



Commonwealth of Australia
APSJobs - Vacancies Daily
PS26 Daily Gazette Friday - 30 June 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS27 Weekly Gazette Thursday - 06 July 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS27 Weekly Gazette Thursday - 06 July 2023.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0725840

Australian Competition and Consumer Commission

Closing Date: Sunday 16 July 2023

Australian Energy Regulator - Consumers, Policy & Markets Division
IT & Data Governance Branch

Job Title	Assistant Director, Data Management and Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/221
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branch

The IT & Data Governance branch provides a centralised ICT and data capability to the AER and supports agency's policy and governance settings in relation to ICT and data governance. It provides ongoing support and guidance on ICT and data project management, data governance, and specialised data applications including business intelligence tools. The team has two key broad functions, maintenance and operations of AER's ICT and data infrastructure and overseeing the implementation of AER Data Strategy Program and ICT and data governance through a project management office.

Duties

About the role

The Assistant Director, Data Management and Governance will work closely with the Director of Data Projects and Governance, and a range of internal and external stakeholders, to define, lead and deliver a range of projects to successfully achieve AER objectives in relation to Data Management and Data Governance.

The Assistant Director, Data Management and Governance apply their practical expertise to help multidisciplinary teams manage multiple large, high-risk and/or high-value datasets. In addition,

they manage and contribute to capability-building initiatives (including the development of policies and guidelines) to help uplift the agency's use of data. They are well organised, have an extremely high level of attention to detail, and know success is measured by the extent to which their work helps the agency use and re-use data to make evidence-based decisions. They typically work on multiple projects concurrently.

The Assistant Manager, Data Management and Governance will perform some or all of the following duties:

- working with investigation and/or project teams to understand business needs, and to lead the planning and implementation of data management and governance activities to meet those needs (having regard to applicable legislation, policies and guidelines)
- managing multiple large, high-risk and/or high-value datasets throughout the data lifecycle, including through collaboration with technical specialists and business stakeholders
- identifying and taking advantage of opportunities to optimise data management and governance processes, including to uplift data quality, improve governance and enhance data for re-use
- influencing stakeholders on complex matters, including by communicating complex technical and theoretical concepts to a variety of audiences
- developing and maintaining relationships with a range of internal and external stakeholders
- managing, developing and mentoring junior data specialists, and contributing to leadership of immediate team
- managing and contributing to capability-building initiatives, including the development of policies and guidelines, to help uplift the agency's use of data and related governance.

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

How to apply

When applying you will be asked to upload your resume (maximum 2 pages) and submit a statement of claims that is no more than 800 words. When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

Salary: \$114,589 - \$126,815 plus 15.4% superannuation

Contact Officer: Anitha Kannan (03) 9260 6911

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

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Anitha Kannan, (03) 9260 6911
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725889

Australian Competition and Consumer Commission

Closing Date: Sunday 16 July 2023

Corporate Division
Strategic Communications Branch

Job Title	Senior Content Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Darwin NT, Townsville QLD, Brisbane QLD, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/223
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Strategic Communications Branch

We contribute to ACCC outcomes by helping the ACCC tell its stories to the Australian community.

We deliver integrated communications advice and services to the agency, assisting it to achieve its strategic objectives and enhance its reputation with clear and effective communication in the media, and through our websites, social media, design and publishing, campaigns, speeches, employee communications and library services.

We raise awareness of competitive and anti-competitive behaviour, provide information to Australian consumers about their consumer rights, product safety issues and scams.

We work collaboratively with internal business partners on strategic, integrated communications approaches, bringing together our many skillsets and disciplines to design and deliver effective communication solutions.

The Web and UX Team within the Strategic Communications Branch is responsible for the ACCC websites (ACCC, Scamwatch and Product Safety) and other online services and third-party platforms such as Mailchimp, Citizen Space and Monsido.

We advocate for users and work to provide them with a positive experience on our websites. We write, edit and publish website content making sure it meets style, accessibility, readability and agency standards. We're informed by evidence and employ best practice when providing expert guidance and making decisions on content and communication.

The Strategic Communications Branch also has a media and speeches team, a campaign and design team, and an employee communications and library team. Our team is creative, collegiate and committed to delivering meaningful outcomes for the agency and the Australian public.

Duties

About the role

We are seeking a Senior Content Designer to lead content design projects and to support the team's BAU publishing work.

The role requires an understanding of how to make content useful and engaging for the Australian public. It requires expertise in digital content best practice, readability and WCAG accessibility standards, and website publishing.

Essential to this role is positive and effective stakeholder engagement, working with agency line areas to deliver content that meets user needs.

All duties are to be performed in accordance with the APS Code of Conduct and the APS values, to achieve results in line with the ACCC's mission and goals.

You must be at ease with rapidly changing deadlines, priorities, and workload.

Working in close collaboration with the Digital Content Manager (EL1) and others in the team your duties will include to:

- write, edit, design and proofread content
- identify content that needs review and improvement
- provide content design guidance and leadership

- make sure that published content meets user needs, including usability, accessibility, readability and writing style standards
- engage with stakeholders at all levels to ensure content is accurate and relevant, and needs are met
- review website feedback, and identify and manage content changes in response to feedback
- support the publishing of content to the ACCC websites using our content management system and other platforms
- participate in and help lead user research and testing programs
- implement findings from user research, testing and feedback
- work with designers and developers to plan and implement website improvements
- other duties as required to assist in the effective functioning of the Strategic Communications Branch.

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

How to apply

When applying you will be required to upload your resume (maximum 3 pages) and respond to the following two behavioural questions, with a maximum response of 300 words per question.

- Tell us why you are interested in working for the ACCC and what you bring to the role, considering the selection criteria for this position.
- Tell us about an experience where your ability to engage, guide and influence an internal stakeholder resulted in a positive content design solution and outcome.

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

Contact Officer: Nerissa Murphy 03 9658 6426

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

Eligibility

Notes

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

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To Apply

Position Contact	Nerissa Murphy, 03 9658 6426
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0725953

Australian Curriculum, Assessment and Reporting Authority (ACARA)

Closing Date: Wednesday 12 July 2023

Curriculum
National Formative Assessment Resource Bank National Formative
Assessment Resource Bank

Job Title	Senior Business Analyst, Formative Assessment and ICT Delivery
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Adelaide SA, Melbourne VIC
Salary	\$118,622 - \$126,579
Classification	Executive Level 1
Position Number	SBAFA
Agency Website	

Job Description

<https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=kEZjSKSqbbp2g94RfwmU8Qxx>

Duties

Senior Business Analyst, Formative Assessment and ICT Delivery

18-month fixed term contract to December 2024

Hybrid / Flexible work practices

Work from any Australian state/territory location

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is an independent statutory authority with a mission to improve the learning of all young Australians.

The role of a Senior Business Analyst, Formative Assessment and ICT Delivery will analyse and document functional and technical specifications across multiple existing platforms to deliver assessments, score and report assessment results. This work will support a national project which is based on directions from Education Ministers. The Senior Business Analyst is expected to analyse all functional requirements and ensure the appropriate elicitation technique to reach desired business outcomes by determining parameters of current and potential future delivery platforms to enable assessments into classrooms across Australia.

The position will work closely with the broader Formative Assessment and ICT Delivery stream, external agencies and nominated staff in each jurisdiction participating in this project. Experience in the education industry or participation in education projects would be advantageous to success, including exposure to developing business processes, conducting requirement gathering and general business analysis support.

Eligibility

Success profile:

- Tertiary qualifications in IT and demonstrated experience in business and systems analysis, requirements analysis, process modelling and design validation, ideally in an autonomous capacity.
- Proven ability to take responsibility to inspire direction and ensure compliance with policy, guidelines, and better practice frameworks within the context of business analysis and project management.
- Communication skills that enable an open sharing of ideas, whilst challenging team members to articulate requirements and priorities and shape solutions.
- Strong knowledge of tools including Atlassian (JIRA and Confluence), Figma, Miro, Office 365 and process modelling tools.

Notes

Salary range is \$118,622 to \$126,579 per annum plus Superannuation.

Applications will close at 11.59pm, 12th July 2023 AEST.

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

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

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

To Apply

Position Contact	People and Culture, 02 8098 3100
Agency Recruitment Site	https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=kEZjSKSqbbp2g94Rfwn

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Vacancy VN-0725937

Australian Electoral Commission

Closing Date: Saturday 15 July 2023

Finance and Corporate Performance
Corporate Performance & External Budgets Performance, Planning & Reporting

Job Title	Planning and Performance Officer, Corporate Performance & External Budgets
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$79,169 - \$98,223
Classification	APS Level 5; APS Level 6
Position Number	2023-214 10108
Agency Website	https://www.aec.gov.au/

Job Description

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

The Finance and Corporate Performance Branch is responsible for supporting the AEC to meet its obligations under the Public Governance, Performance and Accountability Act 2013 (PGPA Act) for the efficient and effective use of public resources.

The Branch consists of four sections: Financial Accounting and Services, Management Accounting, Corporate Performance and External Budgets and Strategic Sourcing and Systems.

Duties

The Planning and Performance Officer supports the Assistant Director within the Performance Reporting and External Budgets team in the day-to-day management of matters relevant to Performance Planning and Reporting frameworks. This includes participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

The role is responsible for undertaking work that is moderately complex to complex and possibly sensitive in nature, under limited direction, and using expertise and knowledge in the area of corporate performance, planning and reporting under the Public Governance, Performance and Accountability Act 2013 (PGPA Act).

To excel you'll have:

- Extensive understanding of relevant legislation, policies and procedures and the ability to apply and communicate this knowledge in the workplace.
- Demonstrated experience in successfully setting and managing priorities, delivering quality results, working to deadlines, and within set timeframes.
- Highly developed administrative skills, including ability to use a range of software and adapt to online tools and platforms.
- Highly developed written communication skills, and the ability to clearly and concisely communicate both in writing and in-person.
- Demonstrated analytical skills, including the ability to quickly absorb, understand, apply, and communicate knowledge on complex concepts.
- Demonstrated ability to work within a team to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Relevant tertiary qualifications in business or project management and/or equivalent experience in a governance environment including performance, planning, and reporting, or a similar role in coordination and administration.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Eligibility

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

Notes

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

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

To Apply

Position Contact	Katyana Baker, katyana.baker@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0725986

Australian National Maritime Museum

Closing Date:Wednesday 12 July 2023

Executive
Revenue

Job Title	Executive Assistant, Deputy Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	-
Classification	APS Level 6
Position Number	T421
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description <https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us>

This position is a critical role that ensures smooth running of the executive office and tends to communications or enquiries into the executive office as required. This position will also respond to emails, correspondence, phone calls, process invoices through iPOS and action requests on behalf of the Deputy Director as required.

This position works closely with the ANMM's Executive team, ANMM Council members and senior members of staff to manage communications and enquiries.

If the salary meets your requirements and you are ready for that next step, please apply by addressing the selection criteria providing a Cover Letter and CV.

Duties

High level overview of responsibilities:

- Proactively support the executive office in day-to-day operations.
- Screen all correspondence to the Deputy Director's office, accurately summarising the content and expectations of the writer, prioritising each communication for action, responding to those within delegated authority or drafting responses as required, briefing the Deputy Director.
- Manage the Deputy Director's diary, to ensure there is effective and optimal use of their time, including independently scheduling appointments and engagements in accordance with pre-established priorities.
- Prepare complex national and international travel plans and itineraries for the Deputy Director as well as Executive team, including making all necessary bookings for transportation and accommodation, ensuring travel arrangements are well planned and managed with minimal disruption or delay.
- Support the Deputy Director by facilitating workflow in line with agreed priorities, maintaining accurate records (including processing financial records).

Eligibility

Selection Criteria:

- Demonstrated ability in managing the office of a Senior Executive.
- Strong organisational, analytical and quantitative skills including the ability to work under pressure and manage a range of priorities to meet competing deadlines.
- Ability to maintain confidentiality and use discretion in diverse situations.

Notes

About the Australian National Maritime Museum

To Apply

Position Contact	Jemma Bosilkovski, 92983752
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0725974

Australian Security Intelligence Organisation

Closing Date: Friday 14 July 2023

Job Title	Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$81,990 - \$87,967
Classification	APS Level 4
Position Number	03920222023
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO values diversity and believes that diverse perspectives drive innovation and growth. We are committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age neurodiversity or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value. Find out more about diversity and inclusion at ASIO.

The Opportunity

ASIO is seeking people who want a career that makes a difference to join the mission as Security Officers. In this position, you will provide physical and administrative security services from operating and monitoring security systems to escorting visitors and dignitaries and responding to security incidents at ASIO facilities.

We are seeking highly motivated individuals with a strong history of providing high level customer service who are looking to start or progress a career in security.

Most positions work a regular shift work arrangement covering a mix of day, night, weekend and public holiday shifts. On-call duties may also be required. Shift work positions attract a salary loading, with rosters providing a regular pattern of work that allows members to balance their work with other priorities.

Duties

Role Responsibilities

Working under the direction of the Security Shift Supervisor, Security Officers provide physical and administrative security services to ASIO. Security Officers respond to emergency situations, suspicious incidents and threats to ASIO premises for the protection of our staff, information and assets. Security Officers perform the following duties:

- Operate and monitor security alarm systems.
- Operate and monitor closed circuit television systems.
- Manage and escort visitors to ASIO facilities including high office holders and dignitaries.
- Answer telephone calls from members of the public.
- Respond to security incidents at ASIO facilities.
- Respond to emergencies such as fire alarms and medical incidents (including providing first aid).
- Promote positive working relationships with police and emergency services.
- Conduct carried item searches of visitors and staff.
- Inspect items, including mail entering ASIO facilities.
- Respond to telephone, email and in person inquiries from staff and visitors.
- Provide advice as it relates to physical and administrative security.
- Provide accurate and timely reports on matters impacting the organisation's security.
- Promote a positive security culture by enforcing organisational policy.

Key attributes

Applicants will be assessed against the capabilities required at the AE4 classification as outlined in the ASIO Capability Framework. Applicants must demonstrate their ability to:

- Operate as a member of a team.
- Deliver exceptional customer service to a range of stakeholders.
- Solve problems, use good judgement and operate under pressure.
- Communicate verbally and in writing.
- Quickly learn to use a complex security system and emergency management system.
- Work a shift work roster including days, nights, weekends and public holidays.

People with a policing, defence, corrections and security industry background will be highly regarded although these skills are not essential.

A current Top Secret security clearance will be highly regarded but not essential. **Eligibility**

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a Top Secret security clearance at the highest level.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. **Notes**

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Top Secret security clearance at the highest level.
- Attractive shift penalties for shift workers.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, including four weeks annual leave and additional annual leave for 24/7 shift workers.
- For shift workers, an attractive shift roster to assist you to maintain your work-life balance and shift penalties.
- For non-shift workers, flexible working hours/arrangements to assist you to maintain your work-life balance.
- Full provided uniform.
- A range of additional allowances such as. first aid, fire warden.
- Training provided and paid for by ASIO.
- Seven staff-led diversity and inclusion networks.
- Study assistance, including financial support and study leave for tertiary education.
- Access to an Employee Assistance Program (EAP).

Please note: due to our unique working environment, work from home options are not available.

Location

Positions are based in Canberra, Melbourne and Sydney.

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Closing date and time

Friday 14 July 2023 at 11:59pm

How to apply

Click on 'Apply Online' to commence your application. Your application must be complete and include the following:

- A statement of claims, of no more than two pages against the selection criteria, using examples to demonstrate how your skills and experience meet the requirements.
- An up-to-date CV, no more than two pages in length.

All employment decisions and selection processes within ASIO are based on merit principles and candidates must be prepared to undergo various selection stages including psychometric testing and interviews. Interviews are anticipated to occur in late July to early August 2023. We ask that candidates make themselves available over that time.

Suitable candidates will require a Top Secret security clearance at the highest level to work for ASIO. The clearance process is intrusive and lengthy and requires a range of personal information and documents, a psychological assessment and clearance suitability interview. Candidates are expected to respond promptly to requests for information and fully participate in the clearance process, which may take up to six months.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection Criteria

With reference to ASIO's People Capability Framework and with consideration to the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking.
- Achieving Results.
- Productive Working Relationships.
- Personal Drive and Integrity.
- Communication with Influence.
- Demonstrated skills and experience.

Enquiries

If, after reading the selection documentation, you require further information please contact ASIO Recruitment at Careers@asio.gov.au or phone (02) 6257 4916.

ASIO thanks all applicants for their interest in applying. In accordance with ASIO policy, unsuccessful candidates will be notified but will not be provided with feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0725969

Australian Sports Commission

Closing Date: Thursday 13 July 2023

Office of the CEO
Executive Support

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,032 - \$94,742
Classification	APS Level 5
Position Number	JN 2116
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

The Australian Sports Commission (ASC) are embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, the Victorian Commonwealth Games in 2026 and culminating in the Brisbane 2032 Olympic and Paralympic Games.

We have an ambitious new Strategic Vision, and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Here at the ASC, we encourage applications from candidates with broad experiences and diverse backgrounds so we better represent the community that we serve. Our workplace aims to increase our representation of First Nations Peoples. We uphold our ASC Cultural Framework which outlines our shared values and champions the experiences, skills and perspectives of all employees.

What will you be accountable for? -

We are looking for experienced Executive Assistants to provide effective administrative support to the Senior Executive. The positions will work directly to the Senior Executive Assistant and support the executive team to deliver upon strategic and operational priorities. Specific duties include:

- Providing high level executive support in a professional, accurate and timely manner
- Performing executive support functions including managing the diary and appointments, inbox and meeting arrangements for Senior Executives
- Management of correspondence, including, monitoring emails, and responding to enquiries where necessary, collation and follow-up of information and tracking of high-volume activity to ensure deadlines are met.
- Working cohesively and closely with respective Senior Advisors while assisting other executive support staff as required
- Being the first point of contact for the Executive Support team, with the provision of clear, timely and effective communication and coordination, greeting visitors, receiving and responding to phone calls, emails and general correspondence.
- Responsibility for broader administration support, including assisting with the coordination of ministerial and parliamentary requests, as well as reports, submissions, briefs and records management, organising and providing support for meetings including venues and hospitality, preparation and assembly of meeting packs, and arranging travel.
- Being accountable for organising your workflow, making decisions within defined parameters relating to area of responsibility and seeking guidance when required.
- Liaising with both internal and external stakeholders of all levels and working collaboratively to achieve the goals and objectives.

This role works closely with the ASC's executive support team to ensure support for the Senior Executive team is managed effectively and in a coordinated manner, promoting good corporate governance.

What you'll need to succeed -

Key to success in this role will be understanding the ASC Strategic Vision to 2034 and High Performance 2032+ Sport Strategy and aligning with the Executive General Manager to execute goals seamlessly. We are looking for someone with:

- Demonstrated experience and expertise in providing high level executive support and administrative services.
- Strong organisation skills with the ability to plan and manage your workload, resolves issues as they arise and seek guidance when required.
- Sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.

- Attention to detail, with the ability to take responsibility for accurate completion of work.
- Excellent communication and interpersonal skills and the ability to develop good working relationships internally and externally.

What is on offer? -

We are an organisation that leads, supports and provides opportunities for all communities to be involved in sport, while growing elite success and representation, inspiring future generations. To do this well, we focus heavily on our people, our talent and our culture – it's central to everything we do. You can expect:

- A workplace that is active, flexible, diverse and inclusive, socially responsible and invites new thinking in.
- People programs that embed strong cultural behaviours, encourage resilience and wellbeing, invest in people's growth and develop our leaders and talent.
- Leaders who are visible, connect and recognise our values in action.
- Excellent remuneration package and flexible working options

This position is offered as an **ongoing** role, based in Canberra.

Employment benefits on the Canberra site include access to priority onsite childcare placements, gymnasium, aquatic pool and free parking facilities.

Acknowledgement of Country

The Australian Sports Commission (ASC) recognises that we work and live on the lands of all First Nations People across Australia. The ASC acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to Elders past, present and emerging. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander people make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.

Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Megan Judd, 0476 779 536
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0725993

Department of Finance

Closing Date: Sunday 16 July 2023

Ministerial and Parliamentary Services (MaPS)
COMCAR & Services PEMS Support

Job Title	PEMS Secretariat and Administration
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$90,802 - \$110,821
Classification	APS Level 6
Position Number	2023/173
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

Ministerial and Parliamentary Services (MaPS)

MaPS provides parliamentarians, their staff, and others as required by the Australian Government with a range of facilities and services to assist them in undertaking their duties.

These services include:

- Providing advice and support to clients and stakeholders.
- Paying accounts relating to work expenses, allowances and entitlements.
- Managing and maintaining the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employment framework.
- Providing client and event transport (car-with-driver) and associated ground transport services to eligible recipients.
- Managing Commonwealth Parliament Offices and the ministerial wing of Parliament House.
- Managing the Australian Political Exchange Program and the Australian Political Parties for Democracy Program.
- Providing property and office facilities management.

For more information about the Division please see [Home | Ministerial and Parliamentary Services \(finance.gov.au\)](#). **Duties**

ABOUT THE OPPORTUNITY

COMCAR and Programs is seeking expressions of interest from staff interested in being the Parliamentary Expense Management System (PEMS) Support Cell, providing secretariat and administrative support and program management.

The Branch the central point of contact for the PEMS Project.

Our team is responsible for:

- supporting Members of Parliament and their staff (external users) to effectively use PEMS through a blended learning approach
- supporting MaPS and the Independent Parliamentary Expenses Authority (IPEA) (internal users) to use PEMS, and

- providing quality support to all PEMS users requiring assistance with technical issues or enquiries.

We are seeking a team member that can provide administrative support to the PEMS Support Cell, including secretariat for PEMS governance committees:

- collaborate with stakeholders to coordinate a range of activities supporting the success of PEMS
- attend meetings and provide secretariat services for the PEMS project governance groups
- develop communications for stakeholders collaborate with MaPS and IPEA business areas and our service providers to resolve issues
- assist with creating systems and processes to deliver PEMS governance activities, and
- assist with the management of the broader PEMS program.

The PEMS Support Cell plays an important role in the delivery of key work, supporting the Director to ensure quality, timely and accurate results.

In this role you will:

- assist with management of multiple high-level committees
- prepare high quality written reports, briefs, advice and fit for purpose recommendations
- assist with managing a range of projects and improvement initiatives across PEMS by applying recognised project frameworks, driving a culture of achievement and quality service assurance and delivery
- assist with managing engagement with key internal and external stakeholders and represent MaPS in discussions and negotiations with stakeholders and service providers, and
- help to identify future opportunities and provide responsive business aligned solutions and advice that deliver sustainable, efficient and effective services.

