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

Job Description

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

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

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

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

Duties

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

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

Eligibility

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

Notes

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

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 Director of Public Prosecutions

To Apply

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

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Vacancy VN-0759854

Future Fund Management Agency

Closing Date: Tuesday 22 July 2025

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

Job Description

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

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

Duties

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

partner with the Agency’s Procurement team to manage contracts and contribute to ad hoc projects sponsored by the PC&I leadership team.

Eligibility

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

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

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0759878

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

Job Description

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

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

Duties

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

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

Eligibility

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

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

Notes

About the Future Fund Management Agency

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To Apply

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

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National Library of Australia

Closing Date: Sunday 06 July 2025

Digital Technology Operations

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

Job Description

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

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

Duties

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

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

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

Using your IT knowledge and advice, you will:

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

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

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

To succeed in this role, you must have:

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

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

Eligibility

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

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

Notes

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

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

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

About the National Library of Australia

To Apply

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

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Vacancy VN-0759822

Job Title	EL1 - Assistant Director, Web Archiving Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$115,443 - \$136,900
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	107113
Agency Website	

Job Description

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

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

Duties

The Library is seeking to fill a ongoing **Assistant Director, Web Archive Systems EL1** role in the Strategy & Architecture Section of the Digital Branch.

In this role you will work with a small and highly experienced team that builds world class digital collections for the Library. The role involves working with the team to develop new tools and enhance existing ones to maintain the teams place as a world leader in the field.

You will be able provide sound advice and recommendations which influence the decisions made by others as well as making decisions using in depth knowledge and professional judgment. You will also be able engage with an international community of like-minded developers in the field of web archiving and digital preservation.

We are looking for a self-motivated developer who can learn on the job and design, build and maintain applications in a user focused cultural institution.

The work of the team is dynamic and high-profile. You will need to be results focussed, provide leadership and support to others, and demonstrate positivity and resilience to achieve objectives. This includes working with the team to design and build new and leading-edge tools for accessing and displaying the Library's largest digital collection and provide support for existing ones

Eligibility

To succeed in this role you will have:

- Significant experience with Java and Python programming.
- Comprehensive understanding of and experience with web technologies and web protocols (HTTP, HTML, JavaScript).
- Understanding and experience with Apache Solr

The following would be highly regarded:

- Qualifications or equivalent extensive experience in information technology or related field.
- Proven ability to collaborate on open-source projects.
- Understanding and experience with web crawlers and web archiving standards (WARC).
- Understanding of containerisation and cloud environments.

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

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

Notes

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

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

To Apply

Position Contact	Brendon Mckinley, (02) 6262 1024
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0759837

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 08 July 2025

Exports & Veterinary Services
Meat Exports Export Systems Support

Job Title	Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$84,794 - \$93,020
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2019
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Exports and Veterinary Services Division** regulates export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. The division develops strategies to gain, improve or maintain market access for a wide range of animal products. The division delivers the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. The division manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. The division actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics and other goods.

The **Meat Exports Branch** works in close partnership with internal and external stakeholders to develop and maintain national export inspection and certification services for meat (red meat, poultry, pork, sheep and game meat). This includes the development of legislation, operational policy and guidelines, instructional material, technical training development and delivery and engagement with industry and government stakeholders. The central office team manages the export certification system (EXDOC) and provides operational support to the department's technical service delivery streams who are responsible for inspection, verification and certification of meat and meat products across Australia. The branch also includes the division's certification integrity unit that evaluates the effectiveness of the division's export systems.

The **Export Systems Support (ESS)** team is a dynamic team with a wide variety of responsibility. The export systems are ESS's core function which ensure exports of agricultural products can comply with the legislative requirements. This makes ESS integral in the exports space and the gateway to overseas markets. ESS are problem solvers and work to support exporters through the exports process. There are lots of exciting things happening in the ESS space as we undertake an ambitious digital transformation. We are looking for motivated individuals who are willing to take ownership of a problem and work through to a solution. This is not your normal technical support role - if you are looking for something a little different, a little more challenging, then this could be for you. ESS is the place to work, it has exciting opportunities, great people and challenging tasks.

Duties

The Job

We work in a fast-paced environment supporting Australian exporters to obtain export certification. Our team cultivates a collaborative environment that leverages diverse perspectives to solve problems effectively. We are looking for enthusiastic and hard-working individuals to join our team.

The duties of an APS 5 officer include, but are not limited to:

- Manage departmental inboxes and correspondence channels, ensuring timely and effective responses to technical questions and queries.
- Communicate complex and/or technical issues to external stakeholders, or clients, both in writing and verbally.
- Develop proficiency in export enabling systems, to understand and master systems to streamline processes and enhance efficiency.

- Utilise design software to modify export certificate templates according to importing country requirements, ensuring compliance and a smooth transition to the production environment.
- Support the team during ICT upgrades for export systems, software and applications and perform user acceptance testing as required.
- Respond to ad hoc information requests by creating reports from a range of data sources and using reporting tools such as Power BI.
- Administration of export system programs and functions, undertake small projects, and support the team in the delivery of team and agency goals.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

knowledge and experience

We are looking for candidates that possess demonstrated knowledge and experience in the following:

- Ability to interpret policy and legislation and provide advice to internal and external stakeholders
- Ability to interpret and draft operational policy and procedural directions within a specialist area.
- Ability to create analytical reports using a wide range of data sources with Power Bi or other systems well regarded.
- Ability to develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section.
- A working knowledge or desire to gain working knowledge of one or more of the following: legislative frameworks, export trade, government decision-making processes, regulations relating to exports, animal health or production systems, or foods safety and public health

Notes

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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brett Evans, 0422 454 563
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759861

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 15 July 2025

Exports & Veterinary Services
Veterinary & Export Meat Export Meat

Job Title	On-Plant Veterinarian
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$82,216 - \$134,518
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - SA, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2025/2105
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on Export and Veterinary Services Division & the department's goal.

The Exports and Veterinary Services Division plays a vital role in regulating the export of animal products and the import of food products, ensuring they meet stringent Australian and international standards. We're responsible for maintaining market access, implementing food standards, and supporting primary industries through the National Residue Survey. Our work impacts the safety, sustainability, and integrity of Australian meat exports globally. As part of the Veterinary and Export Meat Branch (VEMB), our teams deliver inspection and certification services across 87 regional export facilities nationwide, including abattoirs and other registered premises.

This is where you play an important role.

Your professional contribution and engagement will be critical in ensuring compliance with export legislation, food safety and animal welfare and will provide assurance to trading partners on government oversight and certification of meat commodities exported to overseas markets which meets departmental objectives and maintains Australia's rank in the world's meat-export market.

We recognise the importance of mental well-being within the veterinary workforce and are committed to providing resources and support to promote good mental health.

Duties

The Jobs

- Provide Expert Advice: You will offer veterinary and technical advice on public health, food safety and the quality of meat products. Your expertise will support establishment management and other stakeholders, ensuring all processes align with regulatory standards.
- Ensure Compliance: You'll ensure the establishment meets its legal obligations under the *Export Control Act 2020* and related legislation. You'll monitor compliance through the Meat Establishment Verification System (MEVS), ensuring products meet importing country requirements.
- Maintain Veterinary Standards: You'll stay informed on the latest developments in veterinary science and legislative changes, sharing this knowledge with the team and the establishment. You'll apply best practices in quality assurance and Australian/international standards.
- Animal Welfare: You will oversee animal welfare, ensuring compliance with state, national and international standards. You will monitor and report outcomes to maintain high animal welfare standards.
- Inspection and Examinations: You will conduct or supervise ante-mortem and post-mortem inspections, ensuring compliance with the Australian Standard for production of meat and meat products (AS 4696:2023) and relevant overseas requirements.
- Emergency Preparedness: You'll contribute to the veterinary emergency management plan and onsite emergency animal disease preparedness plan, ensuring the establishment is prepared for any potential outbreaks.