Duties include:

- draft minutes, call for papers, report on action items for the PEMS project governance groups
- assist with ensuring effective program support of PEMS across MaPS, IPEA and the Service Delivery Office
- learn about PEMS and how to use and support the system
- work with limited supervision on program initiatives
- assist with the assessment of the priority of change requests, system incidents and problems, and escalating issues and risks across MaPS and IPEA
- assist with designing the change and release schedule including the planning, coordination and management of system testing across business
- contribute to the creation of dashboards on key reporting elements
- transferring skills of both technical and business knowledge
- assist with develop new policy proposals and bid comeback papers
- engage with key internal and external stakeholders and service providers to build effective relationships that collaboratively deliver system improvements
- assist with project reviews and provide input into reports and briefings, and
- foster a positive work culture and inspire staff to achieve quality outputs and outcomes.

DETAILED VACANCY INFORMATION

For detailed information about these opportunities, including the job specific capabilities for each classification, please refer to the downloadable vacancy pack, which can be accessed by clicking the 'apply now' button. **Eligibility**

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Kim Williams, 02 6215 3569
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0725687

Department of Home Affairs

Closing Date: Sunday 16 July 2023

Various
Various Various

Job Title	Executive Assistants - Bulk Recruitment
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$61,915 - \$71,136
Classification	APS Level 3
Position Number	JR 128469
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128469/>

The Department of Home Affairs and The Australian Border Force believe people are the Department's most important and valuable asset. We enable the delivery of government priorities and are essential to the Department's ongoing success in achieving its vision for the future. We are all part of something bigger, where each of us play vital roles in building a secure Australia that is prosperous, open and united.

We continue to invest in our people and seek new approaches that will allow us to achieve our objectives in a rapidly changing and challenging environment.

A well organised executive office is crucial to the smooth operation of the Department. We are seeking enthusiastic, motivated and high performing Executive Assistants to establish a merit pool and fill multiple positions at the APS 3 level across the Department and the Australian Border Force.

About the role:

An APS 3 Executive Assistant works to the needs of the executive within the Department of Home Affairs (the Department) or the Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are accountable, under general supervision and direction, to perform a range of administrative support work, within a reasonably fast-paced environment. They are required to have an understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

Our ideal candidate:

Our ideal candidates are effective communicators, have good time management skills, display close attention to details, are able to manage competing priorities and manage work accordingly under the supervision of their executive.

These candidates should work with a solutions focus, using knowledge, creative thinking and

sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

Duties

Specific duties/responsibilities:

At the APS 3 level Candidates will be expected to possess the following capabilities:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine, straightforward telephone and email enquiries and independently respond to internal and external queries
- Under general supervision and direction, prepare agendas and meeting material. Record meeting minutes, outcomes and decisions for internal and external meetings as well as committees and forums
- React quickly and flexibly to any change in the executive's schedule, including rescheduling to achieve the required outcomes
- Undertake other administrative tasks and ad hoc activities for the executive as required
- Arrange and coordinate meetings with internal and external stakeholders and coordinate venue bookings, audio visual equipment and other meeting resources as required
- Liaise with stakeholders and assist with resolution of straightforward matters
- Deliver effective customer service and provide quality, accurate and consistent advice to stakeholders
- Act as a first point of contact including greeting visitors, receiving and responding to phone calls, emails and correspondence, ensuring a high level of customer service to all staff and external parties
- Maintain filing and database systems, seeking improvements where possible
- Contribute to project-based work
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

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

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

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

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

About the Department of Home Affairs

The Department is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 Home Affairs 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 person listed in the advertisement. The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Casey Douglas, Selection.Innovation@homeaffairs.gov.au
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128469/

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Vacancy VN-0725826

Job Title	Executive Assistants - Bulk Recruitment
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - VIC VIC, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	\$71,201 - \$76,799
Classification	APS Level 4
Position Number	128470
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128470/>

The Department of Home Affairs and The Australian Border Force believe people are the Department's most important and valuable asset. We enable the delivery of government priorities and are essential to the Department's ongoing success in achieving its vision for the future. We are all part of something bigger, where each of us play vital roles in building a secure Australia that is prosperous, open and united.

We continue to invest in our people and seek new approaches that will allow us to achieve our objectives in a rapidly changing and challenging environment.

A well organised executive office is crucial to the smooth operation of the Department. We are seeking enthusiastic, motivated and high performing Executive Assistants to establish a merit pool and fill multiple positions at the APS 4 level across the Department and the Australian Border Force.

About the role:

An APS 4 Executive Assistant works to the needs of the executive within the Department of Home Affairs (the Department) or the Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are accountable, under general direction, to perform and achieve a range of routine to moderately complex administrative support work, within a fast-paced environment. They are required to have a sound understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

Our ideal candidates:

Our ideal candidates are effective communicators, have great time management skills, display close attention to details, are able to manage competing priorities and manage work accordingly under the supervision of their executive.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

Duties

Specific duties/responsibilities:

At the APS 4 level Candidates will be expected to possess the following capabilities:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries
- Under general direction, prepare meeting materials, correspondence, presentations and minutes, including the administration of critical, confidential and sensitive information

- React quickly and flexibly to any change in the executive's schedule, including rescheduling to achieve the required outcomes
- Have excellent interpersonal skills and undertake other administrative tasks and ad hoc activities for the executive as required.
- Provide quality assurance including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Liaise with stakeholders and assist with the resolution of moderately complex issues
- Under general direction use a level of tact, diplomacy or persuasion to re-negotiate timeframes with stakeholders, if it is clear that timeframes are not going to be met
- Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication style to present messages in a clear and concise manner
- Provide support and guidance to a lower level or new staff member to successfully carry out the role
- Explore opportunities for improved practices and processes, both individually and as part of the broader Executive Support Network
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

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

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

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

Notes

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

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About the Department of Home Affairs

The Department is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 Home Affairs 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 person listed in the advertisement. The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Casey Douglas, selection.innovation@homeaffairs.gov.au
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128470/

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Vacancy VN-0725954

Department of Home Affairs

Closing Date: Monday 17 July 2023

ABF Workforce
ABF College Foundation and Ports Faculty

Job Title	Border Force Officer Recruit (BFORT) - Generalist
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$54,439 - \$61,245
Classification	APS Level 2
Position Number	128326
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128326/>

The Australian Border Force (ABF) is Australia's frontline border law enforcement agency and customs service, sitting within the Home Affairs portfolio. The ABF's mission is to protect Australia's border and enable legitimate travel and trade.

We facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

The ABF are committed to building and valuing a diverse workforce that represents the community we serve. We foster inclusiveness, and embrace the diversity of our people. We strive to ensure all our staff feel included, have equal access to services and opportunities and can bring their authentic selves to work.

The Training Opportunity:

The Border Force Officer Recruit Training (BFORT) program is our entry level program. It prepares you for a career in the ABF. Border Force Officer Recruits undertake an intensive twelve-month training program, consisting of a mix between classroom-based and on-the-job rotational training. Rotations may include:

- processing passengers at an air or seaport
- clearing cargo at an air or sea port
- x-raying, investigating and clearing mail at a clearance centre
- working at a district office in remote locations
- investigating illegal border activity
- locating and detaining unlawful non-citizens.

About the role:

On successful completion of the training you will graduate as a Border Force Officer (BFO). As a

BFO you will manage the security and integrity of Australia's borders. You will work closely with other government and international agencies to detect and deter the unlawful movement of goods and people across the border.

The ABF operates 24 hours a day, 7 days a week. In most states BFOs will be required to undertake shift work as part of their role. Busy periods tend to align with peak travel periods, including school holidays and Australian events. Opportunities for officers to take leave during peak periods may be limited.

Eligibility:

At the time of applying, you must meet the following eligibility requirements:

- An Australian citizen
- 18 years or over
- Have completed Year 10 education, a trade certificate or a Certificate IV and/or equivalent or have relevant work experience (included in mandatory questions)
- Able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance and Employment Suitability Clearance (ESC)
- Able to obtain and maintain relevant medical, fitness and psychometric requirements. (To avoid disappointment please ensure you visit our website to understand the level of fitness required and any medical conditions that will preclude you from the BFORT program).

The BFORT program is a national recruitment initiative. Due to operational requirements, we currently do not offer courses in the Australian Capital Territory or Tasmania. If you are interested in applying and reside in these States or Territories, we will take your relocation preference into consideration however you will be required to permanently relocate at your own expense. South Australia and Northern Territory currently conduct one BFORT intake each year. Currently these are offered in June and March respectively.

For more information about the training program visit our [website](#).

What we can offer:

- Great entry level base salary starting at \$54,439 plus 15.4% superannuation. Once graduated, starting salary is \$61,915 - \$71,136 + 15.4% superannuation
- Shift penalty rates attracted during shift work; 15% hours worked between 18:00 to 06:30; 50% Saturday; 100% Sunday and 150% per cent public holidays
- Flexible working opportunities and generous leave entitlements on completion of the BFORT training program
- Access to training, career development and mentoring opportunities
- Opportunity to work in a range of roles, across major capital cities and regional Australia.

Duties

About you:

- Strong communicator with a focus on quality customer service and community engagement
- Ability to solve complex problems and think on your feet, proactively as well as reactively
- Be prepared to take reasonable and necessary actions, by applying sound judgement informed by ABF policy and procedure
- Adaptable, flexible and able to multitask, with the ability to reprioritise at a moment's notice
- Well-presented and personable, with the proven ability to manage and resolve conflict
- Committed to developing skills and knowledge by actively seeking out learning opportunities

- Uphold [ABF signature values](#) of integrity, professionalism, respect, accountability and teamwork.

As a condition of employment, you will need to be 'up to date' with your COVID-19 vaccinations. This means, you must have had two doses of the COVID-19 vaccination and a booster dose, before starting the 12 months of training. Evidence will be required on commencement.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

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

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

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

Notes

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

About the Department of Home Affairs

The Department is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 Home Affairs 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 person listed in the advertisement. The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Hoban, 000
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128326/

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Vacancy VN-0725955

Department of Home Affairs

Closing Date: Monday 17 July 2023

ABF Workforce
ABF College Foundation and Ports Faculty

Job Title	BFORT - Affirmative Measure - First Nations
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC
Salary	\$54,439 - \$61,245
Classification	APS Level 2
Position Number	128327
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128327/>

The Australian Border Force (ABF) is Australia's frontline border law enforcement agency and customs service, sitting within the Home Affairs portfolio. The ABF's mission is to protect Australia's border and enable legitimate travel and trade.

We facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

The ABF are committed to building and valuing a diverse workforce that represents the community we serve. We foster inclusiveness, and embrace the diversity of our people. We strive to ensure all our staff feel included, have equal access to services and opportunities and can bring their authentic selves to work.

The Training Opportunity:

The Border Force Officer Recruit Training (BFORT) program is our entry level program. It prepares you for a career in the ABF. Border Force Officer Recruits undertake an intensive twelve-month training program, consisting of a mix between classroom-based and on-the-job rotational training. Rotations may include:

- processing passengers at an air or seaport
- clearing cargo at an air or sea port
- x-raying, investigating and clearing mail at a clearance centre
- working at a district office in remote locations
- investigating illegal border activity
- locating and detaining unlawful non-citizens.

About the role:

On successful completion of the training you will graduate as a Border Force Officer (BFO). As a BFO you will manage the security and integrity of Australia's borders. You will work closely with other government and international agencies to detect and deter the unlawful movement of goods and people across the border.

The ABF operates 24 hours a day, 7 days a week. In most states BFOs will be required to undertake shift work as part of their role. Busy periods tend to align with peak travel periods, including school holidays and Australian events. Opportunities for officers to take leave during peak periods may be limited.

Eligibility:

At the time of applying, you must meet the following eligibility requirements:

- An Australian citizen
- 18 years or over
- Have completed Year 10 education, a trade certificate or a Certificate IV and/or equivalent or have relevant work experience (included in mandatory questions)
- Able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance and Employment Suitability Clearance (ESC)
- Able to obtain and maintain relevant medical, fitness and psychometric requirements. (To avoid disappointment please ensure you visit our website to understand the level of fitness required and any medical conditions that will preclude you from the BFORT program).

The BFORT program is a national recruitment initiative. Due to operational requirements, we currently do not offer courses in the Australian Capital Territory or Tasmania. If you are interested in applying and reside in these States or Territories, we will take your relocation preference into

consideration however you will be required to permanently relocate at your own expense. South Australia and Northern Territory currently conduct one BFORT intake each year. Currently these are offered in June and March respectively.

For more information about the training program visit our [website](#).

What we can offer:

- Great entry level base salary starting at \$54,439 plus 15.4% superannuation. Once graduated, starting salary is \$61,915 - \$71,136 + 15.4% superannuation
- Shift penalty rates attracted during shift work; 15% hours worked between 18:00 to 06:30; 50% Saturday; 100% Sunday and 150% per cent public holidays
- Flexible working opportunities and generous leave entitlements on completion of the BFORT training program
- Access to training, career development and mentoring opportunities
- Opportunity to work in a range of roles, across major capital cities and regional Australia.

Duties

About you:

- Strong communicator with a focus on quality customer service and community engagement
- Ability to solve complex problems and think on your feet, proactively as well as reactively
- Be prepared to take reasonable and necessary actions, by applying sound judgement informed by ABF policy and procedure
- Adaptable, flexible and able to multitask, with the ability to reprioritise at a moment's notice
- Well-presented and personable, with the proven ability to manage and resolve conflict
- Committed to developing skills and knowledge by actively seeking out learning opportunities
- Uphold [ABF signature values](#) of integrity, professionalism, respect, accountability and teamwork.

As a condition of employment, you will need to be 'up to date' with your COVID-19 vaccinations. This means, you must have had two doses of the COVID-19 vaccination and a booster dose, before starting the 12 months of training. Evidence will be required on commencement.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

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

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

Mandatory (and where applicable, role specific) screening questions are used within the

application to ensure all successful applicants meet these minimum requirements of the Department.

Evidence of Heritage:

Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Confirmation of Aboriginal and/or Torres Strait Islander heritage can be provided by a wide range of Aboriginal and Torres Strait Islander organisations and bodies, and commonly include, but are not limited to, the following:

- Aboriginal and Torres Strait Islander Land Councils
- Aboriginal and Torres Strait Islander Corporations (Aboriginal and Torres Strait Islander Corporations can be incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, the Corporations Act 2001, or other states and territory legislation).
- Aboriginal and Torres Strait Islander medical services.

Notes

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

About the Department of Home Affairs

The Department is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 Home Affairs 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 person listed in the advertisement. The Department

offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Hoban, 000
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128327/

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Vacancy VN-0725966

Director of Public Prosecutions

Closing Date: Sunday 16 July 2023

Enabling Services
People

Job Title	National People Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$203,468 - \$228,938
Classification	Senior Executive Service Band 1
Position Number	23_50
Agency Website	

Job Description

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

As the Commonwealth Director of Public Prosecutions' (CDPP) National People Manager you will be responsible for leading the provision of strategic and operational complex and timely HR and workplace relations advice to the Director, CDPP's Executive Leadership Group and governance boards to support high levels of workforce attraction and retention, capability and engagement, resource planning and organisational performance. You will navigate and respond to modern workplace challenges by developing and delivering innovative and fit for purpose strategies and drive leadership capability building across the agency. As CDPP's lead negotiator for enterprise bargaining, you will design, negotiate and deliver CDPP's next enterprise agreement, along with providing

advice and proposed solutions to resolve complex and sensitive people and workplace relations matters.

Duties

1. Set the strategic direction for the People Branch, communicating objectives and expectations to create a shared sense of purpose to deliver CDPP's priorities.
2. Identify, establish and nurture relationships with key strategic stakeholders both internal and outside of the CDPP.
3. Apply excellent judgement and sound decision-making to formulate and implement CDPP's priorities, anticipating and addressing risks, maximising opportunities and driving innovation.
4. Mentor, coach and encourage staff, drive high performance and build capability.
5. Adhere to and promote the APS Values and Code of Conduct, displaying integrity, professionalism and encouraging these standards in staff.

Eligibility

- The ability to obtain and maintain a baseline security clearance is required
- Australian Citizenship

Notes

- The ability to obtain and maintain an NV1 security clearance

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

About the Director of Public Prosecutions

To Apply

Position Contact	Sabeena Oberoi, 02 6206 5663
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0725979

Future Fund Management Agency

Closing Date: Friday 28 July 2023

Investment

Job Title	Director, Economics & Capital Markets - Strategic Themes
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 1
Position Number	2063
Agency Website	www.futurefund.gov.au

Job Description

<https://career10.successfactors.com/career?company=myfuture>

About Future Fund

The Future Fund is Australia's Sovereign Wealth Fund. Today, we manage over \$250 billion across six public asset funds. Our purpose is clear: we invest for the benefit of future generations of Australians.

High quality decision making is our commercial competitive advantage. Our organisation is home to ambitious, high-performing people who are driven to do meaningful work, grow professionally, support their peers and colleagues, and contribute to the future success of our organisation.

Our 'One team, One purpose' philosophy underpins our unique culture and the way we work together. This philosophy extends into all aspects of our organisation and guides how and why we do what we do.

The Opportunity

The Economics and Capital Markets Team (ECM) is responsible for leading the Agency's research into the global investment environment and portfolio implications, with the primary goal of achieving our investment objectives. The team is highly collaborative across the organisation, impacting a range of stakeholders from the Board, the Investment Committee and sector teams.

ECM has three pillars:

1. Strategic Themes – the long-term drivers of economic and financial market outcomes;
2. Cyclical Macro – understanding cyclical fluctuations in the global and regional economies and policy responses; and
3. Capital Markets – understanding what is priced into various asset markets and the implications for portfolio positioning.

This role will provide longer-term strategic thematic research with a focus on development of the Future Fund's New Investment Order covering a broad range of topics spanning political,

geo-political, macro, micro and financial market frameworks and paradigm shifts occurring in those areas. Reporting to the Head of ECM, your role will help to inform portfolio positioning and provide key insights into the longer-run investment environment.

Duties

Key Responsibilities

Key responsibilities of the role include:

- Ongoing development of the Future Fund's New Investment Order framework that guides our thinking on long-run economic and market outcomes.
- Using that framework develop a set of secular scenarios to help inform risk and return for sector teams' investment decisions and overall portfolio settings.
- Prepare long-term projections for key macro and market variables across the set of secular scenarios.
- Identify key scenario signposts and update scenario probabilities.
- Impact the portfolio by identifying important longer-term macro insights and financial market mispricings.
- Provide regular briefing on the secular outlook for the Head of ECM and key stakeholders including the Chair, Board and Investment Committee.
- Build valuable, productive and enduring relationships with a range of external research providers, and other key contacts such as central banks and policy makers.
- Collaborate with sector teams and incorporate their insights into ECM's views on the external investment environment.
- Mentor and contribute to the development of junior members of the team and the Agency more broadly.

Eligibility

About You

We're looking for someone who has a background in international relations or political science and ideally with a track record in translating that work into economic and financial market insights and practical portfolio solutions.

To succeed in this role, you are likely to have a proactive and inquisitive approach with experience focussing on longer-run thematic trends with an investment focus at an investment management company, sell-side institution, research house, super fund, think-tank, or relevant government agency.

Entering as a leader among this growing team, you will be a flexible thinker that can support and help develop the team's capability. Additionally, you will be able to collaboratively solve problems and leverage the strength of the broader investment team to achieve sound commercial outcomes.

Life at Future Fund

Our approach to building an inclusive culture is aimed at facilitating impactful, effective and objective decision making. We continue to deepen our understanding of the lived experience of underrepresented groups within our industry.

If this opportunity is a match for your personal values, professional experience, and career aspiration then we actively encourage you to apply. Your unique perspective and contribution will help us actualise our collective purpose – to invest for future generations of Australians. We are better for our differences and support our people in bringing their authentic selves to work. It not only benefits our teams, it means you can focus on what matters most, being you.

Learn more about life at Future Fund by visiting our LinkedIn Life page.

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 six 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	Liz du Preez, (03) 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0725984

Future Fund Management Agency

Closing Date:Friday 28 July 2023

Investment

Job Title	Director, Capital Markets
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 1
Position Number	2062
Agency Website	www.futurefund.gov.au

Job Description

<https://career10.successfactors.com/career?company=myfuture>

About Future Fund

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High quality decision making is our commercial competitive advantage. Our organisation is home to ambitious, high-performing people who are driven to do meaningful work, grow professionally, support their peers and colleagues, and contribute to the future success of our organisation.

Our 'One team, One purpose' philosophy underpins our unique culture and the way we work together. This philosophy extends into all aspects of our organisation and guides how and why we do what we do.

The Opportunity

The Economics and Capital Markets Team (ECM) is responsible for leading the Agency's research into the global investment environment and portfolio implications, with the primary goal of achieving our investment objectives. The team is highly collaborative across the organisation, impacting a range of stakeholders from the Board, the Investment Committee and sector teams.

ECM has three pillars:

1. Strategic Themes – the long-term drivers of economic and financial market outcomes;
2. Cyclical Macro – understanding cyclical fluctuations in the global and regional economies and policy responses; and
3. Capital Markets – understanding what is priced into various asset markets and the implications for portfolio positioning.

Reporting to the Head of ECM, your role will help to inform portfolio positioning. The Director will lead the Capital Markets pillar of ECM and is central to the translation of our views on macro conditions to asset prices and inferring what financial markets are saying about macro conditions.

Duties

Key Responsibilities

- Impact the portfolio via the identification of attractive market risk/reward opportunities.
- Provide advice on macro conditions priced into the range of assets classes in which the Future Fund invests, including identification of cross-asset differential pricing of economic conditions.
- Mapping of internal cyclical and secular scenarios to market pricing.
- Development of ex post asset pricing models.
- Provide advice on factors driving asset markets, shifting market narratives and identifying insights not captured by asset pricing models as input into the Dynamic Asset Allocation process.
- Provide advice on the market implications of risk events.
- Actively contribute to internal macro views.
- Provide advice on the composition of the Fund's duration overlay and risk hedging programme.
- Collaborate with sector teams and incorporate their insights into ECM's views on the external investment environment.
- Build valuable, productive and enduring relationships with a range of external research providers, and other key contacts such as central banks and policy makers.
- Mentor and contribute to the development of junior members of the team and the Agency more broadly.

Eligibility

About You

We're looking for someone who has a sound understanding of economic fundamentals and how changes in fundamentals translate to market pricing, is able to identify important trends and developments for financial markets and is able to translate that work into practical portfolio solutions. Ideally you will have significant insight into market functioning gained from experience in a trading environment at either a trading desk or a portfolio management role.

To succeed in this role, you are likely to have a proactive and inquisitive approach, have a good balance of quantitative and qualitative skills, be passionate about a career in funds management, analytically rigorous, read widely, show curiosity, and challenge their own views continuously.

Entering as a leader among this growing team, you will be a flexible thinker that can support and help develop the team's capability. Additionally, you will be able to collaboratively solve problems and leverage the strength of the broader investment team to achieve sound commercial outcomes.