- **Training and Leadership:** You'll lead, mentor and develop a team of veterinary and non-veterinary staff, fostering a high-performance environment. You'll also chair weekly meetings with management, providing feedback on key performance indicators (KPIs) and processes.
- **Sampling and Testing:** You'll collect samples to test for diseases and verify compliance with substance regulations, ensuring the safety and integrity of meat products.

Applicants should note that as a Veterinary Officer in VEMB you may be required to undertake activities across export meat and live animal veterinary officer roles.

As a Live Animal Veterinarian you will:

- perform quarantine and export duties across Australia, in strict compliance with export and biosecurity legislation, national standard operating procedures and work instructions
- review export and import documentation, issue export permits and health certificates, undertake veterinary inspections and approve facilities for the export and import of live animals and animal reproductive material
- provide technical advice and training to departmental staff, third-party accredited veterinarians, clients & stakeholders
- maintain accurate computer based and manual records and prepare reports as required
- contribute to the efficient operation of the Live Animal Section in VEMB.

Eligibility

What we are looking for

Knowledge and experience

An understanding of public health veterinary science and biosecurity requirements.

Mandatory qualifications

To be considered for these positions you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

Work locations

Currently, ongoing OPV positions are available at the following locations:

NSW - Dubbo, Bourke*, OPV Pool – NSW

VIC - Ararat

WA – Katanning, Beaufort River, Bunbury

SA – OPV Pool – SA

TAS – OPV Pool - TAS

QLD - Moranbah, OPV Pool – South East QLD

NT – Batchelor*

Remote Localities

* These localities have been graded as remote localities. Employees working in these locations are paid an annual district allowance in accordance with the relevant provision (Clause 631) of the Department of Agriculture, Fisheries and Forestry Enterprise Agreement 2024-2027. The successful applicant will also be entitled to additional annual leave as well as leave fares assistance.

Please note that future ongoing and non-ongoing vacancies (both regional and metropolitan) may become available throughout Australia and the merit pool established from this process may be used to fill these vacancies where the duties are of a similar nature. Non ongoing (specified term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Non-ongoing (casual) contracts will be offered for periods of up to two years. Some of these non ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Relocation assistance

The department is open to negotiating a package of assistance to assist successful applicants with the costs associated with relocating to a new work location.

Information session

We will be holding an online information session (timing will be confirmed upon registration) where there will be a presentation on the role and an opportunity to ask questions. Staff with the relevant experience will be online to answer questions about the role. Please register by emailing Craig Burleigh at craig.burleigh@aff.gov.au.

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid motor vehicle licence and be capable of driving in accordance with Australian road laws
- note that you may be required to perform occasional out-of-hours and weekend work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that they will be required to undergo a pre-employment medical examination which will include Q-Fever tests and that Q-Fever immunisation will be required where immunity cannot be established.

Notes

* On-Plant Veterinary Officer’s will initially commence employment on the OPV salary induction point (\$82,216) and will remain on that induction point for the duration of their induction/training period.

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Craig Burleigh, 0434 562 638
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759864

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 15 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Senior System Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/2078
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Finance and Investment Division** a broad range of strategic advice and operational support to the department, its Ministers' offices and industry stakeholders. We provide expert financial advice and support, through our budgeting, reporting, compliance, procurement, administration and payroll services. We manage the portfolio's involvement in the Commonwealth Budget process, as well as ministerial and parliamentary business for the portfolio. By providing expert advice, systems and support we ensure the department is enabled to meet its objectives.

The **Funding and Revenue Branch** is the 'policy' arm of Finance and Investment Division. The Funding and Revenue Branch is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Ministers.

The **Levies Administration Section** collects and disburses agricultural levies and charges on behalf of Australia's primary industries. The team works alongside the Levies Compliance section who deliver a national compliance program and provide assurance to our stakeholders that levy collection is complete. The team also partners with Rural Research and Development Corporations and other levy recipient bodies so that their industry levies can contribute to biosecurity preparedness, emergency plant pest and animal disease responses, marketing, research and development and residue testing. Critical functions within the levies administration team include a national levies helpdesk, processing, financial management, IT systems and webpage management, stakeholder engagement and implementing levies policy and legislation.

Duties

The Job

The Senior System Support Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of business systems that supports the agricultural levies and export charges.

The duties will include but not limited to the following:

- maintenance of the bespoke levies system,
- managing system changes and delivery of projects,
- engaging with external and internal stakeholders and preparation of documents,
- critical thinking, attention to detail, clear and timely communication and a willingness to work as part of a team to achieve positive outcomes for the department and our stakeholders.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Strong understanding of, and commitment to, providing client-focused services.
- Experience in providing system support to customer relationship management systems or financial management systems.
- Experience in change management and system testing.
- Experience in managing ICT contracts and working with external software developers.

- Experience in analysing information, providing timely and accurate advice, communicating issues and recommending options.
- Experience in leading and working collaboratively within a customer-centric team to foster effective team culture.
- Experience in using Microsoft Office suite of products.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759868

Job Title	Senior Finance/Program Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/2073
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Finance and Investment Division** a broad range of strategic advice and operational support to the department, its Ministers' offices and industry stakeholders. We provide expert financial advice and support, through our budgeting, reporting, compliance, procurement, administration and payroll services. We manage the portfolio's involvement in the Commonwealth Budget process, as well as ministerial and parliamentary business for the portfolio. By providing expert advice, systems and support we ensure the department is enabled to meet its objectives.

The **Funding and Revenue Branch** is the 'policy' arm of Finance and Investment Division. The Funding and Revenue Branch is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Ministers.

The **Levies Administration Section** collects and disburses agricultural levies and charges on behalf of Australia's primary industries. The team works alongside the Levies Compliance section who deliver a national compliance program and provide assurance to our stakeholders that levy collection is complete. The team also partners with Rural Research and Development Corporations and other levy recipient bodies so that their industry levies can contribute to biosecurity preparedness, emergency plant pest and animal disease responses, marketing, research and development and residue testing.

Duties

The Job

The Senior Finance/Program Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of agricultural levies and export charges.

The duties will include but not limited to the following:

- managing program delivery, financial management tasks and reporting,
- leading a small team providing helpdesk services to levies stakeholders,
- engaging with external and internal stakeholders and preparation of documents,
- critical thinking, attention to detail, clear and timely communication and a willingness to work as part of a team to achieve positive outcomes for the department and our stakeholders.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Experience in financial management tasks including accounts payable, budgeting, preparing reconciliations, processing journals, cost recovery, financial and performance reporting and other administrative tasks.
- Experience in analysing data/information, providing timely and accurate advice, communicating issues and recommending options.
- Experience leading a customer-centric team providing helpdesk services to levies stakeholders and fostering effective team culture.
- Demonstrated knowledge of or experience in using business systems that support program delivery, financial management and reporting.
- Experience in using Microsoft Office suite of products.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0759870

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 15 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/1966
Agency Website	https://www.agriculture.gov.au

Job Description

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

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Duties

The Job

The Senior Policy Officer supports the Assistant Director in the day-to-day management of matters relating to the administration of agricultural levies and export charges.