Postgraduate qualifications and/or CFA designation (or studying towards) will be viewed favourably although not essential, as will studies in other disciplines.

Life at Future Fund

Our approach to building an inclusive culture is aimed at facilitating impactful, effective and objective decision making. We continue to deepen our understanding of the lived experience of underrepresented groups within our industry.

If this opportunity is a match for your personal values, professional experience, and career aspiration then we actively encourage you to apply. Your unique perspective and contribution will help us actualise our collective purpose – to invest for future generations of Australians.

We are better for our differences and support our people in bringing their authentic selves to work. It not only benefits our teams, it means you can focus on what matters most, being you.

Learn more about life at Future Fund by visiting our [LinkedIn Life](#) page.

Notes

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To Apply

Position Contact	Liz du Preez, (03) 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0725996

Murray-Darling Basin Authority

Closing Date: Thursday 13 July 2023

Business Services
ICT and Data Services

Job Title	Information Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Griffith ACT, Adelaide SA, Canberra ACT, Goondiwindi QLD, Mildura VIC, Murray Bridge SA, Wodonga VIC
Salary	\$80,988 - \$89,133
Classification	APS Level 5
Position Number	101309
Agency Website	

Job Description

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

Who are we:

With the enactment of the Water Act 2007 (Cth), the Murray–Darling Basin Authority (MDBA) was established as an independent expertise-based statutory agency.

For the first time in the Basin's history, one Basin-wide institution is responsible for planning the Basin's water resources, with all planning decisions made in the interest of the Basin as a whole.

Our most important work is to:

- prepare, implement and review an integrated plan for the sustainable use of the Basin's water resources
- operate the River Murray system and efficiently deliver water to users on behalf of partner governments
- measure, monitor and record the quality and quantity of the Basin's water resource

- supporting, encourage and conduct research and investigations about the Basin's water resources and dependent ecosystems
- advise the Australian Government Minister responsible for water on the accreditation of state water resource plans
- provide water rights information to facilitate water trading across the Basin
- engage and educate the Australian community about the Basin's water resources.

At the MDBA, we are committed to diversity and inclusion across our workforce, and in the way that we work. We recognise the importance of making the best use of the unique perspectives, experience, knowledge and skills across our regionalised organisation. We strive to create a workplace where our people flourish in a welcoming and culturally safe environment. We encourage and welcome applications from people with disability, First Nations peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Duties

Who are we looking for

- Oversee helpdesk services to staff, including advice, support and training on general information management and governance policies, procedures and compliance.
- Manage and update the Information and Record Management Team's intranet pages and governance documentation.
- Contribute to the lifecycle management of electronic information held within MDBA's business information systems in accordance with National Archives of Australia and the MDBA's policy and procedures.
- Support the Information Compliance Manager in the development of compliance requirements to support a Machine Learning capability.
- Support MDBA staff through providing helpdesk support and training on information governance.

Eligibility

- Regionalisation of the MDBA's workforce means we are better placed to understand local concerns and engage with communities. The MDBA's network spans across five different states and territories and includes seven offices in Adelaide, Canberra, Goondiwindi, Griffith, Mildura, Murray Bridge and Wodonga. Our employees interact face-to-face and virtually across the MDBA in both internal and external contexts. The ability to work collaboratively and productively in a virtual environment is essential.
- Direct experience in information asset management in Microsoft 365, including Teams and SharePoint.
- Understand Information, Records and Security legislation, Government Policies and procedures, such as Archives Act 1983.
- Excellent written and verbal communication skills

Desirable requirements for this role

- Qualifications in information or records management, or a similar field, and two-years' direct experience with related operations.
- Direct experience in information asset management in Content Manager

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.

- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work.
- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Anastasia Stramarcos, Please email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0725962

National Heavy Vehicle Regulator

Closing Date:Friday 14 July 2023

Statutory Compliance
Adelaide Prosecutions

Job Title	Principal Prosecutor
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Parramatta NSW, Melbourne VIC
Salary	\$141,464 - \$149,614
Classification	
Position Number	1676
Agency Website	

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492334&SourceTypeId>

Duties

This is an exciting opportunity for an experienced prosecution lawyer to join our Prosecution Team at the National Heavy Vehicle Regulator (NHVR). In this busy and varied role, you will manage, prepare and conduct complex prosecutions on behalf of the Regulator.

A key challenge (and opportunity) of the role is the requirement to work across multiple jurisdictions with largely untested, new Heavy Vehicle National Law provisions and Regulations.

We offer a supportive hybrid work environment with flexible work from home arrangements and the option for a monthly rostered day off. This is a permanent, full-time position. Regular Monday - Friday interstate travel forms part of this role, along with the requirement to occasionally work outside of ordinary hours.

We are looking for the right fit for our team and are willing to base the position around the successful candidate in Adelaide, Parramatta, or Melbourne.

Eligibility

As the ideal candidate, you will have extensive proven experience in the field of prosecution or in another legal environment including all facets of trial preparation, working with court procedures, summary procedures and relevant legislation. You are experienced in dealing with large volumes of evidence often on tight deadlines and can confidently manage a high case load with competing priorities.

With over seven years' experience as a legal practitioner, you will have the ability to undertake extensive and complex case management and are a confident advocate who enjoys running large trials yourself and instructing counsel on high profile matters.

You are a positive, flexible team player, whose high level interpersonal and communication skills enable you to give complex legal advice whilst delivering a high standard of customer service for internal and external stakeholders. As a natural leader, you will enjoy coaching and developing others in the team and can foster collegiate professional relationships with key stakeholders.

Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Ruth Bond & Aleisha Allford, 07 3309 8544
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492334&S

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Vacancy VN-0725989

National Library of Australia

Closing Date: Sunday 16 July 2023

National Library of Australia
Corporate Governance

Job Title	Program Manager, Governance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	\$88,349 - \$97,287
Classification	APS Level 6
Position Number	106097
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

ABOUT THE NATIONAL LIBRARY

The role of the **National Library of Australia** is defined by the *National Library Act 1960* and can be broadly defined as “to ensure that documentary resources of national significance relating to Australia and the Australian people, as well as significant non-Australian library materials, are collected, preserved and made accessible”. Accessibility can be either through the Library itself or through collaborative arrangements with other libraries and information providers. The Library’s strategic priorities are:

1. We collect today what will be important tomorrow.
2. We connect with communities and connect communities with their national collections.
3. We collaborate with others to maximise the national impact of cultural collections.
4. We build capability to maximise return on the nation’s investment in the Library.

The Library’s strategic priorities are intrinsically linked, requiring strong whole of agency vision and leadership to achieve Library goals.

From 2023-24, the Library will more clearly articulate its support for *Revive*, the Government’s National Cultural Policy, especially the Policy’s first pillar, First Nations First.

ABOUT THE BRANCH

The **Corporate Branch** provides corporate strategy and support services to underpin the ongoing viability of the National Library of Australia. The Branch provides high quality planning, forecasting, analysis and operational services to the Director-General, the executive group, and managers and staff of the Library. Corporate Branch operates across a range of core functions including:

- Corporate planning and performance reporting.
- Governance, accountability and enterprise risk management.
- Program management office (PMO).
- Portfolio coordination and parliamentary liaison.
- Council and AERC secretariat.
- Financial planning and resource management.
- Workforce and workplace strategies.
- Pay and conditions management.
- Legal and regulatory compliance.
- Procurement and contract management.

ABOUT THE SECTION

The Governance Section is custodian of the Library’s external accountability and corporate governance frameworks and oversees the Library’s enterprise risk and fraud control framework. The Section provides strategic and operational advice to Council and NLA Executive and key governance committees on governance and assurance matters. They also support the activities of the Library’s Accountable Authority and the Audit and Enterprise Risk Committee (AERC).

The Governance Section also acts as the liaison point for the Library with the portfolio department coordinating Library external accountability reporting and briefing requirements.

Core functions and services include:

- Maintain fit for purpose and contemporary governance framework, policy and guidelines
- Portfolio coordination and parliamentary liaison
- Council and AERC Secretariat
- Provide timely and responsive legal, procurement and contract management advice and services
- Embed enterprise wide corporate and business planning, performance information and risk management framework, systems and practices
- Coordinate Library compliance with external accountability requirements – PID, IPS, FOI, Privacy, risk management and fraud control.

Duties

The National Library of Australia is seeking fill the important role of **APS6 Program Manager Governance**. This is a great opportunity to hone your governance experience in a small agency where you will build and maintain excellent stakeholder relationships.

Reporting to the Library's Assistant Director, Organisational Performance and Reporting and working as part of a small team, you will have people, program and stakeholder management responsibilities.

In this role, your duties will include:

- Supporting departmental portfolio coordination and parliamentary liaison activities for the Library.
- Providing secretariat support services for the Library's key committees
- Providing coordination support for the Library's accountability planning and reporting program (PBS, Corporate Plan, annual performance statement, annual report, KPIs).
- Preparing briefings, submissions and responses to requests ensuring comprehensive, accurate and timely written information.

In this role, you will work under broad direction and:

- Be highly organised, with the ability to adapt to a dynamic workload, operate effectively under pressure and meet deadlines.
- Demonstrate knowledge of the PGPA act and the Commonwealth procurement framework.
- Be able to confidently undertake secretariat and coordination activities, supporting high level stakeholders and committees.
- Negotiate with a variety of stakeholders to manage workloads, timeframes, expectations and escalated enquiries.
- Have high level written and oral communication skills, to ensure the provision of high-quality documentation and advice to support agency decision making.
- Demonstrate the ability to work independently and effectively in a team, contribute to shared outcomes and implement solutions to problems and support others.

Eligibility

To be suitable for this role, you must have qualifications or equivalent experience in relevant field such as business, audit, Corporate governance or public sector accountability.

You must be able to obtain and maintain a baseline security clearance.

Corporate governance or secretariat experience is highly desirable.

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

Notes

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

About the National Library of Australia

To Apply

Position Contact	Luci Kennedy, 02 6262 1798
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0726016

National Library of Australia

Closing Date: Sunday 30 June 2024

Job Title	National Library of Australia Temporary Employment Register 2023/2024
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Multiple positions
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

The National Library is one of several agencies within the Infrastructure, Transport, Regional Development and Communications and the Arts portfolio.

The role of the National Library of Australia role, as defined by the National Library Act 1960, is to ensure that documentary resources of national significance relating to Australia and the Australian people, as well as significant non-Australian library materials, are collected, preserved and made accessible either through the Library itself or through collaborative arrangements with other libraries and information providers.

The Library is the custodian of a rich collection reflecting the people and culture that shape Australia and Australians. We collect a wide range of physical and digital materials and includes more than 10 million items ranging from books and journals to more than 40,000 paintings, drawings and prints, more than 9,000 metres of manuscripts, 550,000 photographs, hundreds of thousands of maps, more than 50,000 oral history recordings and millions of archived websites.

The National Library of Australia is a world-leading and respected custodian of Australia’s published, written, oral, visual and digital heritage. We ensure Australian culture and knowledge is sustained for all Australian people, now and in the future.

The Library's vision is to connect all Australians with national collections, enriching conversations about who we are and our place in the world.

Duties

THE LIBRARY HAS FOUR KEY STRATEGIC PRIORITIES:

- We collect today what will be important tomorrow
- We connect with communities, and connect communities with their national collections
- We collaborate with others to maximise the national impact of cultural collections
- We build capability to maximise return on the nation's investment in the Library

The National Library of Australia regularly has short-term or project-based employment opportunities for periods up to 12 months. These temporary vacancies can be full time, part time or, occasionally, casual (intermittent and varied hours). The work offered can be within:

- Collections Management (eg. preservation, cataloguing, acquisitions, special collections management, curatorship, archivists),
- Library Services (eg. reference services, reading room floor, document supply services, collection retrieval, research),
- Digital and IT Services (eg. IT support and operations, Trove partnerships and liaison, digitisation, digital preservation, web development, graphic design),
- Indigenous Engagement (eg. supporting the National Library's indigenous engagement programs)
- Corporate services and administration (eg. finance, human resources, executive support, building management, records management), and
- Exhibitions and outreach (eg. education, marketing, editorial/publishing, exhibition installation).

Eligibility

The roles available may be at APS2-6 classifications and Executive Level 1-2.

Applications are welcome from all disciplines and levels of experience. All registrations will expire on **30 June 2024**.

At this time, all applicants will be invited to renew their interest in temporary employment opportunities at the Library. Should you have any questions or you experience any difficulties applying, please contact Recruitment via email recruitment@nla.gov.au.

Notes

About the National Library of Australia

To Apply

Position Contact	Recruitment, 02 6262 1189
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0725627

Therapeutic Goods Administration

Closing Date: Friday 21 July 2023

Medicines Regulation Division
Complementary and OTC Medicines Branch Listing Compliance Section

Job Title	APS Level 5/6 - Compliance Evaluator and Compliance Officer (Several Positions)
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$81,372 - \$102,765
Classification	APS Level 5; APS Level 6
Position Number	23-MRDIV-18411
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The Medicines Regulation Division (MRD) is responsible for undertaking evaluations of applications to approve new medicines for supply in Australia. Senior managers in the MRD make decisions whether to approve or reject market authorisation of medicines that are imported, exported, manufactured, and supplied in Australia.

MRD also has responsibility for ongoing monitoring of medicines approved for supply in Australia to ensure they continue to maintain an appropriate level of quality, safety and efficacy following entry into the Australian marketplace.

The division includes:

- Complementary and Over-the-counter Medicines Branch (COMB)
- International Regulatory Branch (IRB)
- Pharmacovigilance and Special Access Branch (PSAB)
- Prescription Medicines Authorisation Branch (PMAB)
- Scientific Evaluation Branch (SEB)

Duties

APS Level 6

- Undertaking reviews of listed medicines to determine compliance with legislative requirements, including understanding and interpreting complex legislation and independently preparing timely and critically considered recommendations to resolve non-compliances and improve compliance.
- Ensuring evidence of non-compliance is meticulously captured and recorded.
- Recommending legally robust compliance/enforcement actions that are based on risk and a synthesis of evidence/researched information and in-depth knowledge of legislative and administrative frameworks for listed medicines.
- Investigating and monitoring high volumes of potential non-compliance signals, conducting risk assessments to devise control strategies and influence industry behaviour.
- Assessing products at the food/cosmetic-medicine interface and interpreting complex legislation to determine their status as

therapeutic goods.

- Assessing applications for new indications permitted for use in listed medicines and conducting risk assessments for applications to supply products that do not comply with a standard.
- Autonomously managing multiple work tasks and competing priorities to align with Section goals as they change over time and being accountable for the achievement of key deliverables.
- Liaising, engaging, negotiating and collaborating with internal and external stakeholders to resolve complex and/or sensitive issues.
- Providing strategic advice and technical expertise to guide compliance and enforcement activities.
- Providing effective and influential communication of information to internal and external stakeholders.
- Maintaining databases of listed medicine compliance signals and intelligence data.

APS Level 5

- Maintaining databases of listed medicine compliance signals and intelligence data.
- Undertaking reviews of listed medicines to determine compliance with legislative requirements, including understanding and interpreting complex legislation and preparing timely and critically considered recommendations to resolve non-compliances and improve compliance.
- Investigating and monitoring high volumes of potential non-compliance signals, contributing to risk assessments to devise control strategies and influence industry behaviour.
- Assessing applications for new indications permitted for use in listed medicines and conducting risk assessments for applications to supply products that do not comply with a standard.
- Prepare correspondence and education products for diverse stakeholders relating to the regulation of low-risk medicines and the outcomes of evaluations, reviews, and assessments.
- Manage multiple work tasks and competing priorities to align with Section goals as they change over time, and being accountable for the achievement of key deliverables; and
- Manage the maintenance of a quality management system, including coordinating the development of SOPs, templates, and training materials.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:

To be eligible for this position applicants must hold a relevant qualification in medical sciences, health sciences, chemistry, epidemiology, biochemistry, law, molecular or cell biology, pharmacology, pharmacognosy, naturopathy, toxicology, bioinformatics, biostatistics or any other relevant discipline from an Australian tertiary institution or comparable overseas qualification.

Notes

Applications close 11:30PM AEST

Applicants should quote reference number 23-MRDIV-18411 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality.

Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Divya Philip, 6289 2130
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0725999

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

Closing Date: Sunday 16 July 2023

Emissions Reduction
Land and Climate Active Emissions avoidance methods and method reform;
Land and Sequestration methods, ERAC Secretariat

Job Title	Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2574
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Emissions Reduction Division develops and implements Australia's domestic policies and programs to get (and keep) Australia on track to at least 43 per cent reduction in emissions (vs 2005 levels) by 2030, and net zero by 2050. Our work spans the economy, with particular focus on the industrial, transport, agricultural, and land sectors, and we work closely with colleagues in the Energy group. Our strategies and advice are complemented by the divisions oversight and policy advice for the Clean Energy

Regulator. The Division also delivers the National Greenhouse Accounts and emissions projections, which provide information on Australia's historical, current and projected greenhouse gas emissions, fulfilling international reporting obligations. This data informs the design and tracks the effectiveness of domestic climate action and progress towards emissions reduction targets.

The Carbon Crediting Branch has policy responsibility for the Carbon Credits (Carbon Farming Initiative) Act 2011 (the CFI Act) and Carbon Credits (Carbon Farming Initiative) Rule 2015 (CFI Rule), which is the legislative basis for the Australian Carbon Crediting Unit (ACCU) Scheme. The ACCU Scheme has a critical role in supporting Australia meeting its legislated emission reduction targets of 43% on 2005 levels by 2030 and carbon neutral by 2050, particularly in its role in ensuring the success of the government's Safeguard Mechanism reforms.

Duties

The Job

Calling experienced scientists, talented consultants, industry pioneers and accomplished policy officers. Be part of a new chapter of Australia's climate change journey!

Contribute to the integrity and diversity of one of the country's premier climate change and emissions reduction policies – the Australian Carbon Credit Unit (ACCU) scheme (formally known as the Emissions Reduction Fund). The ACCU scheme offers landholders, communities and businesses the opportunity to run projects in Australia that avoid the release of greenhouse gas emissions or remove and sequester carbon from the atmosphere. The scheme plays a crucial role in providing financial support for emerging technologies and practices that reduce or sequester emissions.

As part of our team, you will have the chance to learn about, and support, a wide range of emerging technologies and practices. You will be responsible for the viability of innovative emissions reduction and carbon sequestration projects within the energy, transport, waste, traditional fire management, agricultural, forestry or blue carbon sectors. You could be supporting the roll out of a diverse range of projects such as converting transport fleets to the use of renewable fuels, improving waste management practices, growing blue carbon stocks, or improving land management practices to drive overall emission abatement in Australia. You will critically assess emissions abatement methodologies (ACCU methods) associated with these projects and ensure incentives under the ACCU scheme are delivering real and additional abatement.

ACCU methods set out the requirements that must be met to receive incentives, and the amount of emission abatement that can be attributed to projects. As part of your work you will need to understand the science behind the proposed project types. However, the job also requires complex policy consideration of the scientific, technological, regulatory and financial contexts in which proposed projects occur to determine whether that abatement will actually be driven by the scheme or would occur in its absence also. It's a job that is sure to keep you excited and engaged!

Multiple roles are available at our growing Department, with some staff likely to transition to the new Carbon Abatement Integrity Committee Secretariat once it has been established. The secretariat will advise the Integrity Committee and be responsible for carrying out independent analysis and assurance of scheme methods.

Roles are available across Australia, with Departmental offices established/being established in every state and territory and the opportunity to work flexibly.

Depending upon the exact role in the Branch, duties may include all or some of the following:

- developing well-researched policy and policy advice that aligns with the agency's strategic objectives for various decision-making bodies, senior management and other decision makers
- researching, interpreting and applying legislation, in particular abatement methodology requirements and integrity offset standards
- providing high-level analysis and expertise on emissions avoidance technologies or sequestration practices within the energy, transport, waste, traditional fire management, agriculture, forestry or blue carbon sectors
- liaising, consulting and negotiating with expert groups and a range of internal and external stakeholders to facilitate the resolution of complex matters
- critically analysing abatement methodologies for a wide range of industries and technologies
- participating and presenting in forums and committees
- preparing Ministerial briefs, briefing papers, draft reports, website materials, Ministerial correspondence and discussion papers for review by executive level employees
- supervising staff.

Eligibility

What we are looking for

Knowledge and experience

We are looking for people with qualifications or experience in:

- emissions avoidance technologies or sequestration practices within the energy, transport, waste, traditional fire management, agriculture, forestry or blue carbon sectors, OR
- emissions accounting or modelling, OR
- carbon market policy – in particular the application of principles like additionality, OR
- measurement or evaluation.

Skills and capabilities

You will have:

- an inquisitive mind: you will need to question and critically analyse proposals
- the ability to work with technical data (including spatial data), to understand technical information and communicate it in plain

English

- stakeholder engagement or communication skills (including the ability to engage sensitively and effectively with First Nations people)
- the ability to question and provide guidance to people with ideas on how to drive abatement in new or existing sectors.

Desirable qualifications

- a degree in science, law, economics, engineering or other related fields.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 3 years in total. Should the position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Verena Pichler, 0403 113 651
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0726023

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

Closing Date: Sunday 16 July 2023

Emissions Reduction
Method Development & ERAC Secretariat Land and sequestration methods,
Emissions Avoidance and Method Reform, and ERAC Secretariat

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Hobart TAS
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/2498
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

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Roles are available across Australia, with Departmental offices established/being established in every state and territory and the opportunity to work flexibly.

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- researching, interpreting and applying legislation, in particular abatement methodology requirements and integrity offset standards
- providing high-level analysis and expertise on emissions avoidance technologies or sequestration practices within the energy, transport, waste, traditional fire management, agriculture, forestry or blue carbon sectors
- liaising, consulting and negotiating with expert groups and a range of internal and external stakeholders to facilitate the resolution of complex matters
- critically analysing abatement methodologies for a wide range of industries and technologies
- participating and presenting in forums and committees
- preparing Ministerial briefs, briefing papers, draft reports, website materials, Ministerial correspondence and discussion papers for review by executive level employees
- supervising staff.

Eligibility

What we are looking for

Knowledge and experience

We are looking for people with qualifications or experience in:

- emissions avoidance technologies or sequestration practices within the energy, transport, waste, traditional fire management, agriculture, forestry - blue carbon sectors, OR
- emissions accounting or modelling, OR
- carbon market policy – in particular the application of principles like additionality, OR
- measurement or evaluation.

Skills and capabilities

In addition to having relevant knowledge and experience, you will possess:

- an inquisitive mind: you will need to question and critically analyse proposals
- the ability to work with technical data (including spatial data), to understand technical information and communicate it in plain English
- stakeholder engagement or communication skills (including the ability to engage sensitively and effectively with First Nations people)
- the ability to question and provide guidance to people with ideas on how to drive abatement in new or existing sectors.