The duties will include but not limited to the following:

- implementing legislation,
- developing policies and working with our stakeholders to deliver the program,
- engaging with external and internal stakeholders and preparing document,
- critical thinking, attention to detail, clear and timely communication and a willingness to take the lead or work as part of a team to deliver our priorities.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Experience building and sustaining relationships with stakeholders, to deliver outcomes.
- Experience in interpreting and applying legislation and policy frameworks.
- Demonstrated experience in managing multiple priorities and communicating progress.
- Experience in leading and working collaboratively within a customer-centric team to foster effective team culture.
- Experience in using Microsoft Office suite of products.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Wilson Li, (02) 6272 5613
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0759780

Australian Federal Police

Closing Date: Thursday 03 July 2025

Job Title	Project Officer - Cyber Program Management
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Sydney NSW
Salary	\$84,458 - \$99,285
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	14468
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14468/>

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

Applications are sought from suitably qualified applicants wishing to be considered for the Band 4 Project Officer roles in AFP's Cyber Command.

Cybercrime has been identified as one of the AFP and Australian Government's priority areas for action as volume, sophistication and impact of cybercrime is on the increase and poses a serious threat to Australians, Australian communities and governments.

AFP Cyber Command has a primary responsibility for the investigation of cybercrimes against the Commonwealth Government, critical infrastructure and systems of national significance, or those that impact on the whole of Australian economy. We focus on several cybercrime types, including ransomware, remote access trojans, and data breaches of high-volume or national significance.

The mission of Cyber Command is to make Australia a hostile environment for cybercrime through five key areas of focus:

- High-end Commonwealth cybercrime investigations;
- National coordination of the law enforcement response to cyber threats;
- Disruption;
- Prevention and support; and
- Growing people and capabilities.

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

What will you do?

The Cyber Program Management Office (Cyber PMO) is responsible for the design, monitoring, management and delivery of programs, projects and initiatives that uplift the capacity of the AFP, and Australian law enforcement more broadly, to combat the ever-evolving threat of cybercrime.

The programs we manage include programs under the 2023-2030 Australian Cyber Security Strategy and Australia's Cyber Security Strategy 2020. Cyber PMO also manages various projects that enable AFP to combat cybercrime and stay ahead of serious criminal threats and protect Australia and Australians.

As a Project Officer, you will:

- Assist in the design, implementation and coordination of Cyber Command's programs and projects.
- Contribute to the development of reporting documentation and performance statistics.
- Provide administrative and secretariat duties for the Cybercrime Program Reference Group.
- Develop and maintain effective working relationships with a range of stakeholders across AFP and external stakeholders.
- Develop your skills in project/program management.
- Undertake other duties as required and directed.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum 1 year experience in administration and/or projects.
- A proven ability to work collaboratively, with a team-oriented approach.
- Strong communication and interpersonal skills with ability to manage stakeholder relationships.
- Well-developed administration and organisational skills with attention to detail and ability to consistently meet deadlines.
- Ability to take responsibility for complex, challenging or sensitive projects.

Desirable Requirements

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

- Tertiary qualifications in project management, business administration, or a related field.
- Experience and knowledge in project or program management, and/or procurements.
- Interest in Cyber Security or technology.

- Experience in the Australian Public Service sector.

Notes

- This position is an AFP Band 4 level.
- This role is located in Canberra and applicants are expected to be based in Canberra.

Commitment to Diversity & Inclusion

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	Leyla Lemesh, 02 5126 7717
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14468/

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Defence

Vacancy VN-0759635

Department of Defence

Closing Date:Sunday 13 July 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Manager, Australian Defence Consulting
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/04395/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1C58BA19-2C63-3454-4A3C-E3EF1F56613F>

Duties

The Role

An exciting opportunity exists for high-performing consultants to deliver strategic consulting projects within Defence's newly established internal consulting function.

As a Manager within the Australian Defence Consulting (Defence Consulting) team, you will deliver market-quality work with a Defence DNA, combining the best private sector consulting skills with a passion for the mission of Defence. This is a unique opportunity to use your consulting skills for national outcomes free from the commercial goals of private consulting.

You will work within diverse integrated teams of Defence Consulting staff and civilian and uniformed Defence personnel, delivering high quality work. You will be at the forefront of transforming how Defence delivers its work and the integration of leading private sector capability into the Public Sector.

Day to day you will work within a team delivering end-to-end high quality strategic consulting projects that meet client needs. You will be part of integrated consulting teams with both generalist

and specialist consultants working together to analyse information and ambiguous problems, create and execute complex project plans and deliver solutions.

You will have strong experience in core analytical capabilities such as problem solving, logical reasoning and creative thinking, underpinned by strong client and stakeholder engagement skills and written and verbal communication skills. You may also possess your own specialist skillsets, such as business analysis, law, data analysis, project or program delivery -- or something else entirely.

As part of this ground-breaking team you will have the opportunity to shape Defence's approach to internal consulting, pioneering new methods and providing thought leadership and innovative ideas and solutions. As a member of Defence Consulting you will work to transfer skills and learning to the business areas in which you work, helping uplift capability across Defence to meet future needs.

This is a consulting role unlike any other. If you are a driven individual motivated by delivering impact, we offer a career path which combines the best opportunities consulting and Defence have to offer

About our Team

The Defence Consulting team has been established to deliver internal consulting services for the Department of Defence. The team is dedicated to delivering market quality consulting services and strengthen the APS-ADF workforce by building enduring capability across business areas. The team will be pivotal in enabling Defence to achieve the transformational change required to deliver the agenda outlined in the National Defence Strategy.

Defence Consulting is not here to just displace private consulting support and do work which otherwise would have gone to the market. It is here to uplift capability and reduce the use of and reliance on external consulting firms where it makes sense to do so. Much of this will be achieved not just by doing projects but by enabling areas of Defence to be self-sufficient by transferring leading consulting practices and knowledge to the APS and ADF workforce.

Our vision is for Defence Consulting to combine the best of private sector consulting practices with Defence expertise and culture, driven by a commitment to the mission of Defence. It will focus where our unique capabilities can differentiate and add the most value for Defence. It will support the organisation to get ever better at using private consulting support, where it makes sense to do so, in the right way for the most value.

Our Ideal Candidate

Our ideal candidate will bring:

- A proven record of delivering complex projects or other client deliverables to the highest quality and outcomes in a consulting or related environment.
- A deep core analytical skillset, including problem solving, logical reasoning and creative thinking skills, client and stakeholder engagement skills, and written and verbal communication skills.
- A demonstrated commitment to sharing knowledge, expertise and developing capability.
- The resilience to manage small teams, manage expectations and deliver results in ambiguous, high-pace work environments.
- A passion and commitment for Defence’s mission and outcomes, with the integrity and professionalism to uphold APS and Defence Values and Behaviours.

Eligibility

Security Clearance

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

Notes

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

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	Andrew Frain, 0467 732 686
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1C58BA19-2C63-3454-4A3C-E3EF1F56613F

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Foreign Affairs and Trade

Vacancy VN-0759832

Austrade

Closing Date: Sunday 06 July 2025

Trade
Education and Skills Education

Job Title	Content, Communications and Events Adviser (EDI, SAP)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$101,332 - \$110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5617
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This role is responsible for the creation, refinement and delivery of content and communications on behalf of the International Education team in Austrade's Trade Division. This includes working across internal teams in Australia and around the world, collaborating with staff across Austrade's Marketing and Digital teams, and with external suppliers, partners and government colleagues.

The Content, Communications and Events Adviser is responsible for the sourcing, writing and repurposing of content for Austrade's provider-facing news and social media, and the technical delivery of sector and global virtual events. The role also supports team managers responsible for the delivery of the EDI service, SAP partnership initiatives and sector-facing communications, with a range of administrative duties. It involves generating and implementing ideas in support of content and communications strategy, and broader engagement with government and sector stakeholders.

Duties

- Deliver cohesive and coordinated content across Austrade's education sector-facing channels, including EDI and Austrade's Education sector LinkedIn.
- Work closely with colleagues in Austrade's global network to coordinate and deliver a fortnightly eDM for 12,000 readers nationally.
- Develop and maintain relevant, up-to-date and timely content, according to publication deadlines.
- Generate and implement ideas for content and communications that align with Austrade's global trade sector strategies and priorities.
- Provide administrative support for the delivery of the EDI service to subscribers, including web user and analytics and account management duties.
- Provide technical and coordinating support for the delivery of online events and briefings, including external webinars and internal professional development sessions.
- Build trust as a reliable point of contact for Austrade staff, federal government colleagues, and state and territory partners.
- Manage, develop and implement projects as required, ensuring compliance with financial, procurement and other relevant Austrade policies.
- Fulfil other duties as required, including representing Austrade in corporate and government settings.

Eligibility

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

Notes

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

About the Austrade

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

To Apply

Position Contact	Helen Kronberger, +61 (3) 9648 3000
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0759846

Australian Digital Health Agency

Closing Date: Sunday 06 July 2025

Technology Services
Technology Planning and Delivery Infrastructure Planning

Job Title	Senior Project Manager - Technology Planning and Delivery
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	\$120,486 - \$137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

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

- Leading the end-to-end delivery of projects from initiation through to planning, design, development, testing, implementation, and transition to operations.
- Providing high-level project leadership, ensuring delivery is aligned with business goals and adheres to quality, time, and budget constraints.
- Building and maintaining strong stakeholder relationships across business units, vendors, and partner organisations in a complex, multi-vendor delivery environment.
- Managing dependencies across multiple programs and workstreams, and clearly articulating impacts on delivery timelines and project scope.
- Ensuring alignment with Agency project delivery frameworks, and tailoring delivery approaches (Agile, Waterfall, or hybrid) to meet project objectives.
- Driving team engagement and supporting cross-functional collaboration across project contributors

Duties

What You'll Bring

- Advanced proficiency in project management tools (e.g., MS Project, Azure DevOps, or similar).
- Experience managing budgets across multiple concurrent initiatives or portfolios.
- Experience managing projects in a technical, multi-vendor environment, and coordinating delivery across infrastructure, cloud, and application workstreams.
- Ability to liaise with architects, engineers, and operations teams to ensure technical alignment and solution integrity throughout the project lifecycle.

Eligibility

Eligibility

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

Notes

Qualifications and Experience

- Minimum 10 years' project management experience. Program management desired.
- Minimum 5 years' experience managing complex technology projects.
- Relevant project management certification (e.g. PRINCE2, PMBOK, PMP)

Our Benefits

- Ask us about our 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

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

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

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

Closing Date: 6 July 2025, 11:00pm

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

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

About the Australian Digital Health Agency

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

To Apply

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

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Health

Vacancy VN-0759839

Australian Institute of Health and Welfare

Closing Date: Tuesday 08 July 2025

Primary Healthcare, Information Standards & Communications
Communications & Engagement

Job Title	APS6 - Strategic Communications Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$97,702 - \$108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	75_06/25
Agency Website	

Job Description

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

The [AIHW's APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the [Benefits of working for the AIHW](#) page of our website.

Duties

The Primary Healthcare, Information Standards and Communications Group is looking for a high-performing and highly motivated APS6 Strategic communications advisor to support its stakeholder engagement and corporate communications functions.

The Communications and Engagement unit promotes the institute and its work through media, stakeholder engagement, internal communication and ministerial liaison. It takes a leading role in helping AIHW staff to produce interesting and informative work. It is also responsible for the institute's corporate reporting and parliamentary functions. The unit comprises 4 teams – reporting and parliamentary, media, authoring support, and strategic communications and stakeholder engagement.

Critical to the role will be the ability to lead a small team and build trusted relationships with key internal and external stakeholders.

Under limited direction you will:

- Work with the Strategic Communications Manager to develop and implement a comprehensive corporate communication program encompassing newsletters, intranet, events and leadership messaging.
- Collaborate with the AIHW's business areas to develop and deliver strategic communications plans for specific projects and priorities.
- Provide specialist advice to stakeholders on the design, development and implementation of a range of internal and external communication products and activities.
- Work collaboratively with the Unit Head and other team leads to provide leadership, direction, performance management of staff and the effective management of allocated resources.
- Liaise, engage, negotiate and collaborate with other areas of the AIHW, other government agencies, Ministerial staff, State and territory authorities, and community organisations.
- Develop and report on the AIHW's media and communications activities (including the collection and/or analysis of relevant data) and prepare required reports (such as collated media coverage for AIHW reports, Board papers, briefings for senior management, annual reports).
- Represent the institute in professional forums and meetings as appropriate.
- Provide assistance to the broader communications team for general media and communications activities during peak periods and support cross-skilling and capability-building of junior staff.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check

- obtain and maintain a valid Security Clearance (minimum Baseline vetting required)
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please visit the [AIHW Careers page](#) and submit your application online via the [AIHW e-Recruit system](#). When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
2. Your current CV and the names of two referees.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Leana Mancuso, 02 6249 4717
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0759863

Australian Institute of Health and Welfare

Closing Date: Tuesday 08 July 2025

Primary Healthcare, Information Standards & Communications
Communications & Engagement

Job Title	APS6 - Parliamentary and Corporate Reporting Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$97,702 - \$108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	#076_06/25
Agency Website	

Job Description

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

The [AIHW's APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the [Benefits of working for the AIHW](#) page of our website.

Duties

The Primary Healthcare, Information Standards and Communications Group is looking for a high-performing and highly motivated APS6 Parliamentary and Reporting Advisor to support its parliamentary and reporting functions.

Unit description

The Communications and Engagement unit promotes the institute and its work through media, stakeholder engagement, internal communication and ministerial liaison. It takes a leading role in helping AIHW staff to produce interesting and informative work. It is also responsible for the institute's corporate reporting and parliamentary functions. The unit comprises 4 teams – parliamentary and reporting, media, authoring support, and strategic communications and stakeholder engagement.

Position description

The Parliamentary and Reporting Advisor is expected to assist with and coordinate AIHW's corporate reporting activities and Parliamentary services. This position is expected to assist in developing and implementing a program of work to deliver best practice in corporate reporting and parliamentary services that complies with relevant legislation, policies and guidelines. The Parliamentary and Reporting Advisor is expected to initiate innovation to meet current and emerging trends and compliance requirements, manage projects and support the strategic goals of the AIHW.