Desirable qualifications

- a degree in science, law, economics, engineering or other relevant disciplines.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 3 years in total. Should the position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Verena Pichler, 0403 113 651
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0726003

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 16 July 2023

Chief Operating Officer
Workforce Capability and Assurance

Job Title	HR Advisors, Recruitment
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,234 - \$97,832
Classification	APS Level 5; APS Level 6
Position Number	50004641, 50004480
Agency Website	https://www.acic.gov.au/

Job Description

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

These are permanent opportunities to develop your career and contribute to the disruption of organised crime. The Australian Criminal Intelligence Commission (ACIC) is seeking experienced HR/Recruitment Advisors to join their Workforce Services section – a diverse HR team that will support you to expand your skills in Recruitment while offering opportunities to develop your HR skills more broadly.

Our experienced **APS6 HR Advisors** (Recruitment) manage their own specific portfolio and play a critical role in working strategically with their business areas to identify current and future recruitment needs, and provide expert advice to scope best practice and strategic recruitment approaches while building rapport and trust with their stakeholders. They are subject matter experts when it comes to the application and provision of recruitment related advice under the *Public Service Act 1999* and *Australian Public Service Commissioner's Directions 2022*.

Our **APS5 HR Advisors** (Recruitment) provide advice and administrative support to ACIC stakeholders in relation to the recruitment and selection of staff, including secondment arrangements. An imperative support role within the team, they have the ability multi-task and manage conflicting priorities to a high standard, while building rapport with stakeholders at all levels. Professional communication skills, initiative and attention to detail is paramount to succeed in this role.

Both positions perform back-end user functions in the ACIC's online recruitment system, contribute content to the team's intranet and internet pages, and draft recruitment and selection documentation for use of the selection panel. They provide a major

contribution to process improvement, policy and strategy development initiatives and support their implementation through the provision of advice and training to ACIC colleagues.

Experience providing back-end user support in and reporting from an online recruitment solution, preferably HireRoad (eRecruit), will be highly regarded.

Duties

Our ideal candidate

- Has the ability to communicate effectively and professionally with stakeholders at all levels. APS6 candidates will also demonstrate experience in working strategically with business areas in relation to the provision of recruitment advice under the relevant public service legislation.
- Demonstrates a track record of identifying and implementing innovative processes and workflows.
- Demonstrates an ability to multi-task and organise a diverse, fast-paced and high-volume workload with strong attention to detail.
- Has the ability to collaborate effectively with team members, including the ability to maintain effective relationships, whilst working with a high degree of autonomy and discretion.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS, unless the agency head has agreed otherwise, in writing. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQI+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2022 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect

intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Amy, 02 6268 7161
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0725968

Australian Federal Police

Closing Date:Monday 17 July 2023

Job Title	Strategy and Performance Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$102,927 - \$113,563
Classification	APS Level 6
Position Number	11820
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/11820/>

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 mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member – Strategy & Performance Office (SPO). SPO is responsible for setting strategic priorities and direction for the AFP, identifying and driving performance improvement.

Vacancies exist in a number of teams, including:

- Budget Policy
- Business Planning
- Cabinet Coordination

These roles are responsible for the delivery of enterprise wide strategy, policy, and providing strategic advice to the AFP executive to inform decision making.

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

What will you do?

As a Team Member, you will be part of a dynamic team, and will be expected to:

- Demonstrate a strong understanding of the role of the AFP;
- Build and maintain collaborative relationships with a range of internal and external stakeholders;
- Draft strategic advice to AFP Executive that is cognisant of operational drivers and the broader operating environment of the AFP and the government of the day;
- Communicate effectively, including demonstrating the ability to adapt your communication style based on your audience;
- Manage ambiguous ad-hoc tasks;
- Promote better organisational understanding of government processes, and the AFP's strategic approach to matters; and
- Support organisational change.

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.
- Experience working within a team to provide strategic policy advice or to coordinate and implement an internal reform agenda.

Desirable Requirements

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

- Demonstrated ability to lead, model and enable a positive and inclusive culture; support the professional development of yourself and team members; and foster continuous improvement of team and broader organisational practices.
- Demonstrated ability to achieve results in a fast paced and dynamic environment, leveraging prioritisation skills and modelling enthusiasm and resilience in responding to uncertainty and change.
- Demonstrated high-level communication and collaboration skills in an environment that has multiple internal and external stakeholders.

Notes

- This position is an AFP Band level 6.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion

Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Rachel Bodman, (02) 5126 7531
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/11820/

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Attorney-General's

Vacancy VN-0725930

Comcare

Closing Date: Sunday 16 July 2023

Corporate Group
Technology and Information Management Team

Job Title	Assistant Director End User Computing
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	02031
Agency Website	

Job Description

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

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information. The Client Services team within the team provides a responsive and respectful frontline support within Comcare's ICT environment. This team provides resolution and guidance in the management of service requests, incidents and ICT asset management.

Duties

The Assistant Director will be responsible for ensuring that the Technology Service Desk and End User Computer services are available, operational and consistently delivering a high level of service to meet business needs. They will mentor and provide technical guidance to the team, working collaboratively with IT colleagues and the wider business. Ensuring that all IT support requests and incidents are handled in an efficient and cost-effective manner while meeting the agreed service level agreements.

Eligibility

Mandatory Experience

Understanding of ITIL (Information Technology Infrastructure Library)
Experience working with enterprise computing platforms.

Security Clearance

Ability to obtain and maintain a Negative Vetting 1 Security Clearance.

Specific Conditions

Some domestic travel is required, including overnight absences
Participate in an after-hours on-call roster
After-hours work may be required.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work

and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Dilpreet Grewal, 02 6225 2350
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0725938

Comcare

Closing Date: Sunday 30 July 2023

Regulatory Operations Group
Regional Operations NSW

Job Title	WHS Inspectors and Senior Inspectors
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Newcastle NSW
Salary	\$83,101 - \$102,773
Classification	APS Level 5; APS Level 6
Position Number	Several
Agency Website	

Job Description

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

The Regulatory Operations Group has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of

workers.

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG) and administers the *Work, Health and Safety Act 2011* (WHS Act) through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

Duties

WHS Inspectors play a vital role in workplace health and safety by helping employers understand their work health and safety responsibilities, fostering a cooperative and consultative approach with workers and their representatives and by taking appropriate action when non-compliance is found.

WHS Inspectors undertake a range of Work Health and Safety (WHS) regulatory activities in accordance with relevant legislation, policy and procedures. The work includes: WHS related prevention programs and campaigns, stakeholder engagement and dispute resolution, presentations, inspections and investigations across a wide range of industries and risk factors (physical and psychosocial).

The role requires working as a member of a team, assisting to mentor less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions, and federal and state government agencies.

Eligibility

Security Clearance

Ability to obtain and maintain a Baseline Security Clearance

Specific Conditions

- Achieve and maintain appointment as an Inspector under the WHS Act
- Hold and maintain a motor vehicle driver licence for at least a motor car
- Some intra and interstate travel is required, including overnight absences
- Participate in an after-hours on-call roster (where operational necessities dictate)
- Diploma of Government (Workplace Inspection) or obtain within 18 months of engagement.

Notes

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

About the Comcare

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

To Apply

Position Contact	Brett Gardiner, 02 8218 3709
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0726015

Comcare

Closing Date: Sunday 16 July 2023

Corporate Group
Technology and Information Management Team

Job Title	Assistant Director Service Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	01570
Agency Website	

Job Description

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

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information. The ICT service delivery Team is responsible for providing responsive, reliable, and respectful operational technical support services to Comcare's business.

Duties

Lead and manage the Technology Service Delivery Team which is focussed on the delivery of responsive, reliable, and respectful support services and technology solutions to support Comcare's business operations.
Develop and maintain a strong client focussed technology service culture and Initiate and drive continuous improvement.

Eligibility

Mandatory Experience

Experience in Service Delivery Management.
ITIL Foundations certified and demonstrated working knowledge.

Security Clearance

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>

About the Comcare

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

To Apply

Position Contact	Dilpreet Grewal, 02 6225 2350
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0725957

Federal Court of Australia

Closing Date:Friday 14 July 2023

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate (FCFCOA)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	6142
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

The Deputy Associate is part of a team who assist the Judge in the day-to-day management of Chambers and Court. The role of the Deputy Associate is to assist the Associate and deputise for them when they are on leave or on circuit.

Duties

1. Undertake the Court Officer role.
2. Assist the Associate in the day-to-day running of chambers including responding to enquiries.
3. Manage chambers in the absence of the Associate.
4. Assist the Associate in updating the Court's case management system and the Judge in the preparation of orders and typing of judgments.
5. Undertake legal research as required by the Judge.
6. Other duties as required.

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels.
2. Demonstrated organisational skills, including the ability to manage several processes at once.
3. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
4. The ability to adapt to changing situations and priorities and participate in collective work practices.
5. The ability to travel on circuits.
6. Experience in a legal environment.

Other Requirements

1. Legal qualifications is desirable.
2. Ability to undertake legal research as required by the Judge.
3. The ability to travel on circuits as required.

Notes

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Venicia Godbee, 0436 601 946
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0725488

Department of Defence

Closing Date: Sunday 16 July 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Business Manager (BST)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/05638/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1A3E484B-A1AA-8CEF-DBEF-D1BF6DDF86C3>

Duties

The Role

The Business Manager sits within the Business Services Team (BST) and supports the Air Training and Aircraft Commons Systems Program Office (ATACSPO).

This position ensures the integration and efficient operation of business services to a busy Systems Program Office (SPO) geographically spanning locations across RAAF Base East Sale, Defence Plaza Melbourne and Canberra.

This role is responsible for assuring that SPO staff are competent and comfortable working in a compliant manner across the breadth of the ATACSPO Management Systems to provide transparent visibility of Products and Projects. Importantly, this role is responsible for strategic workforce management of all types across Defence (ADF), Australian Public Service (APS) and Above the Line Contractors.

This position manages the critical functions of Workforce Management, Induction, Security, Records Management, Group Operating Budget (GOB) Management, IWP Procurement Management, Corporate Tasking, Accommodation Management, Office Supplies and Vehicle Coordination and general business matters such as Unit History Reporting, Routine Instructions, and provision of Executive support to the SPO Battle Rhythm.

About our Team

As part of the Joint Aviation Systems Division (JASD) within Capability Acquisition and Sustainment Group (CASG), the Air Training and Aviation Commons Systems Program Office (ATACSPO) delivers Pilot Training, Air Mission Training assets, Ground Support Equipment (GSE) assets and Test and Measurement equipment (T&ME) assets in support of Defence Capability and Operations.

ATACSPO is located in Regional Victoria at the RAAF Base East Sale with offices also located within the Melbourne CBD and some staff located in Canberra. ATACSPO offers a work environment that has a unity of purpose which recognises and utilises individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast-paced environment as part of a diverse (Australian Defence Force personnel, Australian Public Service personnel, and Contractors to Defence) and inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team.

ATACSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations. The position offers an attractive remuneration package, including generous employer superannuation contributions, leave benefits and flexible working arrangements.

Our Ideal Candidate

The successful candidate will have a proven record of achieving organisational goals whilst contributing to a high-performing team. The skills that we seek in you:

- Demonstrated people leadership or team management experience in an operational or service delivery environment
- Highly developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders
- Is able to confidently work collaboratively across a broad range of stakeholders

- Demonstrated ability to think critically, identify issues and drive continuous improvement activities
- The ability to research policy and procedure and determine practical outcomes that achieve objectives
- Proven experience in providing detailed professional and policy advice about complex work
- The ability to forward plan a workload and the agility to reprioritise at short notice
- Strong business acumen skills and the ability to make competent decisions based on this knowledge

In turn, we will provide you with the following:

- Performance-related salary progression
- 15.4% superannuation
- Negotiated flexible work arrangements
- Ongoing training and development
- Annual Leave of 20 days per year
- Personal/Carers Leave of 15 days per year
- An additional day of leave per calendar year in addition to regular leave
- Christmas Stand Down (a paid break during the Christmas and New Year period in addition to standard leave)
- A range of Parental and Reservist leave
- Several health, well-being, diversity and inclusion networks
- Defence Employee Assistance Program provided by Converge International

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	Shelley Battams, 03 5169 9085
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A3E484B-A1AA-8CEF-DBEF-D1BF6DDF86C3

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Defence

Vacancy VN-0725589

Department of Defence

Closing Date: Sunday 16 July 2023

Chief Information Officer Group
ICT Operations Division

Job Title	SIEM Engineering and Automation
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CIOG/05365/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2C4DEA8C-88A9-14C5-B9CC-D1BFAA20BC8E>

Duties

The Role

The Insider Threat and Investigative Support Directorate, under the Defence Chief Information Security Officer, is looking for an EL 1 Information Security Specialists to lead our Security Information and Event Management (SIEM) Engineering and Automation section.

The Assistant Director for SIEM Engineering and Automation will lead a team of system engineers and/or security specialists in data engineering, design and implementation of capability improvements, and detection methodologies to identify the presence of potential insider threats to Defence in support of warfighting preparedness and support capabilities.

In addition to EL 1 administrative duties they are responsible for:

- Management of the ITIS SIEM to align detection use cases with cyber threat vectors to monitor and identify malicious or risky behaviours on ICT systems.
- Complex problem solving and coordination activities, enabling detailed, time sensitive work in support of operational and strategic outcomes.
- Maintaining capability and technical competency within a high performing team in an operational environment.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence

to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

Applicants engaged into a BDCP position must consider the following:

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

About our Team

The Directorate of Insider Threat and Investigative Support (ITIS) is a highly skilled team of ICT Security Specialists whose focus is the proactive detection and timely response to insider threats and behavioural driven cyber security concerns within the Defence Enterprise portfolio.

ITIS provide threat investigation support services across the Defence portfolio to understand the risk to Defence information from user driven concerns. ITIS members have access to field leading information shared across our government partnerships, contemporary tools, commercial and on the job training, and other support mechanisms to enable them to achieve high quality, responsive, and dynamic outcomes for Defence and its customers.

ITIS consists of a diverse workforce of complimentary skillsets and is inclusive of APS, ADF, and contractors. ITIS routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, exploring new opportunities for continuous improvement and collaboration.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate:

- A strong technical background, with a focus on cyber security, data analytics and data engineering.
- Strong knowledge of networking protocols, and both system and application event logging.
- Experience managing SIEM or similar capabilities to monitor user based cyber threat vectors.
- Experience providing subject matter expertise, clear technical direction, and unique advice and assistance on cyber security challenges to stakeholders.
- Experience in analytical comparisons, behavioural analysis and/or research activities to meet the current and future information and cyber security needs of stakeholders.
- Experience leading or participating in initiatives to develop information and cyber security solutions.
- Experience managing personnel resources to ensure technologists develop and maintain competency to perform assigned tasks to the standards required.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Carolyn Bolling, 02 5109 3882
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C4DEA8C-88A9-14C5-B9CC-D1BFAA20BC8E

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Defence

Vacancy VN-0725647

Department of Defence

Closing Date: Sunday 16 July 2023

Joint Capabilities Group
Joint Support Services Division

Job Title	Assistant Director Engagement
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	JCG/05194/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=63C8CF7F-538A-B6E9-8C71-D1BFE4195E2D>

Duties

The Role

The Assistant Director Engagement will lead a newly established team created in the ADF Cadets Directorate within Joint Support Services Division.

The role is responsible for providing high-quality responses to ministerial requests, strategic communication advice and support, through a small embedded team in the respective Service cadet headquarters. Quality stakeholder engagement is a fundamental requirement of the role.

The applicant will require excellent team leadership and interpersonal skills with the ability to liaise, collaborate, build and maintain productive relationships within the ADF Cadets Directorate, Joint Support Services Division and the respective Service cadet organisations. Strong written and verbal communication skills are essential.

The successful applicant will be adept at providing strategic advice to senior management and stakeholders as well as leading and assuming responsibility for complex work that may have strategic, political or reputational significance.

About our Team

Joint Support Services Division (JSSD) provides a range of capabilities and support services including Gender, Peace and Security; Youth Policy, Programs and Training; Youth Protection and Reporting; ADF Sports; Military Legal Service; and Reserve and Employer Support to contribute to Defence capability and preparedness.

The ADF Cadets Directorate within Joint Support Services Division provides complementary supporting and enabling functions, and seeks to achieve standardisation across the three ADF cadet programs, where practicable, for policy, administration and youth protection. This is a collaborative approach between the respective ADF cadet programs administered by Navy, Army and Air Force. It does not command the cadet organisations - they are commanded, resourced and administered by their respective Services.

Our Ideal Candidate

The ideal candidate will have the skills and attributes to achieve the following:

- Lead a team; creating and setting a positive work attitudes and an inclusive work culture.
- Set key strategic goals and priorities and contribute to the development of an ADF Cadets Strategy.
- Lead, coordinate and draft responses to Government and ministerial correspondence, such as advice for Ministers and Senate Estimates.
- Review, interpret and respond to time-critical requests for information for consolidated responses on ADF cadet issues.
- Deliver high-quality internal and external communication strategies in support of ADF Cadet objectives, provide oversight of the production of targeted communication products including events, speeches, social media and media materials, and contribute to Defence publications and reports.

- Identify and provide strategic advice on communication and media risks and opportunities.
- Provide strategic coordination and management of the ADF Cadets Patron, develop event briefings and visit programs.
- Provide strategic level advice to the Director ADF Cadets, and through them to the Deputy and Head ADF Cadets as required.
- Build and sustain effective relationships with all relevant stakeholders.
- Work collaboratively and across the Cadet organisations to deliver 'One Cadet' outcomes.
- Interpret and comply with legislative, policy and regulatory frameworks.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Alex DeValentin, 02 5109 7761
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=63C8CF7F-538A-B6E9-8C71-D1BFE4195E2D

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Defence

Vacancy VN-0725648

Department of Defence

Closing Date: Sunday 16 July 2023

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	AF/05124/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=943C2987-4248-29BF-A1D3-D1BFE471AF37>

Duties

The Role

The Policy Officer is responsible for assisting the Senior Policy Officer to mature and manage Air Force's governance functions for Data Management. As part of the Data Strategy & Policy team, the Policy Officer provides effort for the development and implementation of Air Force Data Management policies and procedures are current and supporting the maturation of Air Force's data-informed decision making, by:

- Under direction, providing advice to Air Force on the effective implementation of data management policies and procedures;
- Assisting in the provision of training and advice on data management behaviours and practices, including ad hoc responses to queries and issues;
- Under direction, assisting in the maintenance of policies, procedures, and guidance;
- Assisting in the management and coordination of the directorate's communications efforts, including intranet pages, stakeholder forums, Information Management updates and other products.

About our Team

Situated within Air Force Headquarters, the Information and Data Governance – Air Force (IDG-AF) directorate is charged with enabling Air Force to manage and use its information assets to support timely and effective decisions. To achieve this, IDG-AF provides an array of information and data governance, policy, education, and compliance capabilities to Air Force.

IDG-AF has three teams that work closely together to achieve outcomes in a complex and interconnected domain this role is part of the Information Management team.

Data Policy & Strategy's (DPS-AF) purpose is to mature and manage Air Force's governance functions for data management. The DPS-AF team ensures data management policies and procedures are current, align with broader Defence policies and legislation, data quality and standards across AF, and supporting the maturation of AF's data-informed decision making.

Our Ideal Candidate

You will be a person with a passion for how organisations can better use data to inform decisions through a variety of avenues, including governance structures and practices, organisational redesign, process redesign, and technology solutions. You will be:

- Highly motivated and solutions focused, with the ability to present ideas persuasively.
- A critical thinker, skilled listener, and effective communicator.
- Able to demonstrate strong writing skills, particularly in the crafting of internal policy documents.
- Able to work in a collaborative team environment and achieve shared objectives.
- Willing to challenge the traditional ways of doing business.
- Trustworthy, transparent and possess the highest levels of integrity.
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jamie Zimmermann, 02 5131 3846
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=943C2987-4248-29BF-A1D3-D1BFE471AF37

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Defence

Vacancy VN-0725661

Department of Defence

Closing Date: Sunday 30 July 2023

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Senior Data Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	AF/03520/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FDB750C2-BF7B-1CD1-C62C-D1BFE59B6AB7>

Duties

The Role

The Senior Policy Officer is responsible for assisting the Deputy Director of Data Strategy & Policy – Air Force to mature and manage Air Force's governance functions for data management. As part of the Data Strategy & Policy team, the Senior Policy Officer provides expertise for the development and implementation of Air Force data management policies and procedures are current and supporting the maturation of Air Force's data-informed decision making, by:

- Assisting in the development of Air Force's strategy for ongoing enhancement of its data capabilities;
- Leading the maintenance of policies, procedures, and guidance related to Air Force data management;
- Providing advice to Air Force on the effective implementation of data management policies and procedures;
- Assisting in the management and coordination of the directorate's communications efforts, including intranet pages, stakeholder forums, information management updates and other products.

Our Team

Situated within Air Force Headquarters, the Information and Data Governance – Air Force (IDG-AF) directorate is charged with enabling Air Force to manage and use its information assets to support timely and effective decisions. To achieve this, IDG-AF provides an array of information and data governance, policy, education, and compliance capabilities to Air Force.

IDG-AF has three teams that work closely together to achieve outcomes in a complex and interconnected domain this role is part of the Information Management team.

Data Policy & Strategy's (DPS-AF) purpose is to mature and manage Air Force's governance functions for data management. The DPS-AF team ensures data management policies and procedures are current, align with broader Defence policies and legislation, data quality and standards across AF, and supporting the maturation of AF's data-informed decision making.

Our Ideal Candidate

You will be an experienced policy officer with a passion for how organisations can better use data to inform decisions through a variety of avenues, including governance structures and practices, organisational redesign, process redesign, and technology solutions. You will be:

- Highly motivated and solutions focused, with the ability to present ideas persuasively.
- A critical thinker, skilled listener, and effective communicator.
- Able to demonstrate strong writing skills, particularly in the crafting of internal policy documents.
- Able to work in a collaborative team environment and achieve shared objectives.
- Willing to challenge the traditional ways of doing business.
- Trustworthy, transparent and possess the highest levels of integrity.
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jamie Zimmermann, 02 5131 3846
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FDB750C2-BF7B-1CD1-C62C-D1BFE59B6AB7

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Defence

Vacancy VN-0725701

Department of Defence

Closing Date: Sunday 16 July 2023

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Project Cost Estimator/Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ADFHQ/05947/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7BD115FC-B96B-65D9-391B-D1C01E68B27A>

Duties

Your Role

This position supports portfolio cost estimation and modelling to shape the future force. It involves providing detailed advice relating to complex work, contributing to strategic planning, and program and project management. You will analyse options in consultation with stakeholders to provide data-based evidence to support senior decision makers.