Under limited direction you will:

- Work collaboratively with the Parliamentary & Reporting Manager and other staff within the unit and across the AIHW to provide support the coordination of corporate planning, performance reporting and responses to Parliamentary, Ministerial and portfolio department requests.
- Manage projects and/or activities, coordinate administration and provide professional advice and support to achieve outcomes.
- Undertake the collection and/or analysis of data and information including the writing of reports and review AIHW policies and procedures.
- Provide complex advice and develop options on professional, technical and management matters.

- Manage relationships with stakeholders including liaising and negotiation with other areas of the AIHW, other government agencies, Ministerial staff state and local authorities and/or business or community organisations and represent the AIHW.
- Represent the institute in professional forums and meetings to promote its interests at community and cross-agency levels as appropriate.
- Contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
- Provide assistance to the broader communications team for general media and communications activities during peak periods and support cross-skilling and capability-building of junior staff.

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

- Demonstrated in depth knowledge and experience in corporate reporting and/or coordination of Parliamentary services
- An in-depth understanding of relevant legal and regulatory requirements, specifically the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Well-developed communication skills including ability to work well with others, and to communicate, liaise, and negotiate effectively with a range of internal and external stakeholders within the scope of the role.
- Demonstrated ability to work autonomously to manage and progress projects for successful outcomes.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance (minimum Baseline vetting required)
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please visit the [AIHW Careers page](#) and submit your application online via the AIHW [e-Recruit system](#). When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Shreya Thakur, 02 6249 4843
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Industry, Science, Energy and
Resources

Vacancy VN-0759872

Australian Nuclear Science and Technology
Organisation

Closing Date: Sunday 06 July 2025

Nuclear Safety, Security & Stewardship
Nuclear Security Personnel Security

Job Title	Manager Personnel Security
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	\$133,902 - \$149,880
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-0924
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Manager Personnel Security

Position Overview

- Tenure | Two-Year Fixed Term \$133k - \$150k +15.4% super
- Sutherland Shire | Work-life balance | Attractive employee benefits
- Exciting Leadership opportunity working with a professional & supportive team.
- ANSTO actively fosters a culture of diversity, inclusion, equity and belonging.

About the Opportunity

The Manager Personnel Security is responsible for the day-to-day management of a team fulfilling personnel security vetting and administration of security and reception services to meet the Australian Government Protective Security Policy Framework and other regulatory requirements. This is a strategic role where outstanding relationship management capabilities balanced with promoting operational excellence are essential. You will utilise intelligence derived from monitoring activities to plan to meet objectives relying on your strong stakeholder engagement skills to build collaborative relationships with a variety of key internal and external stakeholders.

About You

"We are seeking a dynamic and experienced leader to join ANSTO's Nuclear Security & Nuclear Safeguards leadership team. The ideal candidate will have a passion for delivering exceptional customer service and a proven track record of leading teams to success in a fast-paced environment" - Chris Ristevski, Senior Manager Nuclear Security.

About Us

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

Working with us you will enjoy:

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

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

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

Duties

Your Duties and Responsibilities

- Lead ANSTO's ongoing suitability and trustworthiness programme including ongoing security assessments, reviews, separations, revalidations and re-evaluations of cleared personnel.
- Maintain a procedural framework that ensures compliance with regulatory requirements, Australian Government and international standards, and global best practice..
- Leading programs that shape ANSTO's security culture by understanding and acting on contemporary threats and opportunities, sharing information at speed and scale, and achieving behavioural change through communications and influence.
- Provide mentoring, advice, leadership and guidance to team members, including multi-skilling of team members and cross-functional transfer of information and skills.
- Provide specialised security advice to the Senior Manager Nuclear Security and the Chief Security Officer regarding threats, challenges procedures, compliance and security service level metrics;
- Foster and develop relationships with key stakeholders and line managers, to improve utilisation and service delivery whilst achieving effective security outcomes.

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

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Travis van Der Velden on (02) 9717 9780. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

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

Application closing date: 11:59pm 06 July 2025

All applicants must be Australian citizens.

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

Notes

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	Travis Van der Velden, +61 2 9717 9780
Agency Recruitment Site	www.ansto.gov.au

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0759874

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

Closing Date:Tuesday 01 July 2025

Job Title	EL1 - Senior Art Consultant, Creative Industries
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$122,667 - \$139,534
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days
Classification	Executive Level 1
Position Number	46859
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

A little bit about us

The Arts Division leads the Department's engagement on arts and culture and provides high quality strategic advice to the Minister on creative sector policy and program issues. The Division also administers programs that support Australia's creative sector and stimulate participation in Australia's cultural life; and foster employment and growth across the creative sectors.

Artbank is a section within the Creative Industries Branch of the Arts Division. Established in 1980, Artbank is an Australian Government arts support program, and a key component of the Government's support for visual artists. The program aims to increase the sustainability and accessibility of Australian contemporary art; support Australian contemporary artists; and encourage engagement with and appreciation of Australian contemporary art by the broader community. Within this context, Artbank has two core program objectives: to provide direct support to living Australian artists through the acquisition of their work; and to promote the value of Australian contemporary art to the broader community by making this work available through an art rental scheme. Artbank has offices in Sydney, Melbourne and Perth.

The opportunity we have available

The position of Senior Art Consultant is responsible for leading Artbank's core policy mission of making artworks from the collection accessible through a public leasing scheme. It will require deep and professional knowledge of Australian contemporary art coupled with a keen business sense, with demonstrated achievement in both areas. The successful candidate will have well established networks in the Australian contemporary art sector and relevant industries upon which they can draw, along with successful experience managing a team of professionals.

Day to day this role will oversee the work of Art Consultants based in Sydney, Melbourne, Brisbane and Perth, in addition to managing their own portfolio of clients.

You will have excellent communication skills and act as a public face for the organisation, working with potential and existing clients in support of Artbank's art leasing program, and speaking at public forums to increase the profile of Artbank's client leasing program.

The role makes a significant contribution to Artbank's organisational objectives through leading the implementation of business development strategies, through understanding the areas that will be needed for future success in this area. The role will require expertise in analysis and presentation of client leasing data for inclusion in program reporting and planning and the ability to work collaboratively with Consultants in other states.

You will be the line supervisor of six art consultants – mentoring them to achieve professional goals, and ensuring they are completing their roles in accordance with APS requirements.

This position will be based at Artbank Sydney.

Duties

What will you do?

Under general guidance and in accordance with APS values and Code of Conduct, Government and Departmental policies and the relevant Secretary's Instructions, the Senior Art Consultant key duties include, but are not limited to, the following:

- Develop and maintain a strong understanding of Artbank's objectives and purpose.
- Undertake business planning to increase the reach of the Artbank leasing program.

- Drive increased business for the art leasing program, including through growing and leveraging opportunities in your existing networks and clients, and researching and building relationships with new clients.
- Directly manage clients, ensuring their ongoing needs are addressed.
- Supervise, lead and develop Artbank's Client Services team coordinate their activities to ensure they meets the program's objectives in line with the department's Integrity Framework, including forecasting sales targets and leading the team to reach them.
- Represent Artbank at internal and external public events including speaking confidently about the program and Australian contemporary art.
- Using your strong analytical skills and industry experience to contribute to the development and recommendation of strategic and business planning for Artbank, with especial focus on the activities, systems and processes that support the business and Client Service functions.
- Using superior analytical skills, consider and recommend new initiatives with the ability to engage with an appropriate level of risk.
- Contribute to Artbank event programming as required and other initiatives that support Artbank's objectives and promote increased access to and understanding of Australian visual art.
- Collaborate with other Artbank areas to analyse data with narrative and data visualisation/graphics; including them in appropriate reports.
- Take the lead when clients have specific needs or where a roadblock appears in Artbank delivering its services, be able to review options, consider deliverables and manage risks appropriately to meet client and Artbank needs.
- Ensure appropriate records are maintained in accordance with the Department's record keeping standards
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the Executive level 1 [Work level standards](#). We are searching for an excellent visual arts leader, who is keen to apply their skills and knowledge in a unique arts program managed by the commonwealth government.

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve Results:** Demonstrates a track record in developing new business while retaining/growing existing business ideally in a contemporary art context.
- Has excellent organisation and administrative skills and has successfully managed teams to deliver against set KPIs.
- **Communicates Effectively:** Demonstrates highly developed interpersonal skills, being a confident negotiator and effective communicator.

- Has deep knowledge of Australian contemporary art and the ability to successfully communicate this knowledge to the broader public and prospective clients.
- **Thinks Strategically:** Has high-level analytical skills – especially related to data and the ability to draw conclusions and make recommendations to enhance Artbank's achievements in client leasing.
- **Collaborates across diverse teams:** Demonstrates a strong commitment and ability to build a positive and collegiate work culture, including a commitment to supporting diversity and nurturing talent, as this role is part of the Artbank leadership team responsible for delivery of a program with over 20 staff.
- Have an understanding of working in the government context, or the ability to quickly learn.
- Knowledge of and ability to apply APS Values, participative management practices, workplace diversity and occupational health and safety within a work and team environment.

Eligibility

Eligibility requirements

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

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

Notes

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

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

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

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

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

To Apply

Position Contact	Zoë Rodriguez, 02 9697 6000
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0759817

National Archives of Australia

Closing Date: Sunday 06 July 2025

Corporate Services People and Culture

Job Title	Payroll and Reporting Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$96,344 - \$106,899
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 6
Position Number	32838/497067
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The **Corporate Services Branch** oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

The **People & Culture Section** is responsible for developing and implementing policies and strategies to ensure the National Archives' workforce and workplace has the tools and capabilities to achieve our key roles and responsibilities. The section administers employment arrangements under the National Archives Enterprise Agreement and key services including payroll, recruitment and performance management. The section also oversees work health and safety arrangements, workforce planning and the delivery of professional development opportunities and frameworks.

The **Payroll and Reporting Manager** will work under limited direction to conduct complex, high quality HR services and provide advice to managers and other staff. They coordinate and respond to complex requests and enquiries by employees, handle escalated cases and provide support to junior staff.

Duties

The main duties of the role are to:

- Manage a small team and work closely with all HR sections to provide a comprehensive level of HR support to the agency.
- Manage and coordinate the professional payroll activities through a managed payroll service.
- Provide regular reporting to employees, managers and the executive.
- Collaborate with managers and executive staff to identify and manage HR risks, compliance and issues.
- Create and implement improvements to HR processes in day-to-day operations and adapt HR technologies to support innovation and compliance.
- Develop and maintain effective, professional relationships with relevant internal and external stakeholders.
- Maintain knowledge of best practice HR and apply within the departmental context.
- Monitor the overall completion of work to ensure quality outputs and information flow is maintained and deadlines are met.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025-2030](#) and "[Our Values](#)".

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the National Archives of Australia

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

To Apply

Position Contact	Sophie Bailey, 02 6212 3691
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Treasury

Vacancy VN-0759860

Australian Securities and Investments Commission

Closing Date: Monday 07 July 2025

Job Title	Freedom of Information Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1867281
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226291341

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

Become a Freedom of Information Officer at ASIC!

Join us in ensuring transparency and accountability. As a Freedom of Information Officer, you'll help ASIC fulfill its obligations under the Freedom of Information Act 1982 (the FOI Act) and champion best practice in FOI decision-making across the agency.

- **All ASIC locations to be considered**
- **\$123,444~\$144,386 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEST, Monday 7 July 2025**

The team

Legal Services is the primary source of legal advice and assistance to the Commission and teams within ASIC. Legal Services is organised into 4 business units providing services to ASIC teams: Regulatory Legal Services, Enforcement Legal Services, Corporate Legal Services and the Hearing Delegates Panel.

Corporate Legal Services (CLS) is responsible for the delivery of a range of corporate and commercial legal services. This includes advising on legal claims made against ASIC (and its officials); employment law and Work Health & Safety (WHS) matters, privacy matters, as well as on procurements and contracts and MOUs. CLS is responsible for Freedom of Information (FOI) requests, privacy incident investigations and ASIC's delegations and governance framework.

The FOI Team is responsible for managing ASIC's obligations under the FOI Act. Members of the team are required to use technical expertise and judgement to make informed decisions within relevant timeframes, when managing and responding to requests for documents under the FOI Act.

The role

You will be required to:

- Act as FOI decision maker in relation to more complex requests for access to documents and internal reviews under the FOI Act.
- Respond to information requests from the Office of the Australian Information Commissioner, including briefing and instructing external counsel when needed.
- Enhance ASIC's FOI capability by providing training and guidance to junior staff and across the agency.

Duties

About you

To thrive in this role, you should have experience processing FOI Act requests, including conducting internal reviews and managing OAIC reviews. A solid understanding of the law, practice, and policy related to the FOI Act and its application to government agencies is essential. You should be adept at interpreting and applying FOI legislation, providing sound advice and guidance on FOI matters and presenting complex information effectively to various audiences through excellent written and oral communication skills.

Additionally, strong time management skills and attention to detail are crucial. A client service focus is important, along with the ability to manage a diverse range of internal and external stakeholders and establish productive working relationships with them.

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

Applications close at 11:59pm AEST, Monday 7 July 2025.

About ASIC

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	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0759871

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1867932
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

Duties

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

We're looking for an Executive Assistant to support senior leaders in a dynamic, fast-moving environment. This role offers the opportunity to partner with executives and teams across the organisation, providing high-level administrative support. You'll engage with key stakeholders, build strong working relationships, and contribute to a collaborative, supportive team. This is a great opportunity to grow your skills and make a meaningful contribution.

- **Sydney**
- **Salary from \$94,198 (depending on experience) plus 15.4 % superannuation**
- **Permanent role**
- **Applications close Monday, 30 June 2025**

The team

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

The role

As an **Executive Assistant** for the Markets Group, you will:

- Provide front line representation and support to Senior Executives.
- Provide extensive calendar and email management.
- Provide a range of administrative support services including preparing presentations, correspondence, newsletters, filing and records management, mail, maintenance of registers and databases, photocopying and creating and maintaining mail lists.
- Arrange and coordinate meetings with stakeholders including room & equipment bookings, agenda preparation, and preparing and sending meeting documentation.
- Coordinate international and domestic travel, prepare corporate credit card reconciliations, basic procurement, and expenditure administration.
- Participate in meetings, take minutes, disseminate meeting documents and draft minutes and monitoring action items.
- Provide assistance to the broader Markets senior leader group as required.

About you

To succeed in this role, you will need to have a proven track record of supporting senior executives in a fast-paced environment, whether in government, financial services, or the private sector. You should be adept at anticipating needs, solving problems, and driving efficiency, all while thriving in a collegial and team-oriented atmosphere.

You will also bring:

- Highly developed written and verbal communication skills and the ability to confidently engage with stakeholders.
- Advanced knowledge of the Microsoft suite (Word, Excel, PowerPoint and Outlook)
- Experience with Sharepoint or a similar content management system.
- Strong capability in researching, reviewing, and editing documents.
- Ability to build and maintain effective working relationships.

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

Applications close at 11:59pm AEST, Monday, 30 June 2025.

About ASIC

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

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

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

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

To work with us, you need to be an Australian citizen and be prepared to complete and maintain an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, +61738674711
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0759876

Australian Securities and Investments Commission

Closing Date: Monday 30 June 2025

Job Title	Program Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1867614
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

Duties

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

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the RegistryConnect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- 24-month fixed term role
- Sydney or Melbourne location

- **Salary from \$96,780 to \$108,749 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Monday 30 June 2025**

The team

The RegistryConnect Program Office (PO) is responsible for overseeing the delivery of ASIC's RegistryConnect Program, which aims to modernise and stabilise ASIC's registry services. The Program Office is responsible for enabling scheduling, monitoring, reporting and oversight of the program, supporting completion to scope, on time and within budget.

The role

As the Program Coordinator working within the RegistryConnect Program Office you will play a pivotal role in ensuring the effective delivery and seamless operation of the program by managing a range of administrative, coordination, and communication responsibilities.

More specifically, you will:

- Coordinate program committees, workshops, and meetings to ensure effective engagement and outcomes.
- Deliver comprehensive administrative support across program activities.
- Manage key data sets and contribute to visual reporting on resourcing and timesheet functions.
- Maintain the program's SharePoint site, including content publishing, access control, and compliance with ASIC's information and records management policies.
- Support the accuracy and currency of core program artefacts, such as the RAIDD log and Master Schedule.

About you

The ideal candidate for the Program Coordinator role will be a highly organised and proactive professional who thrives in a dynamic, fast-paced environment. They will bring with them previous experience in program or project coordination, with demonstrated experience supporting complex initiatives through effective administration, communication and stakeholder engagement.

In addition, you will have:

- Relevant tertiary qualifications and/or experience supporting large-scale programs.
- Sound understanding of program delivery principles with a proven ability to meet deadlines.
- Strong administrative background, including experience with procurement processes, invoicing, and purchase order management.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office applications, particularly Outlook, SharePoint, PowerPoint, Excel and familiarity with Project and Power BI would be highly desirable.

Click ‘**apply**’ to start your application. Applications will close at 11:59pm AEST, Monday 30 June 2025.

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To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759799

Bureau of Meteorology

Closing Date: Tuesday 08 July 2025

Job Title	Senior Systems Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019141
Agency Website	

Job Description

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

The Bureau's Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day. The Infrastructure Services Section within the SIM Program requires a Senior Systems Engineer to take responsibility for the Bureau's second level support of enterprise Microsoft platforms and associated technologies that support the Bureau's network identity management and corporate office IT operations.

The team is well established with long-standing responsibilities for the build and operation of these systems. This includes ongoing patching and capacity management, fulfilling moves/adds/changes and related service requests, and consultation with designers, architects and project teams.

To be successful in the role you will :

- Bring with you and contribute relevant hands-on experience and expertise in enterprise grade Microsoft technologies - including Windows Server, Active Directory, Exchange, DNS, DHCP, Group Policy, Certificate Authority, SQL and HyperV;
- Have an awareness of adjacent technology stacks (endpoint configuration, networking, and M365 services) and how they interact with platforms we manage;
- Have an awareness of applicable Microsoft best practices and patterns, design and implementation concepts and principles, and specific considerations for their implementation in an Australian government agency;
- Be aware of government cyber security frameworks and how they apply to ICT infrastructure;
- Have excellent written and verbal communication skills;
- Value teamwork and diversity, show interest in and support your peers, and value professional collaboration;
- Have a knowledge of and demonstrate commitment to the [APS Values](#), [APS Code of Conduct](#), and the Bureau's [Social Justice Strategy](#).

Duties

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

1. Take responsibility for the Bureau's Microsoft based corporate server systems. Perform BAU, maintenance, continuous improvement and lifecycle planning activities as required to ensure continuity of service over time. Ensure nominated mission critical systems are secure, available, performant and support Bureau 24x7 operations.
2. Participate in a regular on-call roster of restriction duty to provide after-hours emergency support of operational systems. Ensure the team manager is aware of any relevant considerations of your personal availability that may affect on-call roster scheduling and work constructively with the team manager to enable continuous coverage 24x7.
3. Resolve service requests and backlog initiatives related to the capability as directed; consulting with stakeholders and communicating updates as appropriate. Act as a subject matter expert for any operational matter related to the capability. Provide consultation and advice to other teams where requested and appropriate.
4. Ensure all details of work performed are recorded in relevant systems of record. Similarly ensure accurate reporting of restriction duty and overtime duty performed.
5. As a member of the team, work closely with peers to provide support and 'back-up' where appropriate. Similarly, call out situations where assistance is required from peers. Communicate regularly with peers regarding any matter relevant to the capability.
6. Maintain an awareness of industry trends and technologies relevant to the capability. Identify potential emerging trends, technologies or directions of relevant interest to the Bureau and bring these to the attention of management or relevant stakeholders.

7. Assist the team manager with management functions as directed, for example; assistance for planning or reporting. Perform other reasonable general duties as directed and delegated.
8. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

The successful candidate will be required to obtain and maintain a Negative Vetting 1 (NV1) security clearance from the Australian Government Security Vetting Agency (AGSVA) sponsored by the Bureau of Meteorology

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Anthony Moore, Infrastructure Services Manager, anthony.moore@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0759866

Bureau of Meteorology

Closing Date: Monday 07 July 2025

Data and Digital
Application Services

Job Title	Lead EBS Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$135,402 - \$152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 2
Position Number	60012730
Agency Website	

Job Description

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

Lead EBS Support Officer

Executive Level 2

Location: Melbourne

Salary: \$135,402 to \$152,073 plus an additional 15.4% superannuation

Plan and undertake the leadership of the Bureau of Meteorology SAP Technical Team, which includes Netweaver Administration, Development, and Security within the Corporate Division's Enterprise Business Systems Group. This group is responsible for the support, minor works, and

major project delivery of the Corporate Division's computer systems, with SAP being the largest of them.

This position will lead the technical team in providing support and project work, as well as design improvements, process improvements, business analysis, and recommendations related to system design and estimation within the SAP landscape, which currently consists of ECC6, BW, Portal, and Solution Manager. The group is also responsible for the hardware and operating systems for SAP.

The successful candidate will be able to work in a team environment, liaise with senior management, and prioritize competing requirements, leading to effective and efficient job performance with limited direction and supervision

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- Position overview
- Job responsibilities
- Selection criteria

Duties

Under broad direction the responsibilities of the role include but are not limited to:

1. Lead and direct a team of technical resources providing support, minor works and project activities within the Enterprise Business Systems Group.
2. Actively seek new ways in which the Bureau's corporate business systems can provide solutions for new business requirements and existing business improvement through discussion with stakeholders and liaison with external sources such as software providers other government agencies and special interest groups.
3. Contribute to corporate planning activities through the provision of system solutions and provide support to in the functions of program planning, coordination and evaluation.
4. Advise on, and make recommendations in relation to resources and financial impacts of potential changes to business systems.