The role involves complex problem solving, risk and issues management and may include sensitive projects of strategic, political or operational importance.

You will work under limited direction within an integrated workforce and may be required to lead a team, building the capability and quality of work within the area.

Responsibilities include:

- Assisting with management and delivery of defensible cost models and assurance within the designated scope and time period
- Effectively managing internal and external stakeholders
- Developing productive relationships with subject matter experts and other government agencies
- Supporting business functions such as contract management, compliance with legislation and security protocols, information management, and process and procedure development.

Our Team

Force Structure Cost Analysis (FSCA) Directorate is the lead for generating initial cost estimates for Defence projects prior to entry into the Defence Integrated Investment Portfolio. The

Directorate's primary outcome is to provide and assure robust, defensible cost estimates to inform decisions about the prioritisation of future Defence Capability, Information and Communications Technology and Security and Estate projects.

FSCA Directorate supports Force Options and Plans (FOAP) Branch in delivering affordable and achievable optimum joint force options. The understanding and trust of the Department's Senior Leaders and Central Agencies is maintained through credible costing methodologies and regular engagement with stakeholders. This appointment is of strategic importance for the VCDFE.

The Directorate's vision is for a strategic and innovative workplace, with a positive, professional, high performing and inclusive workforce. Our focus is on achieving results, delivering quality products and building professional reputation through how we work as a team and with others.

Our Ideal Candidate

You will be able to work collaboratively with APS, military and contractor personnel to deliver cost estimation functions supporting future force design.

We are seeking a candidate who:

- Has experience or a high level of interest in project cost estimation
- Has, or can rapidly acquire, understanding of Defence policy and strategic objectives, including recent directives
- Has outstanding time management and organisation skills
- Ensures attention to detail
- Is able to action tasks within tight deadlines
- Promotes positive working relationships
- Possesses excellent written and verbal communication, negotiation and interpersonal skills
- Has a demonstrated ability to work in a multi-disciplinary integrated workforce, and
- Communicates confidently and collaboratively to effectively manage key stakeholder relationships

The ideal candidate will respond flexibly to changing contexts and priorities in the Defence environment. You will be a leader who provides guidance to ensure your team are sensitive to Defence strategic direction and equipped to excel in their capabilities. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Elyse Taylor, 02 6265 1844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7BD115FC-B96B-65D9-391B-D1C01E68B27A

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Defence

Vacancy VN-0725703

Department of Defence

Closing Date: Sunday 16 July 2023

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Integrated Product Support Officer - Acquisition Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Edinburgh SA, Williamtown NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/05922/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=412C67E8-21CC-F296-E10D-D1C01E7EE4A4>

Duties

The Role

SRSPo's Project Management Unit (PMU) is responsible for delivering a significant program of capability acquisitions, including AIR7000 Phase 2 – P-8A Poseidon capability and common ADF Aeronautical Life Support Equipment, over the next 10 plus years. As an Integrated Product Support (IPS) specialist in SRSPo you will be required to:

- Scope and establish the in-service Support System requirements for each capability being acquired thereby ensuring the capability can meet the ADF's preparedness requirements,
- Oversee the outputs of contracted Service Providers embedded within the PMU,

- Work with external stakeholders and industry partners. In this position you will also assist the

EL1 Integrated Logistics Support (ILS) Manager with developing and implementing IPS policies, plans, processes and procedures for the various SRSPO acquisition programs. As a specialist, you will also be expected to assist with the development of the broader IPS workforce, especially for junior officers and graduates.

The current advertised vacancy is located in Edinburgh SA. However, remote work arrangements located out of Defence bases in Canberra, ACT or Williamstown, NSW may be considered for the successful applicants. A merit list will also be created during this recruitment process for any future vacancies in either SA, ACT and NSW.

About our Team

Surveillance and Response Systems Program Office (SRSPO) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the P-8A Poseidon and AP-3C (Electronic Warfare) aircraft systems.

SRSPO also acquires and supports common Aeronautical Life Support Equipment (ALSE) used on air vehicles operated by the RAAF, Navy and Army. In the future we will also support the MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system.

At SRSPO we are passionate about working collaboratively with our stakeholders and industry partners to ensure the necessary acquisition, sustainment and regulatory requirements are fulfilled. We do this to support the warfighter and achieve the Department of Defence's strategic and operational objectives.

We offer an interesting and supportive work environment, a range of wellbeing activities and flexible work arrangements including the ability to work from home.

Our Ideal Candidate

The right person for this role will ideally have a suitable level of knowledge and experience in scoping, developing, acquiring, transitioning, managing and optimising the products and services that make up a Capability's Support System. Ensuring availability when and where required; sustainable for the period required; and affordable. Ideally you will also have had some experience working in the delivery of complex projects specifically within the Australian Defence sector. You should also be able to demonstrate:

- Well-developed communication, negotiation and stakeholder engagement skills;
- High level organisational skills,
- Self-drive and initiative with the ability to influence others to achieve tasks and business objectives, and;
- The ability to operate effectively in a multi-discipline team based environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Christopher Kenny, (08) 7374 2601
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=412C67E8-21CC-F296-E10D-D1C01E7EE4A4

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Defence

Vacancy VN-0725704

Department of Defence

Closing Date: Sunday 30 July 2023

Air Force
Air Command Australia

Job Title	Technician - Communications
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$62,863 - \$83,700
Classification	
Position Number	AF/05795/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=70401659-DEE8-C06C-9664-D1BFE79DF943>

Duties

The Role

The Communications Technician will perform the following activities:

- Perform the duties of a Tradesperson, Self-Certifying Tradesperson, or Trade Supervisor for preventative and corrective maintenance of Air Traffic Management systems and ancillary equipment.
- Undertake technical investigations to identify and rectify faults or maintenance deficiencies, and generate technical reports as required.
- Perform a Technical Operations Monitoring function and duty technician function (including callouts) as required.
- Operate hand and power tools in varying work conditions such as heights, confined spaces and outdoor conditions.
- Manage and maintain spares, publications, support equipment and tooling.
- Complete the computerised maintenance documentation, and compile maintenance reports as required.
- Carry out all workplace activities in accordance with WHS and technical regulatory requirements.
- Provide junior maintenance staff with guidance and technical leadership.
- Undertake shift work and/or weekend work if required.
- Build and sustain positive relationships as an effective team member.

About our Team

As part of a small team of technicians you will carry out technical maintenance activities in support of 453 Squadron Air Traffic Management communication systems and ancillary equipment at RAAF Base Edinburgh in support of operational maritime patrol missions and cutting edge test flying activities.

Our Ideal Candidate

- The ideal candidate will be an experienced Tradesperson, Self-Certifying Tradesperson, or Trade Supervisor, in the preventative and corrective maintenance of Air Traffic Management systems and ancillary equipment.
- They will have a deep commitment to the Defence Values, and an appreciation of the role that Air Traffic Management plays in the generation of Air Power for Australia.
- They will be able to problem solve and overcome unique challenges through analysis and fault-finding techniques.
- Additionally, they will have a good attitude and professional work ethic that aligns with Defence values.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework AQF 3, AQF 4 or AQF 5 in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Craig Buchanan, 0419 984 923
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=70401659-DEE8-C06C-9664-D1BFE79DF943

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Defence

Vacancy VN-0725717

Department of Defence

Closing Date: Sunday 16 July 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Technical Maintenance Officer
Job Type	Full-Time, Ongoing
Location	Waverton NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NSSG/05761/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9E08DD83-6986-67A9-4DAD-D1C020BA3698>

Duties

The Role

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We have multiple vacancies across all levels from EL 2 to APS 4 for candidates with skills and experience in policy development, governance, project and program management, procurement and contract management, engineering, materiel logistics and a range of technical disciplines.

We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence. We are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways.

We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services. We offer competitive salary packages including superannuation, relocation costs and flexible arrangements for suitable candidates.

About our Team

The key objective of the Mine Warfare and Clearance Diving Systems Program Office (MCDSPO) is to acquire and sustain Mine Warfare, Clearance Diving and Hyperbaric assets so the ADF can fight and win in the Maritime environment. The MCDSPO is responsible for the sustainment and through-life support of the Mine Hunter Coastal Vessels, Deployable Autonomous and Robotic Mine Warfare Systems, Sail Training Ship Young Endeavour, Mine Clearance Diving and Hyperbaric Systems, and General and Specialist Dive Equipment.

The Deployable Autonomous and Robotic Mine Warfare Systems includes a number of systems such as the Influence Mine Sweeping System comprised of Magnetic Dyads, Acoustic Generators and Unmanned Surface Vessels, Deployable Mine Counter Measures including Autonomous Underwater Vehicles, Mine Neutralisation and a number of support boats. These systems are sustained in partnership with a number of industry partners with varied contracting arrangements

Our Ideal Candidate

The ideal candidate will provide technical life support knowledge and advice, engaging with stakeholders to deliver and exercise appropriate technical delegations in line with relevant legislative, policy and regulatory frameworks. They will have the ability to quickly gain relevant information on diving systems/ hyperbaric systems and have experience with the planning and execution of maintenance activities through a contracted service provider.

The ideal candidate will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will be able to effectively engage with diverse stakeholders and will be able to exercise sound judgement to achieve organisational aims and outcomes.

They will provide detailed life support technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. The ideal candidate will have auditing experience and qualifications and will be able to apply these skills in conducting audits on the conduct of diving/hyperbaric systems equipment maintenance activities.

The ideal candidate will be able to effectively conduct stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	LEUT Christian Gonzalez, 03 5931 9491
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9E08DD83-6986-67A9-4DAD-D1C020BA3698

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Defence

Vacancy VN-0725720

Department of Defence

Closing Date:Friday 14 July 2023

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer Tindal
Job Type	Full-Time, Ongoing
Location	Tindal NT
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	SEG/05954/23,
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EF1B45D8-532C-1B35-A34E-D1C0212735D5>

Duties

The Role

Base Support Officers have considerable stakeholder and customer engagement responsibilities.

You will be required to understand our business and develop a clear understanding of the scope of Security and Estate Group deliverables and the Service Delivery Framework that underpins service integration and collaboration practices to achieve Defences capability outcomes.

You will be required to represent your department at various forums engaging with both internal and external stakeholders with professionalism and confidence.

To be a successful candidate your recognised strengths will be:

- Customer focused - able to hear the voice of the customer and drive improvements in service delivery.
- Strong communication and interpersonal skills and able to collaborate with stakeholders and influence improvements to service quality.
- Ability to adapt to change in a positive and flexible manner.
- Demonstrated ability to think on your feet', consider options and initiate appropriate action.
- Be a 'Team Player'.

About our Team

Security and Estate Group, Service Delivery Division, North Central Zone is currently looking to fill a position at the APS 4 level at RAAF Base Tindal, with the additional intention to create a merit pool to fill further similar vacant APS 4 positions as required.

RAAF Base Tindal is located 17 kilometers from the township of Katherine and just over 320 kilometers south of Darwin. The base and the local community have maintained a close relationship ever since the establishment of Tindal in 1942 (originally called Carson's Airfield), through its use as a bare base from the 1960s until its activation as an operating base in the 1980s. The Katherine region has a multitude of fantastic tourist activities and locations to visit from Nitmiluk National Park and its 13 stunning gorges to the east, to Mataranka's Thermal Pools in the south and the mighty Kakadu and Litchfield National Parks north of Katherine.

The Base Management Team monitors and responds to base service delivery issues, and coordinates the development of whole of base plans (e.g., Safety, Security and Emergency) to ensure currency and consistency with service delivery requirements.

The Team works collaboratively with internal and external stakeholders including Australian Defence Force units and Base Service contractors to assure prescribed product and services standards are met within agreed timeframes, as well as build and sustains effective relationships with team members and actively participate in teamwork and group activities.

The Team also evaluates activities and processes for compliance with legislation, regulation or standards, design and recommend solutions to whole of base operation issues that may be affecting the achievement of desired outcomes.

Our Ideal Candidate

- A customer centric approach to service delivery.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- An ability to working autonomously, and as part of a team.
- A flexible approach while maintaining attention to detail with a dynamic environment.
- An outcomes focus.
- Strong verbal, written and negotiation skills.
- Willingness to learn and be challenged.
- An ability to adapt to change in a positive and flexible manner.

- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further. Come and join us at Tindal in the beautiful Katherine region! **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>

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To Apply

Position Contact	Cameron Allen, (08) 7971 0192
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EF1B45D8-532C-1B35-A34E-D1C0212735D5

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Defence

Vacancy VN-0725727

Department of Defence

Closing Date: Sunday 16 July 2023

Chief Information Officer Group
ICT Operations Division

Job Title	Senior Manager-Coalition Services Integration (SM-CSI)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	CIOG/05636/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6A197ADC-6189-2F6E-8C6E-D1C021626ABD>

Duties

The Role

The Senior Manager-Coalition Services Integration (SM-CSI) is responsible for capability management of coalition systems and services that assure secure interoperability in response to Defence strategic guidance and priorities.

The role includes national requirements capture and interoperability program development informed by key Defence international relationships, continuous service improvement for existing coalition service offerings and integration of transformational programs responding to change in a dynamic international coalition service environment.

The SM-CSI will manage a small team of Subject Matter Experts that will perform national requirements capture and integration of future enabling coalition programs and plans. The SM-CSI role includes representation at coalition partner forums that develop and manage agreed secure information sharing capability programs. You will be responsible for coalition service advice and assistance to Defence.

About our Team

The Directorate of Multinational Relations and Interoperability (DMRI) is a small team including ADF, APS and contractors organised into sub-teams responsible for management of international relationships and work programs that seek to deliver agreed secure information sharing policies and services to Defence.

A key feature of the team effort is to manage the operation of key international interoperability relationships and related work programs in order to develop and maintain specialist coalition service operations. This includes management of bilateral interoperability relationships and multilateral C4 interoperability relationships, for example, the five eyes Combined Communications Electronics Board (CCEB).

The work programs of the relationships enable the development and operation of secure information sharing frameworks, systems and services across the full spectrum of Defence activities from 'battlefield to enterprise'.

Our Ideal Candidate

We offer you a clear set of expectations on your contribution to DMRI, ICT Operations Division and to Defence. The work environment is dynamic driven by established and emerging Defence interoperability partnerships, priorities and business needs.

We are very supportive of all team members and concurrent professional development activities. In return we need you to be able to think strategically, with strong communication skills that can establish and maintain productive national and international working relationships.

You will coordinate and manage established and new international relationships and work programs that will deliver a variety of ICT interoperability policy agreements, procedures and information sharing capability outcomes for Defence.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jacqueline Verco, 0428 801 603
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A197ADC-6189-2F6E-8C6E-D1C021626ABD

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Defence

Vacancy VN-0725728

Department of Defence

Closing Date:Friday 14 July 2023

NAVY
Navy Capability

Job Title	Assistant Staff Officer - Special Projects - Navy
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NAVY/05958/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E3401E91-D475-DB85-A2F8-D1C021748C26>

Duties

The Role

ASO SP-Navy works as part of a team and will be responsible to collate, analyse and manage information from a variety of sources that will be used to inform and develop intelligence and operational documentation including operational risk assessments and recommendations and briefings and reports to support program deliverables for Senior officers and Senior Defence Civilians.

This role will also manage compartmented information and program related activities. This will be achieved through liaison with multiple stakeholders at varying levels including other Defence Department Organisations on intelligence and operational matters. Importantly you must be comfortable briefing senior staff, conducting external audits and leading a small team within a secure compartment. The ability to maintain compliance, understand and work within strict policies and procedures is essential.

About our Team

Special Projects - Navy is a small team of five staff that are entrusted to deliver compartmented information, risk assessments and operational analysis for Navy Headquarters. The team maintains close liaison with operational commands, intelligence organisations and Navy headquarters, working for Submarines branch and the Office of Chief of Navy.

Our Ideal Candidate

Experience in both defence security procedures and maritime operations processes is ideal but not necessary. The successful candidate will work well within a small team and be confident to lead the team, at times, to deliver required outcomes.

The successful candidate will collaborate well with others and can be relied upon to work independently when required. Computer and administration skills are required.

Eligibility

Security Clearance:

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

Notes

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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	Ben Sweetenham, 0424 178 535
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E3401E91-D475-DB85-A2F8-D1C021748C26

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Defence

Vacancy VN-0725741

Department of Defence

Closing Date: Sunday 16 July 2023

Navy
Fleet Command

Job Title	Youth Development and Voyage Coordinator
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NAVY/05563/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2747DA74-7017-13BB-ED23-D1C02214BD13>

Duties

The Role

The Youth Development and Voyage Coordinator is a core member of the Young Endeavour Youth Scheme team, providing expertise pivotal to the effective management and delivery of the Young Endeavour Program.

Key responsibilities include:

- Providing expert advice in youth development, youth safety, sail training and program delivery, applying industry standards and contemporary best practice;
- Undertaking research and program evaluation to inform recommendations, implement changes and update the Youth Development Program Manual and Resource Guide;
- Developing STS Young Endeavour's annual voyage schedule, liaising with Navy and external stakeholders to balance competing priorities and optimise program delivery;
- Managing the biannual ballot (selection of youth participants) and reporting on participation, diversity, accessibility and participant outcomes;
- Developing staff training packages (online) and presenting research and program updates (in person) to colleagues and stakeholders;
- Coordinating community day sails, international exchanges, corporate training and young leaders programs;
- Writing policies, decision briefs, board papers and other business documents.

The Youth Development and Voyage Coordinator also participates in an out-of-hours duty roster when STS Young Endeavour is at sea, and will join two voyages each year (requiring an assessment of fitness for duty at sea).

About our Team

The Young Endeavour Youth Scheme is a Commonwealth program that provides young Australians aged 16-23 with a challenging and inspirational experience at sea aboard the national Sail Training Ship Young Endeavour. Participants develop enduring skills which improve their capacity to participate in education, employment, and civic life.

We are a small team of APS personnel and Naval Reservists, and are responsible for creating the youth development program and voyage plan; selecting and administering the youth who participate; marketing and community engagement; and commercial operations. We work closely with the Navy crew and capability management and sustainment team, and are passionate about delivering a world class development program for a diverse range of young Australians.

As we celebrate 35 successful years, the Young Endeavour Youth Scheme is preparing for the introduction into service of a new, larger, state-of-the-art sail training ship - meaning more young Australians will be able to access our world class youth development program.

Our Ideal Candidate

We are looking for a proactive team player who brings expertise in youth program development and delivery as well as operational planning and coordination; and can work collaboratively to achieve results during a period of organisational change and program expansion.

Our ideal candidate will:

- Demonstrate personal accountability, and the ability to manage competing priorities and execute initiatives to achieve outcomes;
- Enjoy working under limited direction in a fast paced, hybrid work environment;
- Be team orientated, with strong interpersonal skills, capable of working with a wide variety of customers and stakeholders;
- Have proven research skills, a good level of computer literacy, and experience analysing and presenting data to inform program development;
- Bring operational planning experience in the maritime environment, outdoor education sector or similar;
- Demonstrate a sound understanding of Defence Youth Safety Policy and the application of Federal and State legislation related to youth protection.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Jennifer Reilly, 0447 401 677
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2747DA74-7017-13BB-ED23-D1C02214BD13

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Defence

Vacancy VN-0725781

Department of Defence

Closing Date: Friday 14 July 2023

Associate Secretary Group
Office of Associate Secretary

Job Title	Nuclear Legislation and Conventions Legal Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ASG/06016/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=56DA7514-5736-8B8C-5752-D1C0D1B254AF>

Duties

The Role

The Nuclear Legislation and Conventions Legal Officer (APS6) is responsible to assist the Assistant Director Nuclear Regulatory Frameworks with developing and maintaining regulatory controls, through legislation, policy and guidance material, to address hazards and risks to nuclear powered submarines.

The APS 6 will assist in the provision of legal and regulatory advice to the Australian Nuclear Powered Submarine Safety Regulator (ANPSSR).

About our Team

The Regulatory Design team is an integrated civilian and military workforce that draws on high-quality and high-performing team members from diverse backgrounds and disciplines who embody Defence and Australian Public Service values and work every day with a nuclear mindset.

As part of the Regulatory Design team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

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

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

Our Ideal Candidate

We are dynamic organisation-seeking employees who are agile, innovative and energised by high-paced work.

Our ideal candidate will have knowledge of relevant legislation, international conventions, reporting requirements and Australian and International standards.

The candidate will have experience in a legal role with an ability to understand regulatory requirements and governance procedures relating to a regulatory office.

The candidate will possess or have the ability to gain an understanding of the maritime and nuclear international conventions, contemporary regulatory Defence maritime legislation and frameworks and the naval operating context.

Experience with the process of legislative change is highly desired.

Please note NV1 is the base security classification. These positions will require the successful applicants to secure TSPV which will be conditional to their ongoing employment. This needs to be included in their advertising material.

Eligibility

Security clearance:

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

Mandatory Qualifications:

Must have a relevant degree in law (or equivalent qualification) from an Australian university or alternative university.

Hold a graduate diploma in legal practice (or equivalent) and be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory.
Must be eligible to hold and maintain a practising certificate in the Australian Capital Territory.

Notes

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To Apply

Position Contact	ANPSSR Team, anpssr.correspondence@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56DA7514-5736-8B8C-5752-D1C0D1B254AF

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Defence

Vacancy VN-0725783

Department of Defence

Closing Date: Friday 14 July 2023

Associate Secretary Group
Office of Associate Secretary `

Job Title	Facilities Licensing Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	ASG/06014/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F3C88ABD-737D-9046-BDBB-D1C0D1CD50D3>

Duties

The Role

The Director Facilities Licensing is responsible to Assistant Secretary Compliance and Assurance for overseeing the regulation of facility licensing and safety (including nuclear installations) for the Australian Nuclear Powered Submarine Safety Regulator (ANPSSR).

The Director will help establish policies and procedures and will oversee, manage and provide strategic direction to the Facilities Licensing section, including designing, planning and executing compliance, assessment of licence applications and the monitoring regime for nuclear related facilities and nuclear installations. The Director will assist the Head Regulatory Design in the development of an appropriately skilled and motivated workforce that will support the future discharge ANPSSR functions.

About our Team

The Regulatory Design team is an integrated civilian and military workforce that draws on high-quality and high-performing team members from diverse backgrounds and disciplines who embody Defence and Australian Public Service values and work every day with a nuclear mindset.

As part of the Regulatory Design team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

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

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

Our Ideal Candidate

We are dynamic organisation-seeking employees who are agile, innovative and energised by high-paced work.

Our ideal candidate will have demonstrated technical knowledge of the engineering principles of nuclear safety and radiation protection through the application of engineered safety systems (including diversity, independence, and depth) and an awareness of human and organisational factors. Also, a knowledge and preferably experience of working with reactor systems.

Candidates should also have good knowledge of and compliance with legislative frameworks, government decision-making and policy requirements.