5. As required, provide support to the Project Manager/Unit Manager Enterprise Business Systems.
6. Coordinate and/or undertake investigations and conduct evaluations of solutions required for the Bureau of Meteorology
7. Oversight the Integrity of the Bureau's SAP Systems, ensuring adherence to Change, Release, and Transport Management Processes.
8. Identify gaps within the current processes and recommend improvements and where delegated, plan and lead the implementation of improvements.
9. Provide assistance and high level advice to Bureau Senior Management, as required.
10. Provide support to the Functional Team responsible for help desk support to end-users within the Bureau of Meteorology (Incident Management).
11. Be aware of current issues, practices and ideas in SAP Technologies and provide advice as to how they might be applied to the Bureau's SAP Solutions.
12. Oversight the management of Incident Cases relevant to the technical team
13. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.
14. Lead the team in supporting Bureau OHS initiatives, ensure your team complies with Bureau OHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role

Eligibility

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.
- Extensive experience in SAP, 8+ experience specialising or highly engaged with SAP change & release management, along some knowledge of SAP software security and access management
- The candidate must state their agreement to have or obtain (at Bureau expense) an NV1 security clearance.

Notes

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About the Bureau of Meteorology

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

To Apply

Position Contact	Helen Tran, 0409 909 577
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0759867

Bureau of Meteorology

Closing Date:Monday 07 July 2025

Enterprise Services
Communications

Job Title	Policy Coordination Lead
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 1
Position Number	60018343
Agency Website	

Job Description

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

Policy Coordination Lead

Executive Level 1

Location: Adelaide, Brisbane, Cairns, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney

Salary: \$115,443 - \$125,832, per annum, plus an additional 15.4% superannuation

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

This role will sit within the Communications Program. The Communications Program includes Government Relations, Media, Creative, Internal and External strategic communication teams. Reporting to the Manager, Government Relations, the Policy Coordination role leads the

coordination of our contribution to Parliamentary inquiries, Cabinet submissions, and other government activities.

You will support the coordination of interactions with other government departments and engagement with the Cabinet process. As a central point of intelligence gathering for the Bureau, you will be across critical government programs across the Commonwealth, have a great policy network, and support the Bureau to have deep insights into our broader operating environment.

In a fast-paced role, no day will ever be the same. If you love building relationships, joining pieces of the puzzle, the adrenaline of a busy role and having multiple priorities, this is the right job for you.

We are looking for someone with:

- confidence to work alongside senior management, strong influencing skills and the ability to prioritise and manage competing demands
- exceptional judgement, with an outstanding ability to manage multiple projects with competing deadlines and diverse stakeholders
- experience and interest in policy processes and an understanding of how the system works, who's who and what is happening
- great collaboration skills and skilled at working with others to provide the best outcomes.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of contact details for two referees and a resume that considers:

- position overview
- job responsibilities
- selection criteria

Duties

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

1. Collaborating across the Bureau, often at a senior level, to coordinate whole-of-Bureau responses to matters such as parliamentary inquiries, government reviews and Cabinet submissions.
2. Identifying opportunities in for the Bureau to contribute to Cabinet, Budget and parliamentary submissions processes, both in the Commonwealth and state & territory governments.
3. Lifting policy capability, in collaboration with Strategic Policy, across the organisation by building understanding of the policy process inside the Bureau and providing collaborative, timely and valuable insights into the policy process.

Eligibility

Australian Citizenship

Notes

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To Apply

Position Contact	Edda Mwangi, Edda.Mwangi@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0759829

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

Closing Date: Sunday 06 July 2025

Australian Antarctic Division
Assets & Technology Infrastructure Delivery

Job Title	Project Administrator
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$84,794 - \$93,020
Future Merit Locations	Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	May be flexible upon negotiation
Classification	APS Level 5
Position Number	2025/1645
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=C71FC6D6-3965-22E8-9FF1-E3F0BCE2FBA3>

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to: -maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment -understand the role of Antarctica in the global climate system -undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Infrastructure Delivery Section is a key element of A&T and is responsible for the construction of the built infrastructure at Australia's Antarctic and sub-Antarctic stations and a project management group at the AAD's head office in Kingston, Tasmania. It works closely with other sections within the branch to support the design, operation and maintenance of all station infrastructure.

For more information about us please visit our website.

Duties

The job

- Assist in preparing routine and more complex communication material, including reports, briefings, emails, presentations, minutes and following up actions from project meetings with project team and external stakeholders.
- Process various documentation, including ingoing and outgoing correspondence, contracts, reports, briefs, designs, drawings, schedules, registers and specifications within a document management system.
- Maintain document management systems and processes, ensuring accuracy and accessibility of project documents and record, including different document types and disciplines.
- Track document review and approval cycles, sending reminders and facilitating timely completion of document reviews.
- Understand the work environment and contribute to the development of project management documentation and reporting as well as identifying broader influences that may impact on team and Department objectives.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

To Apply

Position Contact	Jessica Lagerewskij, (03) 6232 3646
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C71FC6D6-3965-22E8-9FF1-E3F0BCE2FBA3

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Communications and the Arts

Vacancy VN-0759711

Australian Communications and Media Authority

Closing Date: Sunday 20 July 2025

Communications Infrastructure
Licensing and Infrastructure Safeguards Field Operations

Job Title	Trainee Field Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$68,817 - \$74,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 3
Position Number	2494-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Communications Infrastructure Division** manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

The **Licensing and Infrastructure Safeguards Branch** is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.

About the role

We are offering an exciting opportunity to work in the Field Operations team in our Licensing and Infrastructure Safeguards Branch. As a trainee field officer, you will work under supervision out in the community with households, businesses, and industry to resolve complex interference issues to radiocommunications services.

Duties

You will have an opportunity to:

- Assist in identifying and resolving interference to ensure that mobile telecommunications networks continue to provide connectivity and access to Triple Zero.
- Assist members of the public by resolving interference to broadcast television and radio services.
- Perform measurements of broadcast television, radio and mobile phone signals to ensure industry compliance.

You will receive on-the-job training and work on a wide variety of activities in our Sydney office, and in the field.

As a team member, you will belong to a geographically diverse team. We have staff in Brisbane, Sydney and Melbourne, and you'll have the chance to travel to other parts of Australia.

The successful candidate will work in a collaborative, questioning and outcomes-focused workplace to achieve goals under the ACMA's [corporate plan](#).

The roles will be offered at the APS 3 level, in line with the successful candidate's skills and experience. On completion of the technical trainee program (including mandatory qualifications), trainees will have the opportunity to advance to APS 4 level.

Suitable candidates who are currently completing a technical qualification may elect to undertake the role on a part-time basis, while concurrently completing their qualification.

[Check out our website](#) for more information about the role of ACMA field officers.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a baseline level security clearance.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

Due to the technical nature of our roles, we are seeking trainees who are currently completing, or have successfully completed in the last 3 years, a Certificate III or Certificate IV in Electronics (or equivalent).

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This vacancy has been nominated for filling within the agency's Traineeship program. A traineeship provides eligible participants with the opportunity to undertake a course of training, generally for a Certificate Level qualification whilst also receiving on the job training and experience from the agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Chris Wong, (03) 9963 6808
Agency Recruitment Site	https://www.acma.gov.au/careers

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