Candidates should demonstrate highly developed managerial skills with a record of successfully driving change and being able to respond flexibly and promptly to organisational change.

Please note NV1 is the base security classification. These positions will require the successful applicants to secure TSPV, which will be conditional to their ongoing employment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

A postgraduate tertiary degree in nuclear engineering from an Australian university or alternative university is required.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Associate Secretary Group, Office of Associate Secretary
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F3C88ABD-737D-9046-BDBB-D1C0D1CD50D3

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Defence

Vacancy VN-0725785

Department of Defence

Closing Date: Sunday 30 July 2023

Air Force
Air Command Australia

Job Title	Maintenance Supervisor
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	AF/06064/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BC938C98-298A-D2ED-D6CC-D1C0D1B7080A>

Duties

The Role

The Maintenance Manager is responsible for managing the maintenance activities a small team of technicians on Aviation Navigation Support equipment such as Instrument Landing Systems, Voice switch systems, Tactical Air Navigation systems and AGA radio networks. The position supports the safe conduct of Air Traffic Control at RAAF Base Edinburgh.

Responsibilities for this role include, but are not limited to:

- Directing maintenance tasks,
- Identifying training requirements within the team,
- Communicating maintenance requirements to maintenance personnel,
- Ensuring maintenance activities are conducted within regulatory frameworks (DASR).

This role provides opportunities for developing skills and knowledge through participation in workshops, courses and on the job training.

The role does not require members to work shifts, but requires members to be proficient with computers (email etc.)with training provided for use of Defence specific systems.

Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the Defence Enterprise Agreement 2017-2020. This may include additional remuneration and/or the variation of other conditions. In these cases, total remuneration will comprise of base salary + IFA additional remuneration + superannuation.

About our Team

As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- Computer Use,
- Generic screen based,
- Lifting 0-15kg,
- Manual dexterity/manipulation,
- Works outdoors,
- Requirement to wear personal protective equipment (PPE)

Our Ideal Candidate

The Maintenance Manager will be capable of appropriately delegating tasks in line with relevant regulations and policies as well as an effective communicator for stakeholder engagement. Thus, a well-developed understanding of compliance to relevant regulations, legislation and policy requirements is desirable. Other ideal traits include the ability to coordinate and contribute to completing tasks in a safe manner taking into consideration priorities, personnel development and quality.

The candidate will be expected to build and sustain positive relationships among team members by engaging in team work and group activities.

This member should also be capable of assessing technical tasks, including scoping, planning and review, to meet specified requirements in an effective and safe manner. The ideal maintenance manager takes responsibility for managing technical tasks and maintenance teams in support of the Aviation Navigation Support equipment that enables the Australian Defence Force to meet its objectives. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Craig Buchanan, 08 7374 1485
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC938C98-298A-D2ED-D6CC-D1C0D1B7080A

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Defence

Vacancy VN-0725924

Department of Defence

Closing Date: Sunday 09 July 2023

Security and Estate Group
Service Delivery Division

Job Title	Assistant Service Delivery Manager
Job Type	Full-Time, Ongoing
Location	Bullsbrook WA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	SEG/06095/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=92F2239D-CB21-8346-1D84-D1C14B2C91C6>

Duties

The Role

The APS 5 Assistant Service Delivery Manager (ASDM) role actively manages people, performance and the quality of the service delivered by the Customer Service Centre (CSC) team. The ASDM will contribute to the review and monitoring of performance, quality of output and coaching to ensure the team successfully/effectively contributes to face to face, email and phone product service delivery.

Candidates are expected to have significant experience in managing staff in a dynamic environment and a track record of working collaboratively across business to achieve customer centric outcomes.

The role will work as part of a leadership team in:

- Supporting the management team by highlighting operational risks and areas for improvement
- Applying fair and consistent people and performance management measures
- Fostering and developing cross-skilling of people in support of resource planning and learning needs
- Contributing to an integrated service delivery culture that supports innovation
- Keeping up to date with business development and new products
- Maintaining close working connections with local business units to drive effective stakeholder relationships

About our Team

The Defence Archives and Service Centres (DASC) Directorate is part of the Defence Customer

Service Network (CSN) that comprises call centre, email and face to face customer services, archives, travel, publishing and library functions. Our dedicated staff ensure the role of the network provides high quality assistance and customer service to serving Australian Defence Force (ADF), ex-serving and Reserve members, Australian Public Service (APS) and the general public.

The ASDM in Western Australia supervises Customer Service Officers (CSOs) and a Team Leader. They report to an APS 6 Service Delivery Manager (SDM). In this region there are two Customer Service Centres and the successful candidate will be required to work across both of these centres.

Our Ideal Candidate

The successful candidate will have a proven track record in managing teams to achieve organisational goals whilst contributing to building a high performance service delivery culture.

To be successful in this role you will have:

- Demonstrated experience in team management in a service delivery environment
- Demonstrated ability to identify issues and deliver continuous improvement activities
- Highly developed communication, organisation and negotiation skills
- Experience in stakeholder engagement and liaison
- Experience in working collaboratively across large and dispersed teams
- Candidates for this role will be able to think critically and have the ability to learn new systems in a fast paced service delivery environment.

We are looking for enthusiastic people to join our team and form a Merit Pool of suitable applicants for future placement. Self-drive travel between different sites and locations will be required; candidates will require a current Driver's License. Locations are RAAF Base Pearce and HMAS Stirling. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Jasmine Bird, 08 9580 6018
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=92F2239D-CB21-8346-1D84-D1C14B2C91C6

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Defence

Vacancy VN-0725961

Department of Defence

Closing Date: Sunday 23 July 2023

Naval Shipbuilding and Sustainment
All NSSG Divisions

Job Title	Technical Professionals
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Darwin NT, Cairns QLD, Rockingham WA, Osborne SA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NSSG/05878/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B567E640-879B-1744-F319-D1C18528C6A5>

Duties

The Role

- Can you present and communicate information clearly?
- Are you able to apply professional expertise and technology?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for to be an APS 5 Technician within Naval Shipbuilding and Sustainment Group, located in Canberra, Darwin, Cairns, Osborne and Rockingham.

APS 5 Technical professionals are accountable under limited direction to perform and achieve moderately complex technical work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 5 Technical professional will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the technical function based on legislation, policy and procedures. They will undertake specialist, technical research and analysis, conduct reviews, assessment, investigations and perform procedural, administrative support work to achieve results.

The APS 5 Technical professional may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The APS 5 Technical professional may be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Our Ideal Candidate

As an APS 5 Technical professional you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Technical roles.

- **Present and communicate information** – speak clearly and fluently, express opinions, make presentations, respond to an audience and show credibility.
- **Apply expertise and technology** – apply, develop and share specialist and detailed expertise, and understand other organisational disciplines.
- **Analyse** – analyse information, probe for clarity, produce solutions, make judgements and think systemically.
- **Learn and research** – learn and understand rapidly, gather information, manage knowledge and ensure an organisational learning approach.
- **Plan and organise** – set objectives, plan and establish contingencies, manage time, resources and people, and monitor progress.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

APS 5 Technical Professionals within the Naval Shipbuilding and Sustainment Group are required to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Build the Future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B567E640-879B-1744-F319-D1C18528C6A5

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Defence

Vacancy VN-0725964

Department of Defence

Closing Date: Sunday 23 July 2023

Naval Shipbuilding and Sustainment
All NSSG Divisions

Job Title	Technical Professionals
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Canberra ACT, Darwin NT, Osborne SA, Rockingham WA
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NSSG/05879/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=21AF982F-064E-1D98-385C-D1C18596D63B>

Duties

The Role

- Can you analyse information and produce solutions?
- Are you able to apply professional expertise and technology?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for to be an APS6 Technician within Naval Shipbuilding and Sustainment Group, located in Canberra, Darwin, Cairns, Osborne and Rockingham.

APS 6 Technical professionals are accountable under broad direction to perform and achieve complex technical work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Technical professional will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Technical professional may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Technical professional will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex, difficult or sensitive issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Our Ideal Candidate

As an APS 6 Technical professional you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Technical roles.

- **Write and report** – write clearly and succinctly, convince through writing, avoid jargon and structure information.
- **Apply expertise and technology** – apply, develop and share specialist and detailed expertise, and understand other organisational disciplines.
- **Analyse** – analyse information, probe for clarity, produce solutions, make judgements and think systemically.
- **Learn and research** – learn and understand rapidly, gather information, manage knowledge and ensure an organisational learning approach.
- **Plan and organise** – set objectives, plan and establish contingencies, manage time, resources and people, and monitor progress.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

APS 6 Technical Professionals within the Naval Shipbuilding and Sustainment Group are required to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Build the Future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=21AF982F-064E-1D98-385C-D1C18596D63B

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Defence

Vacancy VN-0725985

Department of Defence

Closing Date: Sunday 23 July 2023

Naval Shipbuilding and Sustainment
All NSSG Divisions

Job Title	Technical Professionals
Job Type	Full-Time, Ongoing
Location	Darwin NT, Cairns QLD, Canberra ACT, Osborne SA, Rockingham WA
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	NSSG/05878/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5432DE19-5893-A227-3A9E-D1C1863E15AB>

Duties

The Role

- Are you a leader that motivates and empowers others?
- Can you apply professional expertise and technology?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for to be an EL 1 Technician within Naval Shipbuilding and Sustainment Group, located in Canberra, Darwin, Cairns, Osborne and Rockingham.

EL 1 Technical professionals are accountable under broad direction to perform and achieve very complex technical work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL 1 Technical professional will exercise a considerable degree of independence and perform subject matter expert role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the technical function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL 1 Technical professional may be a team coach or lead an operational, project or administrative team and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An EL 1 Technical professional will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be

accountable to contribute towards ongoing self-improvement and professional development of their work area.

Our Ideal Candidate

As an EL 1 Technical professional you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Technical roles.

- **Lead and supervise** - set direction and standards, delegate, motivate, empower and develop others.
- **Write and report** – write clearly and succinctly, convince through writing, avoid jargon and structure information.
- **Apply expertise and technology** – apply, develop and share specialist and detailed expertise, and understand other organisational disciplines.
- **Analyse** – analyse information, probe for clarity, produce solutions, make judgements and think systemically.
- **Follow procedures and instructions** - including time keeping and showing commitment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

EL 1 Technical Professionals within the Naval Shipbuilding and Sustainment Group are required to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Build the Future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5432DE19-5893-A227-3A9E-D1C1863E15AB

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Defence

Vacancy VN-0725997

Department of Defence

Closing Date: Sunday 23 July 2023

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Ships

Job Title	Engineering Professionals
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Canberra ACT, Darwin NT, Rockingham WA, Osborne SA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NSSG/05873/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=43F5D6F2-693D-3112-E5AE-D1C187AFE86C>

Duties

The Role

- Can you present and communicate information clearly?
- Are you able to apply professional expertise and technology?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for to be an APS 5 Engineer within Naval Shipbuilding and Sustainment Group, located in Canberra, Darwin, Cairns, Osborne and Rockingham.

APS 5 Engineering professionals are accountable under limited direction to perform and achieve complex engineering work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 5 Engineering professional will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the relevant engineering function based on legislation, policy and procedures. They will

undertake specialist, technical research and analysis, conduct reviews, assessments and perform procedural or operational support work to achieve results.

The APS 5 Engineering professional will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

APS 5 Engineering professional will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Our Ideal Candidate

As an APS 5 Engineering professional you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Engineer roles.

- Present and communicate information – speak clearly and fluently, express opinions, make presentations, respond to an audience and show credibility.
- Apply expertise and technology – apply, develop and share specialist and detailed expertise, and understand other organisational disciplines.
- Analyse – analyse information, probe for clarity, produce solutions, make judgements and think systemically.
- Learn and research – learn and understand rapidly, gather information, manage knowledge and ensure an organisational learning approach.
- Plan and organise – set objectives, plan and establish contingencies, manage time, resources and people, and monitor progress.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

These engineering positions require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	Mandeep Gill, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=43F5D6F2-693D-3112-E5AE-D1C187AFE86C

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Defence

Vacancy VN-0726002

Department of Defence

Closing Date: Sunday 23 July 2023

Naval Shipbuilding and Sustainment
All NSSG Divisions

Job Title	Engineering Professionals
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Rockingham WA, Osborne SA, Darwin NT, Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	NSSG/05876/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=22B333BD-DE68-AD61-7D58-D1C188204D2C>

Duties

The Role

- Are you a leader that motivates and empowers others?
- Can you apply professional expertise and technology?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for to be an EL 1 Engineer within Naval Shipbuilding and Sustainment Group, located in Canberra, Darwin, Cairns, Osborne and Rockingham.

EL 1 Engineering professionals are accountable under broad direction to perform and achieve complex to very complex engineering work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL 1 Engineer professional will exercise a considerable degree of independence and perform a subject matter expert / leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the engineering function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL 1 Engineer professional may be a team coach or lead an operational, project or administrative team and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes. They may develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that aligns with the strategic objectives and communicate expected outcomes.

An EL 1 Engineer professional will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

Our Ideal Candidate

As an EL 1 Engineering professional you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Engineer roles.

- **Lead and supervise** - set direction and standards, delegate, motivate, empower and develop others.
- **Write and report** – write clearly and succinctly, convince through writing, avoid jargon and structure information.
- **Apply expertise and technology** – apply, develop and share specialist and detailed expertise, and understand other organisational disciplines.
- **Analyse** – analyse information, probe for clarity, produce solutions, make judgements and think systemically.
- **Follow procedures and instructions** - including time keeping and showing commitment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

EL 1 Engineering Professionals within the Naval Shipbuilding and Sustainment Group require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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	Build the Future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=22B333BD-DE68-AD61-7D58-D1C188204D2C

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Education, Skills and Employment

Vacancy VN-0725895

Safe Work Australia

Closing Date: Sunday 16 July 2023

N/A
Office of the Deputy Chief Executive Officer Secretariat and Governance

Job Title	Secretariat Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,813 - \$104,457
Classification	APS Level 6
Position Number	Secretariat Officer
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

The Secretariat section responsible for providing high-level secretariat services to Safe Work Australia Members, the Chair, the Chief Executive Officer and Deputy Chief Executive Officer and various committees within the Agency.
The section also provides parliamentary support for the Agency including the administration of internal processes for the provision of briefs and submissions, Senate Estimate briefs, Questions on Notice and Ministerial and CEO correspondence.

The Secretariat Officer is responsible for providing high-level secretariat services to Safe Work Australia Members, the Chair, the Chief Executive Officer and Deputy Chief Executive Officer and various committees within the Agency.

The role also involves providing parliamentary support for the Agency including the administration of internal processes for the provision of briefs and submissions, Senate Estimate briefs, Questions on Notice and Ministerial and CEO correspondence.

Duties

Key duties and responsibilities include:

- assisting with the organisation of the Agency's key meetings
- coordinating the preparation of meeting papers and briefs, including preparing meeting packs
- taking meeting minutes and following up actions arising
- tracking correspondence and actions arising
- supporting the Agency's parliamentary function by assisting with the coordination of Senate Estimates briefing material and actioning Questions on Notice
- coordinating responses to the Agency's general enquires and drafting correspondence to stakeholders, and
- assisting with other ad-hoc secretariat tasks.

Successful applicants will demonstrate:

- a positive, can-do, customer focused attitude
- strong communication and stakeholder engagement skills
- strong attention to detail
- trustworthiness and reliability
- resilience, and
- problem solving skills and the ability adapt quickly to change.

Eligibility

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

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

This position is Canberra based. Successful candidates must be able to travel interstate (overnight) to attend meetings. Occasional longer hours may also be required.

Education and experience

No specific qualifications are required, however experience in a similar role and an excellent understanding of the Microsoft Office suite, Windows 10 operating environment and HPE Content Manager (TRIM) are extremely advantageous.

Notes

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au , by 11.30pm (AEDT) Tuesday, 28 March 2023:

a completed application coversheet

a resume outlining your career history and qualifications, as relevant to the role

a pitch (no more than 1 page) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.

Please visit [Careers | Safe Work Australia](#) for more information about working at Safe Work Australia.

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

About the Safe Work Australia

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

To Apply

Position Contact	Heath Bayly, (02) 6121 8838
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Environment and Energy

Vacancy VN-0725963

Clean Energy Regulator

Closing Date: Sunday 23 July 2023

Scheme Support Division
Compliance Branch Compliance and Enforcement

Job Title	Assistant Manager - Compliance and Enforcement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,758 - \$128,263
Classification	Executive Level 1
Position Number	CER 084/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

The Compliance and Enforcement Section performs and delivers the following functions:

- Conduct investigations into serious non-compliance and fraud in line with Commonwealth legislation and best practice standards.
- Deliver agreed compliance outcomes, including early intervention, administrative sanctions and civil and criminal proceedings.
- Provide guidance and support to operational teams to build operational capacity, and strengthen cross-agency connections, in identifying and developing appropriate responses to non-compliance.
- Develop and deliver compliance and engagement programs to prevent, detect and address serious non compliance across schemes administrated by the agency.
- Administratively support the branches operational response to serious non-compliance.

Duties

- Supervise staff in accordance with the agency's performance approach.
- Contribute to our deliberately developmental culture by coaching, mentoring and helping staff develop their professional skills and capabilities.
- Conduct and manage complex investigations into suspected breaches of the law, and provide guidance to other Investigators.
- Prepare and present briefs of evidence for criminal and civil proceedings, and reports for administrative actions.
- Deliver compliance outcomes within agreed timeframes and consistent with the agency's Compliance, Education and Enforcement Policy.
- Develop and lead proactive regulatory activities including site visits and compliance monitoring activities.

- Identify opportunities and lead the development, implementation and/or improvement of procedures.
- Provide expert advice on compliance and enforcement matters pertinent to agency administered schemes, which influence the decisions made by others, including supervisors and peers.
- Develop and maintain influential and productive working relationships with agency staff, and counterparts in other agencies to achieve section and branch goals.
- Maintain meticulous records and provide subject matter expertise in the use of our case management system COMtrac.

Eligibility

Qualifications

- Certificate IV in Government (Investigations or Compliance) is required.
- A Diploma in Government (Investigation) is highly desirable.

Experience

The following experience will be highly regarded:

- Ability to conduct and manage multiple investigations.
- Use of databases and information reporting systems.
- Working as part of a multi-disciplinary team.
- Working in a regulatory compliance environment.

Notes

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level.

We will conduct a number of pre-employment checks before we offer you employment.

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Nick Wheen, 02 6159 3345
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Foreign Affairs and Trade

Vacancy VN-0726027

Austrade

Closing Date: Sunday 16 July 2023

Information and Technology Services
Global IT Service Desk & End User Services Global IT Support Service Desk

Job Title	IT Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$73,584 - \$79,962
Classification	APS Level 4
Position Number	4260_06/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is looking for a motivated IT Support Officer to join the IT Support team— based in Sydney. This role is responsible for delivering 1st and some 2nd Level technical support on Austrade's Information and Communications Technology (ICT) network to our clients across the globe.

Support is provided via a number of channels including, phone, email, instant message and direct contact. Supported services may include (but are not limited to) laptops, workstations, mobile devices, software, peripheral hardware, system administration, video conferencing and networking.

The successful candidates will work well in a small team, have well developed customer service skills, and be at ease managing multiple tasks.

Note: The IT Support Officer must be willing to be on a work roster during business hours (ordinarily between 8am and 6pm), with some work outside of these hours.

Duties

- Identify, record, diagnose and resolve IT Level 1 client issues and enquiries.
- Perform Level 1 IT system administration tasks.

- Coordinate the timely repair of ICT equipment with vendors.
- Contribute to the IT Support Knowledge Articles.
- Assist in supporting/implementing IT solutions and projects as directed and needed.
- Perform document administration tasks as directed.
- Work effectively in a small team as part of a global support network.

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>

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Anne Arasi, +61 (02) 6201 8322
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0725977

Australian Digital Health Agency

Closing Date: Friday 14 July 2023

Technology Services Division
Technical Services Branch

Job Title	Records Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

The APS6 Records Manager is accountable under limited direction to perform complex work for the monitoring, coordination and ongoing management of the Agency's Electronic Document and Records Management System (EDRMS). The Records Manager will have reasonable autonomy to perform their work and make decisions within their area of responsibilities including the identification of opportunities to improve and support the accurate use of the records and information management processes.

Duties

The APS6 Records Manager will have considerable stakeholder engagement and will be responsible to manage and resolve complex EDRMS issues. They will have the independence to exercise both initiative and judgment in the interpretation and application of the relevant legislation, records management standards and Agency policies, practices and procedures to achieve sustainable outcomes.

The position description can be viewed [here](#).

For queries relating to the responsibilities of the role please contact Glenn Beaumaris on (02) 6151 8636.

Qualifications and Skills

- Knowledge of information and knowledge management best practices.
- Knowledge of records management principles and systems, applicable National Archives Australia legislation and standards, specifically ISO16175.
- Strong working knowledge and experience with Information Management platforms.
- Experience working with a range of internal and external stakeholders to provide advice and information.
- 3-5 years' experience in managing an EDRMS.

- Health and Government Industry experience desirable.
- Change management and implementation experience desirable.
- Records Management qualifications (desirable)

Eligibility

Eligibility

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

Notes

The Agency is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers. To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Pool of Merit: Applications rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 18 months.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

The position may be filled in Brisbane, Sydney, or Canberra. To apply, please submit your resume and a cover letter of no more than two pages explaining how your skills and experience align with the requirements of this position via the relevant link below.

[Brisbane](#)

[Canberra](#)

[Sydney](#)

Please contact us via email at careers@digitalhealth.gov.au if you have any general questions about the position.

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	Glenn Beaumaris, 02 6151 8636
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0725177

Department of Health and Aged Care

Closing Date: Friday 21 July 2023

Service Delivery Division
VIC/TAS Branch VIC/TAS Operations Section

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Launceston TAS, Bendigo VIC, Darwin NT, Perth WA, Sydney NSW, Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-SDDIV-18430
Agency Website	

Job Description

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

Duties

We are looking for high-performing individuals with experience and capabilities to deliver outcomes in support of aged care reforms and regional stewardship measures.

Successful candidates will actively contribute to the shared purpose and direction of a team that has multiple functions across a range of aged care and health programs.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants should quote reference number **23-SDDIV-18430** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a **minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.
- Successful applicants are likely to work both remotely and in the office. Successful applicants are expected to demonstrate commitment to face-to-face engagement with their colleagues and key stakeholders.
- Occasional weekend work is required as part of emergency management functions and in support of community engagements.
- A motor vehicle driver's licence is highly desirable.
- State and interstate travel may be required.

Positions are currently available in the following locations: Launceston, TAS; Hobart, TAS; Melbourne, VIC; Bendigo, VIC. Role commencement date may vary across locations. **A merit pool may be established to fill similar positions within the other mentioned state locations.**

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michelle Hager, (03) 9665 8267
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0725872

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 16 July 2023

Analysis and Insights

Job Title	Economic Analysts, Evaluation Officers and Data Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - SA SA, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$80,250 - \$120,249
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	513365
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/513365>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the division

The Analysis and Insights Division (AID) plays a key role in enabling the Department to provide leadership on industry, science and resources through compelling analysis, insights and advice. Under the guidance of the Chief Economist, the division works with policy and program partners from across the Department and with its Ministers to drive economic growth and job creation for all Australians.

AID's work is diverse and interesting and draws on our capabilities in economic analysis, working with data, and evaluating program performance. In this role you will be able to contribute to a range of priority policy topics and programs, such as unlocking the full potential of our resources and industry sectors, working on the Government's commitment to reach net zero emissions by 2050, research and development, innovation, science, technology uptake and the digital economy.

AID has three branches:

Economic and Industry Analysis Branch

Provides economic and industry analysis, insights and data that informs, influences and enhances policy development within the Department.

Resources and Energy Insights Branch

Helps people understand Australia's resources industry, by providing official data, analysis, insights and forecasts on resources to inform decision making.

Data and Evaluation Branch

Provides data governance and management advice, analytical and reporting services, data capability training, data projects and supports national spatial data policy outcomes. The Branch also provides evaluation services and advice on policy and programs across the Department.

What's in it for you?

You will be joining a team of innovative and passionate people who aid policy and program design through economic analysis, data governance and management and program evaluation. Our advice draws on a range of analytical frameworks, models and techniques informed by economic theory.

AID has a great culture that enables our people to feel valued and achieve their full potential. We value difference and value people from diverse backgrounds and thinking styles. AID staff balance work-life with family and other priorities through a range of flexible working arrangements, including job-share, part-time and remote working arrangements. We will also assist you to develop your career through generous study assistance, participation in professional networks and

diverse on the job training. Our Department has a national footprint, and we will consider applicants from locations across Australia.

Our ideal candidate

Successful applicants will have:

- A background in one or more of the following: economics, policy design, resources, energy, policy analysis, econometrics, data analysis or data policy.
- Well-developed oral and written communication skills, including the ability to communicate complex concepts in a straightforward manner to a range of audiences.
- Strong interpersonal and stakeholder management skills, including the ability to collaborate effectively with a diverse group of stakeholders
- Excellent organisational skills, including balancing short- and long-term priorities and the ability to be resilient and professional in undertaking sensitive work within tight timeframes.
- A commitment to a culture of teamwork, excellence and continuous improvement
- High standards of professional and personal integrity in line with APS Values and APS Code of Conduct and relevant departmental policies.
- Appropriate tertiary qualifications or experience in economics, econometrics, policy, research, analysis or evaluation are desirable.

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

Duties

We are seeking to fill a variety of roles at the APS Level 5, APS Level 6 and Executive Level 1.

Economic Analyst

As an Economic Analyst at the **APS Level 5**, you will be responsible for:

- Providing timely and accurate analysis, research and advice including data analysis, on a range of policy issues
- Providing technical advice in specific areas of policy
- Liaising with internal and external stakeholders and represent the work area in relation to policy development
- Interpreting policy and procedural directions within specialist areas
- Undertaking work that is moderately complex in nature and operating under limited direction
- Organising your workflow and making independent decisions
- Supervising lower-level employees including managing staff performance, allocating work and identifying opportunities for on-the-job training

In addition to the above, as an Economic Analyst at the **APS 6 Level**, you will be responsible for:

- Conducting research and analysis activities in support of new policy.
- Providing expert advice on more complex areas of policy
- Interpreting and reviewing policy and procedural directions within specialist areas
- Contributing to the planning and implementation of wider agency policies and objectives
- Providing detailed technical, professional, and/or policy advice in relation to complex problems
- Assisting in strategic planning, program and project management and policy development

In addition to the above, as an Economic Analyst at the **Executive Level 1**, you will be responsible for:

- Interpreting policy in a specialised area of work that requires detailed understanding and consideration of sensitive organisational and political issues
- Preparing and reviewing draft policy reports, briefing papers, speeches and discussion papers for presentation to senior staff and the Senior Executive
- Providing specialist, expert advice on more complex areas of policy
- Undertaking work that is complex or sensitive and operating under broad direction
- Exercising a considerable degree of independence and perform a leadership role
- Engaging in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency

Data Officers

As a Data Officer at the **APS 5 Level**, you will be responsible for:

- Supporting the implementation of initiatives and reporting under the department's Data Strategy to promote and grow a data-driven culture in the department
- Managing relationships and negotiating on more complex matters
- Liaising with internal and external stakeholders to ensure positive outcomes
- Performing independent research work and analysis including the preparation of draft reports on relevant program activities and/or project milestone
- Providing specific program, service or policy information on the department's Data Strategy
- Undertaking work that is moderately complex in nature and operating under limited direction
- Organising your workflow and making independent decisions
- Supervising lower-level employees including managing staff performance, allocating work and identifying opportunities for on-the-job training

In addition to the above, as a Data Officer at the **APS 6 Level**, you will be responsible for:

- Liaising with other sections and external stakeholders and facilitate cross-agency planning of implementation initiatives.
- Developing, implementing and monitoring data strategies
- Developing and managing projects that promote and grow a data-driven culture
- Providing detailed technical, professional, and/or policy advice in relation to complex problems
- Assisting in strategic planning, program and project management and policy development

In addition to the above, as a Data Officer at the **Executive Level 1**, you will be responsible for:

- Collaborating with stakeholders to establish joint program initiatives
- Working to implement policy driven change across the agency
- Overseeing and analysing project outputs, aims and objectives
- Researching, reviewing and evaluating projects and/or programs
- Undertaking work that is complex or sensitive and operating under broad direction
- Exercising a considerable degree of independence and perform a leadership role
- Engaging in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency

Evaluation Officers

As an Evaluation Officer at the **APS 5 Level**, you will be responsible for:

- Managing relationships and negotiating on more complex matters.
- Liaising with internal and external stakeholders to ensure positive outcomes
- Performing independent research work and analysis including the preparation of draft reports on relevant program activities and/or project milestones
- Providing advice and technical expertise in specific areas of evaluation work
- Undertaking work that is moderately complex in nature and operating under limited direction
- Organising your workflow and making independent decisions
- Supervising lower-level employees including managing staff performance, allocating work and identifying opportunities for on-the-job training

In addition to the above, as an Evaluation Officer at the **APS 6 Level**, you will be responsible for:

- Liaising with other sections and external stakeholders and facilitate cross-agency planning of implementation initiatives.
- Developing, implementing and monitoring evaluation strategies
- Co-ordinating and participating in contract management including developing scope, managing tendering processes and monitoring contract performance
- Developing and managing projects that promote and grow a strong evaluation culture
- Providing detailed technical, professional, and/or policy advice in relation to complex problems
- Assisting in strategic planning, program and project management and policy development

In addition to the above, as an Evaluation Officer at the **Executive Level 1**, you will be responsible for:

- Collaborating with stakeholders to establish joint program initiatives
- Researching, reviewing and evaluating projects and/or programs
- Reporting on program outcomes to internal and external stakeholders
- Co-ordinating and evaluating specialist proposals from contractors, select contractors and manage consultant/contractor providers
- Undertaking work that is complex or sensitive and operating under broad direction
- Exercising a considerable degree of independence and perform a leadership role
- Engaging in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level. Other positions may require an Negative Vetting 1 or 2 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

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

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows

them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Andrew Watterson, 02 6213 6004
Agency Recruitment Site	https://careers.industry.gov.au/en/job/513365

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Industry, Science, Energy and Resources

Vacancy VN-0725904

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 23 July 2023

Anti-Dumping Commission
Strategy and Legal Legal and Regulatory Affairs

Job Title	Senior Legal Counsel
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT
Salary	\$113,231 - \$135,700
Classification	Executive Level 1
Position Number	513436
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/513436>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the Anti-Dumping Commission

We are Australia's international trade remedies authority - the Anti-Dumping Commission. The commission is responsible for undertaking investigations into allegations of unfair practices in international trade and administering Australia's anti-dumping system. These investigations seek to deliver a level playing field for Australian manufacturers. Professionalism, excellence, and independence underpins the commission's world-class reputation.

The commission is a connected team of professionals with skills and experience across various fields. Our strengths include international trade, investigations, economics, and the law. We are committed to a positive workplace culture. We encourage and support flexible working arrangements. We embrace diversity and inclusion and encourage staff to be their authentic self. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

We strive to support staff to reach their full potential. We do this through engaging work and career growth opportunities. We also provide options for studies assistance, training, and an internal mentoring program. The commission is part of the Industry, Science and Resources Portfolio.

About the team

Senior Legal Counsels are part of the Legal and Regulatory Affairs team, a small group of lawyers with legal expertise in international trade, regulatory investigations, and administrative law. In an ever-changing global environment, the Legal and Regulatory Affairs team is at the forefront of legal developments in international trade and proactively strives to identify innovative solutions to new challenges.

The opportunity

The Senior Legal Counsel works independently under limited direction/supervision from the Principal Legal Counsel in performing their role and providing client-focused specialist legal advice and support to the commission staff on complex matters related to trade remedies law and investigative practice.

The commission has a collaborative investigations model where Senior Legal Counsels work as part of commission-wide teams undertaking anti-dumping investigations. As a Senior Legal Counsel in the commission, you will provide advice throughout investigation processes and be involved in merits and judicial review processes. As part of a best-practice regulator, you will be informed by developments in foreign jurisdictions and the jurisprudence of the World Trade Organization. Drawing on novel issues arising from investigations and other international developments, you will take the initiative to identify practice-related improvements to enhance the commission's outcomes in collaboration with relevant stakeholders.

Our ideal candidate

As a motivated and skilled legal professional, you will have:

- Experience providing legal advice that is client-focused, solutions-oriented, and evidence-based. This includes identifying legal risks and developing legally compliant options for managing those risks in a way that meets the client's objectives.
- Highly developed collaboration and advocacy skills, including the ability to negotiate, liaise and influence colleagues and stakeholders, including those from a non-legal background.
- Well-developed leadership, planning and organisational skills.
- High standards of professional and personal integrity.
- Knowledge of, or the ability to quickly acquire knowledge of, Australia's anti-dumping legislation (Part XVB of the *Customs Act 1901*) and Australia's obligations under the World Trade Organization Anti-Dumping Agreement and the Agreement on Subsidies and Countervailing Measures.

Legal experience in advisory, government/regulatory practice or litigation in areas such as international trade, administrative/public law, or commercial/competition law will be highly regarded.

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

Duties

This role's key duties include:

- Providing client-focused legal services to investigators, including from non-legal backgrounds. This includes taking a proactive partnership approach to identify and resolve matters and help decision-makers to manage risks.
- Providing effective legal advice verbally and in writing, such as in relation to statutory interpretation, trade remedies law, evidentiary matters, and investigations practice/procedure.
- Managing merits review matters, including drafting submissions and participating in conferences with Anti-Dumping Review Panel members, and providing input to judicial reviews.
- Monitoring developments in the Anti-Dumping Review Panel, the Federal Court, and the World Trade Organization, and informing the commission of consequences for legislation, policy, and practice.

- Identifying opportunities for continuous practice and operational improvement, aligned to the commission's strategic direction.
- Providing input to develop legislation and policy.
- Mentoring and supervising more junior lawyers.
- Actively contributing to a positive, productive, and collaborative team environment across the commission.

The Senior Legal Counsel will perform the role and manage their workload in a manner consistent with the APS Values and Code of Conduct and internal Anti-Dumping Commission procedures.

Eligibility

Tertiary qualifications in the field of law and admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia are required for this role.

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

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

Notes

This role is available on a full time, part time or job share basis. The preferred location for this role is Melbourne or Canberra, although other flexible or remote working arrangements may be considered.

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

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

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

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LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Gabrielle Munro, (03) 9268 7921
Agency Recruitment Site	https://careers.industry.gov.au/en/job/513436

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0725994

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

Closing Date: Sunday 16 July 2023

IT Division
Information Services

Job Title	EL1 Assistant Director, IT Change Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	43272
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

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

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

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

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

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

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact WorkplaceRelations@infrastructure.gov.au

As the IT Change Manager, the successful candidate will play a key role in delivery and governance of IT Changes within the Department's IT environments. In this role you will be required to perform duties in accordance with the APS Values and Code of Conduct.

Position specific duties include:

- Apply the IT Change Management policy and processes to support adoption of changes required by the Department
- Coordinate and conduct Change Advisory Board
- Monitor and report on noncompliance with the Change Management Policy and Process
- Conduct Post Change Reviews
- Design, development and management of knowledgebase articles and work instructions
- Design, development and delivery of training programs
- Drive the efficiency and effectiveness of the processes by implementing continuous improvement activities
- Consult and coach change requesters, coordinators, implementers and project teams
- Develop and maintain strong working relationships with key stakeholders, including internal and external vendors and managed service providers
- Track and report issues & risks
- Provide leadership and advice to support the effective and efficient delivery of End User IT Services.
- Leading, coaching and mentoring junior staff within the Branch
- Undertake additional tasks and reporting as requested.

Eligibility

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

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

Notes

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

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

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

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

To Apply

Position Contact	Peta Marker, 02 6274 6276
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726000

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

Closing Date: Sunday 16 July 2023

Comms, Research, Strategy & Parl
Data and Systems

Job Title	EL2 Director, National Freight Data Hub
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$134,056 - \$150,647
Classification	Executive Level 2
Position Number	43276
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

\$134,056 - \$150,647 per annum plus 15.4% superannuation

IFA EL2 Salary - \$152,184 - \$160,344

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

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

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

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact WorkplaceRelations@infrastructure.gov.au

We are looking for applicants who are keen to contribute to enhanced national data policy and data collections, by leading and mentoring their staff in:

- Collaborating across the department, government, industry and research communities to negotiate new data sharing agreements, and discover new ways to leverage existing data holdings.
- Developing high-quality data for analysis, including clear data quality assessments, enhanced uses of existing data collections and series, and contributing to the building, housing, access and handling of newly-created and linked datasets.
- Working with government and non-government data sets, and quality consultancies to deliver [award winning interactive data visualisations and dashboards](#) to deliver benefit to Australian industry and communities.

- Developing frameworks and data standards to promote a best practice approach to data collection and compilation.
- Managing the budget, risks and reporting for a large and complex program, including procurements and contracts with regard for relevant financial guidance and requirements and value for money.
- Being part of strategic planning for transitioning the department's data hubs from development to business as usual from 2024.

Eligibility

Eligibility requirements

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

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

Notes

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

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

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

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

To Apply

Position Contact	Sally Todd, (02) 6274 7298
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726014

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

Closing Date: Sunday 16 July 2023

Commonwealth Infrastructure Projects
Various Various

Job Title	EL1 Assistant Director, Commonwealth Infrastructure Projects
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - QLD QLD, various locations in NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations in WA WA
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	43271
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

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

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

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

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

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

WorkplaceRelations@infrastructure.gov.au

What can we offer?

We are dedicated to fostering personal and professional development, empowering individuals to set goals, acquire new skills, and cultivate unique qualities that define who they are. We believe that this not only leads to a more fulfilling and happier life but also enhances the overall quality of our work. Some of the benefits we offer include:

- The opportunity to work with experienced leaders who encourage and support you to develop your expertise.
- Networking opportunities across the department with a broad range of stakeholders.
- Access to our study Assistance Program that provides paid leave and financial support for you to undertake courses of study that contribute to the improvements of your professional skills and knowledge relevant to our work and broader Australian Public Service.
- Through our investment in learning and development opportunities, and a positive performance culture, we provide diverse career pathways for our people to enable their mobility and adapt in a rapidly changing world.
- Flexible working opportunities, including part time hours, home based work and job sharing.
- We offer generous leave entitlements of 20 days personal circumstances leave per year, with one month's accrual of leave credited on commencement and 150 hours of paid annual leave (based on a full-time employee), plus a range of other miscellaneous leave options to support you and your wellbeing.
- Access to join our 6 staff-led diversity networks which promote a culture of inclusion to enhance work performance and the wellbeing of all staff.

Join our Department and embark on a journey of growth, fulfillment, and well-being. Experience personal and professional development, prioritise your health, and be part of a vibrant and positive culture that empowers individuals and drives exceptional performance.

Duties

As an Assistant Director with policy and project management expertise, you will work with a level of independence and under broad direction to provide project oversight and governance to one of the division's significant national infrastructure projects. You will also manage staff, building their capability to ensure outputs are delivered at a high standard. Your responsibilities will include, but are not limited to:

- Assessing infrastructure initiatives and business cases, identifying and advising on scale and complexity, commercial opportunities, market capability and capacity, and strategic alignment with the Australian Government's broader policy agenda.

- Maintaining and applying expert knowledge in project oversight across the whole project lifecycle, monitoring, reporting, analysing and evaluating the project against government expectations.
- Developing and contributing to advice to Ministers and senior executive on projects, including through Budget processes.
- Identifying and managing likely planning approval requirements and project scope, accurately assessing project timeframes and cost.
- Managing landowner obligations and land preparation works, as well as overseeing environmental impact statements (EIS) and land acquisition.
- Managing and engaging with a variety of internal and external stakeholders, including across all levels of government, to influence and shape agreed outcomes.
- Identifying and mitigating projects risks, including managing and quality assuring identified shared risks.
- Leading, participating in and/or providing support to a variety of project governance forums.
- Contributing to the development and shaping of freight and supply chain policies.

Eligibility

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

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

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce:

- Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.
- Respectful – we create diverse teams and a respectful and inclusive culture that supports high

performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Alicia Dalziel, 02 6274 6259
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Prime Minister and Cabinet

Vacancy VN-0726005

Aboriginal Hostels Limited

Closing Date: Wednesday 12 July 2023

Front Line Services
Tamworth Hostel

Job Title	Cook
Job Type	Full-Time, Ongoing
Location	Tamworth NSW
Salary	\$52,893 - \$54,690
Classification	APS Level 2
Position Number	VN9423
Agency Website	

Job Description

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

AHL's purpose is to provide culturally safe, fit-for-purpose, affordable accommodation for Indigenous Australians who need to be away from home to access employment opportunities, health, education and other essential services.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding

employment conditions.

AHL is looking for an experienced Cook and Kitchenhand who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

Duties

The key duties of the position/s include:

- Routine cooking and kitchen tasks in accordance with Food Safety Standards Australia and other relevant legislation.
- Stock take management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.
- Provide a high level of customer service to AHL residents at all times.

Perform duties which upholds AHL's commitment to safety for all staff and residents by practicing adhering relevant Work Health and Safety (WHS) procedures. **Eligibility**

Qualifications and Training: (or ability to complete within the first six months of employment)

- Food Safety Handling Certificate
- Certificate III or IV in Commercial Cookery (desirable)
- Other relevant qualifications or work experience in a similar role (desirable)
- Certificate II in Hospitality (desirable)

For further information about these roles and how to apply please refer to the Vacancy Information available on our [website](#).

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0726018

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Thursday 13 July 2023

Research and Education Group
Ethics

Job Title	Assistant Director - Ethics
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$100,147 - \$109,855
Classification	Executive Level 1
Position Number	00030865
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The Ethics team sits within the Research and Education Group. In the ethics space, the team is responsible for leading and influencing Aboriginal and Torres Strait Islander research, ethics and protocols. This includes the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and the AIATSIS Research Ethics Committee, which is responsible for reviewing ethics applications and projects involving Aboriginal and Torres Strait Islander research.

We are seeking a high performing and talented Assistant Director to provide strategic direction and leadership for AIATSIS's Ethics team.

Duties

- promoting the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and support the AIATSIS Research Ethics Committee
- strategically managing several projects, setting priorities, establishing work plans, allocating resources and evaluating project outcomes
- taking responsibility for a range of project and research outputs, managing and leading the operation of a unit, including taking responsibility for the performance and outputs of the unit
- reporting to AIATSIS governance committees, partner organisations, government departments and other parties on the progress and results of projects
- providing leadership and developing productive relationships with internal and external stakeholders
- development of complex correspondence and resources to promote AIATSIS work in the research and ethics space
- other duties as directed.

Eligibility

The ideal candidate will have:

- an ability to provide leadership, build partnerships and develop productive relationships with Aboriginal and Torres Strait Islander communities, organisations and peoples, and with academic, government and community stakeholders in the research and ethics sector
- an ability to strategically manage several projects, set priorities, establish work plans, allocate resources and evaluate project outcomes, and contribute to team planning, decisions and development strong leadership and management skills, including the ability to supervise, inspire and motivate staff, as well as building team capacity through coaching, performance feedback and management, and creating career development opportunities
- an ability to communicate with influence, in writing and verbally, in order to advise, liaise and effectively and respectfully negotiate with a wide range of internal and external stakeholders
- an ability to undertake research and provide analysis, guidance and briefing and reporting on complex matters as well as the ability to develop policy and procedures
- suitable qualifications such as postgraduate qualifications, be completing a postgraduate degree, or able to demonstrate equivalent research experience and/or work experience in research and/or research management.

Cultural Capability

The ideal candidate:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- has an understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander people's knowledge and cultures are recognised, respected, celebrated and valued
- has an informed, authentic and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies, including ethical research and policy matters related to the lives of Aboriginal and Torres Strait Islander people
- has the capability to incorporate Aboriginal and Torres Strait Islander peoples' voices, experiences and perspectives in all of our work.

Notes

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Jaylee Martin, (02) 6129 3975
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0725653

Department of the Prime Minister and Cabinet

Closing Date: Thursday 13 July 2023

Ministerial Support Division
Protocol and International Visits Protocol

Job Title	Protocol Officer, Protocol and International Visits
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$88,419 - \$99,363
Classification	APS Level 6
Position Number	PMC/2023/132
Agency Website	

Job Description

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

The Opportunity

The Protocol and International Visits Branch is responsible for administering the State Occasions and Official Visits program in a manner which enhances Australia's international relationships, the image of Australia and the Australian Government. The principal activity of this position is to plan, manage and coordinate complex arrangements for a range of events relating to ceremonial and visit activities.

The position involves liaison with the Office of the Official Secretary to the Governor-General, Prime Minister's Office, Ministers' offices, diplomatic representatives, other Commonwealth departments and state and territory governments in relation to visits and events. In this role you will be based in Canberra and will work in a team responsible for planning, managing and coordinating a range of event or visit activities for PM&C, undertaking the following duties:

- Manage, coordinate or assist with arrangements for:
 - high-level events or Guest of Government visits to Australia, and accompany as required
 - virtual meetings between the Prime Minister and international leaders

- national and official events, including meetings, hospitality, ceremonial occasions and state funeral and memorial services
- Support arrangements for Prime Minister's overseas visits, and accompany as required;
- Represent the Department and undertake liaison and negotiation;
- Prepare briefs and programs for a range of visits and events and provide associated advice;
- Coordinate various administrative and logistic tasks such as transit arrangements to Australia by international leaders, wreath and flag requests;
- Prepare responses to routine correspondence, Parliamentary Questions and FOI requests; and
- Provide a range of administrative support relating to the delivery of visits and events, flight and accommodation bookings and database management.

Duties

Our Ideal Candidate

The position will involve working in a variety of interesting and dynamic areas where you will work independently or as part of a team.

Key attributes for this role include:

- The ability to work as a collaborative team member with a strong work ethic, in a professional and discreet manner;
- Personal qualities of confidence, resilience, integrity and sound judgement;
- Ability to quickly develop a positive rapport with people at all levels in an organisation to achieve outcomes and facilitate cooperation;
- Respect and sensitivity, cultural and religious awareness;
- Demonstrated representation and negotiation skills;
- Have well-developed program management and organisational skills, including drive, attention to detail and ability to meet tight deadlines;
- Ability to work productively and flexibly in a high-pressure environment;
- Adapt and respond well to change and ambiguity;
- Undertake learning and work activities which develop strong leadership skills and strategic thinking; and
- Possess the ability to acquire the necessary business functions to assist with travel, coordination and administration.

This role will involve extended and varied work times. A willingness to work outside core hours when required, and travel interstate and overseas at short notice is highly desirable.

The Protocol and International Visits Branch are conducting a range of Recruitment activities. We encourage you to visit the PM&C Current Vacancies page and submit your application for any / multiple vacancies where your skills and experience are aligned.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Rachel Christou, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0725657

Department of the Prime Minister and Cabinet

Closing Date: Thursday 13 July 2023

Ministerial Support Division
Protocol and International Visits Protocol

Job Title	Protocol Assistant, Protocol and International Visits
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$79,941 - \$85,464
Classification	APS Level 5
Position Number	PMC/2023/133
Agency Website	

Job Description

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

The Opportunity

The Protocol and International Visits Branch is responsible for administering the state occasions and official visits program in a manner which enhances Australia's international relationships, the image of Australia and the Australian Government.

The principal activity of this position is to plan, manage and coordinate complex arrangements for a range of events relating to ceremonial and visits activities.

The position involves liaison with the Office of the Official Secretary to the Governor-General, Prime Minister's Office, Ministers' offices, diplomatic representatives, other Commonwealth departments and state and territory governments in relation to visits and events.

In this role you will be based in Canberra and work in a team responsible for coordinating and assisting at a range of event or visit activities for PM&C, including:

- Assist with arrangements for high-level events or Guest of Government visits to Australia;
- Assist with arrangements for the Prime Minister's overseas visits;
- Assist with national and official events, including meetings, hospitality, ceremonial occasions and state funeral and memorial services;
- Prepare briefs and programs for a range of visits and events and provide associated advice;
- Undertake liaison and representation duties;
- Coordinate various administrative and logistical tasks such as transit arrangements to Australia by international leaders; and
- Provide a range of administrative support relating to the delivery of visits and events, flight and accommodation bookings and database management.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

The position will involve working in a variety of interesting and dynamic areas where you will work as part of a team under broad direction.

You will need to:

- Work as a collaborative team member with a strong work ethic, in a professional and discreet manner;

- Display the personal qualities of confidence, resilience, integrity, inclusion and sound judgement;
- Adapt and respond well to change and ambiguity in high pressure environments;
- Possess strong organisational skills, including drive, attention to detail and ability to meet tight deadlines;
- Quickly develop a positive rapport with people at all levels in an organisation;
- Respect and display sensitivity, cultural and religious awareness;
- Possess the ability to acquire the necessary business functions to assist with travel, coordination and administration.

This role will involve extended and varied work times. A willingness to work outside core hours when required, and travel interstate at short notice is highly desirable.

The Protocol and International Visits Branch are conducting a range of Recruitment activities. We encourage you to visit the PM&C Current Vacancies page and submit your application for any / multiple vacancies where your skills and experience are aligned.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS

Notes

Ongoing & Non-ongoing (for a period of up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Lachlan Deveridge, lachlan.deveridge@pmc.gov.au
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0725971

National Indigenous Australians Agency

Closing Date: Sunday 23 July 2023

Corporate
Legal Services

Job Title	Freedom of Information Officer, Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NSW NSW
Salary	\$88,419 - \$99,363
Classification	APS Level 6
Position Number	NIAA/2023/134
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=EF9E363E-7EF2-473C-6364-D1C185CEEF4D>

This is an exciting time to be working at the NIAA and contributing to the work of the Agency, which is conducted in genuine partnership to enable First Nations communities. The NIAA Legal Services Branch provides the full suite of government legal services to the NIAA.

Working under the direction of senior staff, the successful candidate will be responsible for:

- Monitoring the day to day operation of the FOI function to ensure strict statutory timeframes are met in response to requests made under the Freedom of Information Act 1982 (Cth) (FOI Act), and timely and accurate advice is provided to key stakeholders and senior management.
- Coordinating document searches with internal stakeholders to retrieve documents within FOI case management time limits.
- Consulting with internal and external stakeholders (including other Commonwealth agencies and State and Territory Governments) on requests for documents.
- Preparing draft administrative decisions, document schedules and redactions within FOI time limits for consideration by Agency decision makers.
- Assisting with internal and external FOI reporting to the Office of the Australian Information Commissioner on quarterly and annual FOI statistical returns.
- Contributing to projects and activities which support FOI capability and business outcomes, including maintaining internal governance documents.
- Monitoring the NIAA's compliance with the Information Publication Scheme (IPS) and Disclosure Log requirements under the FOI Act.

Woden, ACT is the preferred location for this role, however other [NIAA office locations](#) may also be considered. **Duties**

You must be able to demonstrate some or all of the following:

- Capacity to attain cultural competency, including the ability to understand issues affecting, and to communicate effectively with, Aboriginal and Torres Strait Islander peoples.
- Strong technical legal and analytical skills, excellent communication and collaboration skills, and experience in providing high quality legal services on government legal issues.
- Ability to assist with the supervision and development of less experienced team members to cultivate and promote the legal practice, and to maintain professional skills.
- Strong communication skills, collaboration skills and a solutions focused approach to legal services.
- Ability to undertake legal research and provide accurate, clear and concise plain English advice.
- Success in building and maintaining professional relationships, and consulting with internal and external stakeholders.
- Ability to respond quickly and flexibly while managing competing priorities.
- Ability to work under the general direction of senior staff while exercising a degree of independent judgement.
- Proficiency in managing workloads and statutory time frames.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months).

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up

to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Brendan Jacomb, (02) 6152 3555
Agency Recruitment Site	https://niaa.nga.net.au/?jati=EF9E363E-7EF2-473C-6364-D1C185CEEF4D

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Prime Minister and Cabinet

Vacancy VN-0725988

National Indigenous Australians Agency

Closing Date: Sunday 23 July 2023

Corporate
Legal Services

Job Title	Lawyer and Senior Lawyer, Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - SA SA, Various locations - QLD QLD, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$88,419 - \$129,502
Classification	APS Level 6;Executive Level 1
Position Number	NIAA/2023/135
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=300ACDE6-D7A4-9578-D60D-D1C1868754AB>

This is an exciting time to be working at the NIAA and contributing to the work of the Agency, which is conducted in genuine partnership to enable First Nations communities. The NIAA Legal Services Branch provides the full suite of government legal services to the NIAA.

Our services include provision of legal advice on a range of corporate law, commercial law, and public law matters, development of legislation, management of litigation, and procurement of specialist legal advice when necessary.

Working under the direction of senior staff, the successful candidate will be responsible for:

- Contributing to branch outcomes and the NIAA's broader strategic directions for its stakeholders, providers and partners.
- Conducting research and analysis on complex matters within area of expertise.
- Providing expert, culturally-appropriate legal advice in relation to grant agreements, procurement contracts, intellectual property, employment law and other commercial law matters.
- Providing legal advice, strategic guidance, and analysis on the design, development and implementation of effective legislation and regulatory policy in support of the NIAA's objectives. This is underpinned by contextual awareness, stakeholder consultation and legislative interpretation.
- Making decisions using sound judgement, expertise and knowledge.
- Understanding and exercising appropriate delegations and ensuring decisions are governed by the application of regulations, best practice principles or the NIAA operating instructions and procedures.
- Where necessary, procuring high quality advice from external services providers and providing guidance on the interpretation and application of that advice to the circumstances as required.

Duties

You must be able to demonstrate some or all of the following:

- Capacity to attain cultural competency, including the ability to understand issues affecting, and to communicate effectively with, Aboriginal and Torres Strait Islander peoples.

- Strong technical legal and analytical skills, excellent communication and collaboration skills, and experience in providing high quality legal services on government legal issues.
- Ability to assist with the supervision and development of less experienced team members to cultivate and promote the legal practice, and to maintain professional skills.
- Strong communication skills, collaboration skills and a solutions focused approach to legal services.
- Ability to undertake legal research and provide accurate, clear and concise plain English advice.
- Success in building and maintaining professional relationships, and consulting with internal and external stakeholders.
- Ability to respond quickly and flexibly while managing competing priorities.
- Ability to work under the general direction of senior staff while exercising a degree of independent judgement.
- Proficiency in managing workloads and statutory time frames.

Eligibility

- To be eligible for these positions you must be an Australian Citizen.
- The occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months).

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Brendan Jacomb, (02) 6152 3555
Agency Recruitment Site	https://niaa.nga.net.au/?jati=300ACDE6-D7A4-9578-D60D-D1C1868754AB

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Treasury

Vacancy VN-0725981

Australian Bureau of Statistics

Closing Date: Sunday 09 July 2023

Various
Various Various

Job Title	Data Analysts (APS 5)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$78,928 - \$88,655
Classification	APS Level 5
Position Number	23/DA_APS5
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=7FC8A966-7BA8-7F1C-75C5-D1C14C162275>

The Australian Bureau of Statistics (ABS) is seeking to recruit several **Data Analysts** (APS 5) across multiple teams and divisions throughout the agency. These are ongoing and non-ongoing, full-time or part-time positions at the APS 5 classification level. Flexible working arrangements (including a hybrid model of working from home and the office) apply.

For over 100 years we have used data to produce key statistics, tell stories and inform Australia's important decisions. In recent years we have used Big Data, such as scanner data, for the CPI and several other statistical outputs. As part of your work, you will have the opportunity to work on new developments such as evaluating and using new data sources and/or improving the processes and systems we use.

There are huge opportunities for the ABS to do more with the right people, which is why we need experienced people with good analytical skills, sound judgement, a drive to learn and try new things, and desire to innovate through collaboration.

We are looking to fill the role of APS 5 Data Analyst within the Statistical Services Group, across various teams which produce key economic and social statistics, which are heavily used by both governments and the private sector for a range of policy formulation and planning.

We currently have vacancies in the following areas:

- our Macroeconomic Statistics area, which is responsible for producing several main economic indicators including the national accounts and balance of payments
- our Population Statistics area, which is responsible for producing key population and demographic measures such as estimated resident population and migration data
- our Social Statistics area, which is responsible for producing key statistics across a range of areas including education, children, culture, and social characteristics
- our Prices area, which is responsible for producing key measures of inflation across the economy, including consumer prices, wage prices and international trade prices
- our Census of Population and Housing area, which is responsible for collecting and producing data from everyone in Australia to inform decisions by governments, businesses, and local communities.

Responsibilities, depending on the role, may include:

- analysing data for input into statistical compilation and data validation including using alternative data sources
- communicating findings, using judgement and real-world insights
- compiling and publishing statistical products, with a strong focus on continuous improvement
- applying statistical frameworks, classifications, standards and concepts that underpin the statistics
- working with internal and external clients to develop fit for purpose specifications of data solutions requirements
- critical thinking and reasoning: anticipating and analysing issues and developing logical conclusions.

Duties

We are looking for people who are keen to widen their skill set, but have most or all the following:

- previous work experience in a data or statistical role
- strong analytical and conceptual skills, including the ability to problem solve and make decisions based on analytical evidence
- experience working in and contributing to a high performing team
- good oral, written and presentation communication skills
- proven ability to work flexibly in a changing environment.

Also desirable are:

- experience supervising staff and supporting staff development
- experience in programming languages such as Python, R, SAS or SQL
- academic qualifications in statistics, data science, mathematics, econometrics, economics, accounting, finance, psychology/social sciences, demography and other fields with a strong quantitative component.

Eligibility

To be eligible for these positions you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the location specified (i.e. Darwin), based on the needs of the hiring area/s and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. These roles may be restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS 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>

About the Australian Bureau of Statistics

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

To Apply

Position Contact	Tim Kefford, (02) 6252 5346
Agency Recruitment Site	https://abs.nga.net.au/?jati=7FC8A966-7BA8-7F1C-75C5-D1C14C162275

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Treasury

Vacancy VN-0725615

Australian Taxation Office

Closing Date: Thursday 20 July 2023

Client Engagement Group
Tax Avoidance Taskforce

Job Title	International Risk Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_CEG_852_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=CDF96E16-17B3-A8E6-91B2-D1BFA8BED16C>

Duties

We are seeking International Risk Data Analysts who are passionate about corporate tax to join our elite Tax Avoidance Taskforce. If you're ready to take on meaningful, diverse and challenging work that makes a real difference to the lives of Australians – apply now!

The Tax Avoidance Taskforce plays a key role in ensuring multinational enterprises, large public and private businesses and associated individuals pay the right amount of tax in Australia.

As an International Risk Data Analyst, in our Tax Avoidance Taskforce, you'll:

- provide specialist advice and recommendations to stakeholders on risk and intelligence matters
- assist in the delivery of complex data and analytics solutions to support risk management functions
- support senior team members to provide data driven advice to business partners through your analysis of complex transactional datasets
- collaborate with other business areas and contribute to the team's delivery of complex projects relating to risk assessment, treatment and evaluation that require data and analytics solutions.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=CDF96E16-17B3-A8E6-91B2-D1BFA8BED16C

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Treasury

Vacancy VN-0725668

Australian Taxation Office

Closing Date: Friday 14 July 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Integration Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_EST_777_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=34C17C86-B829-ADED-24F7-D1BFE5DA15EA>

Duties

We are seeking motivated and skilled IT Integration Developers to join our Enterprise Application Integration Solutions team.

As an IT Integration Developer, in our Enterprise Solutions and Technology business area, you'll work in a team environment undertaking full-stack delivery, software development, production and test environment deployments. You'll provide support using an Agile (Scrum) delivery methodology and be responsible for back-end software components and ReST services used for ATO websites.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	David Ree, (07) 3907 2741
Agency Recruitment Site	https://ato.nga.net.au/?jati=34C17C86-B829-ADED-24F7-D1BFE5DA15EA

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Treasury

Vacancy VN-0725700

Australian Taxation Office

Closing Date: Friday 14 July 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Integration Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_EST_778_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=7EADC57C-3834-FCAB-BB2C-D1C01E6BE240>

Duties

We are seeking dynamic and skilled IT Integration Developers to join our Enterprise Application Integration Solutions team.

As an IT Integration Developer, in our Enterprise Solutions and Technology business area, you'll work in a fast-paced, full-stack delivery environment undertaking a range of software development, dev-ops and environmental support duties. You'll be responsible for back-end and ReST services used in the ATO's online web solution and the integration of software products across the ATO.

You will assist in system development, code deployments, test environment support, troubleshooting and support applications in production. You'll work in an Agile-based (Scrum) delivery model team, where you'll share knowledge and build relationships.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	David Ree, (07) 3907 2741
Agency Recruitment Site	https://ato.nga.net.au/?jati=7EADC57C-3834-FCAB-BB2C-D1C01E6BE240

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Treasury

Vacancy VN-0725708

Australian Taxation Office

Closing Date:Friday 14 July 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Integration Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	\$87,972 - \$101,008
Classification	APS Level 6
Position Number	EXT_EST_779_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=231FDAD8-F489-043F-3BC5-D1C01F0FAD26>

Duties

We are seeking motivated and skilled IT Integration Developers to join our Enterprise Application Integration Solutions team.

As an IT Integration Developer, in our Enterprise Solutions and Technology business area, you'll work in a high-functioning area undertaking a range of software development and dev-ops. You'll be responsible for back-end and ReST services used in the ATO's online web solution, integrating software products across the ATO.

You will assist in system development, code deployments, test environment support, troubleshooting and support applications in production. You'll work in a close-knit team environment based on an Agile (Scrum) delivery model, where you'll share knowledge, build relationships and drive continuous improvement.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	David Ree, (07) 3907 2741
Agency Recruitment Site	https://ato.nga.net.au/?jati=231FDAD8-F489-043F-3BC5-D1C01F0FAD26

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Treasury

Vacancy VN-0725719

Australian Taxation Office

Closing Date: Friday 14 July 2023

Enterprise Solutions and Technology
Modernising Business Registers

Job Title	IT Integration Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Wollongong NSW, Melbourne VIC, Canberra ACT
Salary	\$112,682 - \$122,848
Classification	Executive Level 1
Position Number	EXT_EST_780_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=DB3153BB-B5A1-8483-9ACE-D1C0203C4FCE>

Duties

We are seeking skilled and motivated IT Integration Developers to join our Modernising Business Register Program.

As an IT Integration Developer, in our Enterprise Solutions and Technology business area, you'll provide leadership and advice regarding Enterprise Application Integration configuration. You will oversee the planning and co-ordinating of the system development lifecycle while taking the lead role in developing functional designs that are practical and strategically feasible.

You will seek opportunities to improve current processes and conduct reviews to ensure the delivery of components to meet the quality, consistency and performance required by the ATO.

You will manage key relationships and collaborate closely with diverse business partners, ensuring legislative and policy requirements are adhered to. You may lead one or more work teams, facilitating and encouraging team environment through coaching, conflict resolution and encouraging career development.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	Nevin Pathadan, (07) 3149 5124
Agency Recruitment Site	https://ato.nga.net.au/?jati=DB3153BB-B5A1-8483-9ACE-D1C0203C4FCE

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Treasury

Vacancy VN-0725956

Royal Australian Mint

Closing Date: Sunday 16 July 2023

Royal Australian Mint
Finance

Job Title	Compliance Support Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$80,328 - \$84,688
Classification	APS Level 5
Position Number	1023
Agency Website	https://www.ramint.gov.au

Job Description

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

As the Compliance Support Officer, you will be supporting the Finance Branch in achieving its governance and compliance requirements utilising well-developed communication and problem solving skills.

The Compliance Support Officer provides support with governance and compliance activities through undertaking research, compiling documents for meetings, recording non-compliance, and assisting in drafting reports for internal and external reporting.

Duties

The duties of this position include:

1. Using ERP systems, including SAP, for managing Finance Branch activities as required for example goods receipting, purchase orders creation and amendments.
2. Undertaking supplier information management processes.
3. Researching, reviewing and supporting branches and staff in meeting audit recommendation requirements.
4. Managing and maintaining the Finance Branch's internal website to ensure it is informative and easy to use.
5. Drafting and developing policies, processes and working instructions.
6. Providing travel management assistance and support for staff.
7. Providing secretariat support for executive level meetings, including backup support for the Advisory Board and Audit and Risk Committee.

Eligibility

Security clearance

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Sunday, 16 July 2023**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Isabel Batista, (02) 6202 6931
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0725923

Department of Veterans' Affairs

Closing Date: Sunday 30 July 2023

Veterans' Review Board

Job Title	Senior Members, Services Members and Members
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA, Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	DVAO1761
Agency Website	https://www.dva.gov.au/

Job Description

www.vrb.gov.au

VETERANS' REVIEW BOARD

Appointment of a Full-time Senior Member and Part-time Senior Members, Services Members and Members.

The Veterans' Review Board ("the VRB") invites applications for appointment as a full-time Senior Member and part-time Senior Members, Services Members and Members in Sydney, Melbourne, Brisbane, Adelaide, Canberra and Perth.

The VRB is a specialist, high volume tribunal. The VRB is innovative, responsive and seeks to improve access to justice for veterans, serving members and their families by resolving applications at the earliest possible opportunity in a cost effective and efficient way.

Duties

The essential requirements for all members are:

- The ability to manage cases using dispute resolution skills and conduct hearings fairly and efficiently;
- The ability to make decisions and deliver clear, concise and cogent oral and written reasons for decisions in a timely manner;
- Conceptual and analytical skills including the capacity to identify relevant issues, to determine facts, interpret and apply legislation and assess competing arguments and evidence;
- The ability to use information technology, including digital platforms, to conduct dispute resolution events and hearings, and to deliver reasons for decision.
- The ability to contribute to multi-member panels and professional education;
- Organisational skills, including the ability to meet deadlines and to work under pressure;
- Communication and interpersonal skills; and

- Integrity, impartiality, tact and courtesy.

Desirable attributes include:

- Knowledge of issues affecting veterans, serving members of the Australian Defence Force, and their families;
- Medical and/or health professional experience.

Eligibility Notes

Persons interested in appointment as a Services Member should approach a national organisation representing veterans and propose that they be included on a list submitted to the Minister by that organisation.

To Apply:

An information package and application form are available by contacting the Principal Member's Executive Assistant, Glenn Katsoolis on (02) 9213 8617 or contact@vrb.gov.au.

Website: www.vrb.gov.au (Veterans' Review Board)

Applications for appointment will close 11:30pm 30 July 2023.

About the Department of Veterans' Affairs

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

To Apply

Position Contact	Glenn Katsoolis, (02) 9213 8617
Agency Recruitment Site	www.vrb.gov.au

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Communications and the Arts

Vacancy VN-0725933

Australian Communications and Media Authority

Closing Date: Sunday 09 July 2023

Communications Infrastructure
Licensing and Infrastructure Safeguards Monitoring and Compliance

Job Title	Spectrum Monitoring and Compliance Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Belconnen ACT, Melbourne VIC
Salary	\$79,557 - \$99,024
Classification	APS Level 5; APS Level 6
Position Number	809-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

We are seeking individuals with strong analysis skills and oral and written communications skills to work in a team managing the risk of spectrum interference and other harms to the Australian community. You will work to support community safeguards in relation to the supply of radiocommunications equipment and the deployment of telecommunications infrastructure. Our ideal candidate is seeking opportunities to apply their knowledge and technical experience in radiocommunications, telecommunications or a related field or is a skilled compliance officer with a background in technical regulation.

Duties

You would be part of a team which plays a key role in the development and delivery of the ACMA's compliance priority programs which target key areas which can cause harm or have a negative impact on the community for improved industry compliance.

To do this role, you will need to have strong interpersonal skills and the ability to work collaboratively with colleagues and engage constructively with a range of stakeholders in the communications and media sectors. Be part of a highly respected and professional organisation that allows you to apply your knowledge while offering flexible working options and opportunities for professional growth.

Eligibility

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, the internet, 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	Melissa Moroney, 03 9963 6782
Agency Recruitment Site	https://www.acma.gov.au/careers

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies