Commonwealth of Australia
Electronic Public Service Gazette
PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0760229

Australian Competition and Consumer Commission

Closing Date:Sunday 20 July 2025

AER - Network Regulation
Renewable Energy Zones

Job Title	Director, Renewable Energy Zones
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$143,411 - $168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 2
Position Number	EA2025/111
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to help shape Australia's renewable energy transition?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as the Director, Renewable Energy Zones

The increased complexity in the market means that the Network Regulation Division now includes a growing Renewable Energy Zone (REZ) branch, overseeing the implementation of the law, regulations and rules for the renewable energy zones across various states.

As a Director, you will:

- Lead planning for, and management of, complex and long-term projects while balancing competing priorities and navigating shifts in the external environment.
- Lead a small team conducting analytical activities, providing geographically dispersed team members with clear direction, supervision, guidance, and opportunities for development.
- Spearhead the investigation and analysis of relevant information and develop insights, advice, and recommend positions for consideration by the REZ Committee and AER Board.
- Represent the AER in interactions with stakeholders; building constructive relationships with state government entities, energy network businesses, and consumer representatives.

Eligibility

About you

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

- Well-developed understanding, or ability to quickly acquire an understanding, of Australian energy markets and the role, purpose, and objectives of the AER.
- Strong communication (written and oral) and interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Highly developed management skills, including the demonstrated ability to lead small teams; determine priorities and meet deadlines; and work with high levels of autonomy.
- Demonstrated capacity for strategic thinking, including the ability to anticipate priorities and risks.
- Tertiary qualifications in economics, commerce, corporate finance, law, public policy, engineering, or related fields with at least 8 years post qualification experience.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Scott Haig, (02) 6243 1207
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0760238

Australian Competition and Consumer Commission

Closing Date:Sunday 20 July 2025

Corporate
Strategic Communications

Job Title	Senior Graphic Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/110
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to apply your design expertise and skills to create strategic and impactful campaigns at the ACCC?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people

and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as the Senior Graphic Designer

As the Senior Graphic Designer within the Strategic Communications team, you will:

- Apply your design expertise and skills to create impactful campaign visuals, digital content, infographics, and reports.
- Create high-quality visual and multimedia design concepts and finished materials, using Adobe Creative Suite software, to communicate information to internal and external audiences across different channels.
- Design engaging infographics and typeset a range of publications for both print and electronic media, including large, detailed reports and create engaging creative concepts for external campaigns.
- Assist in managing the ACCC brand and its exciting brand portfolio including the National Anti-Scam Centre and Scamwatch. Ensuring designs comply with brand guidelines, relevant legislation, and accessibility requirements.

Eligibility

About you

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

- Sound knowledge and experience as a Graphic Designer, with a track record of delivering strong creative and innovative design solutions that deliver on agreed goals. Preference given to applicants with 6+ years of experience.
- Proven ability to manage design projects across print and digital media, delivering high quality, on-brand results using Adobe Creative Suite, while meeting deadlines and priorities.
- Deep understanding of brand development and visual identity, with experience maintaining consistency across touchpoints and guiding internal and external teams on brand guidelines.

- A demonstrated ability to engage and collaborate with clients and stakeholders, build and maintain professional working relationships to facilitate successful project outcomes.
- Relevant tertiary qualifications in Graphic Design, Visual Communications, or a related field.

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

Notes

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To Apply

Position Contact	David Scarano, 02 6243 4955
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0760303

Australian Competition and Consumer Commission

Closing Date:Sunday 20 July 2025

Specialist Advice and Services Division
Corporate Law Unit

Job Title	Principal Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$162,619 - $172,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Required to work from the office 2 days per week
Classification	Executive Level 2;ACCC Lawyer - Tier 2 - EL2
Position Number	EA2025/116
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to provide specialist legal services to decision makers, executives and employees of the ACCC/AER on matters affecting agency operations?**

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

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

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

Duties

What you will do as the Principal Lawyer

The Principal Lawyer position is part of the legal team of Corporate Law Unit (CLU) and reports to the Managing Principal Lawyer, CLU. The Specialist Advice and Services Division (SASD) is the ACCC's in-house provider of legal, economic, data, intelligence, international and information services across the ACCC. The national legal service within SASD provides specialist legal services to the ACCC.

As Principal Lawyer you will:

- Have a broad understanding of the Commonwealth legal environment.
- Provide strategic legal advice on issues relating to the functions and powers of the ACCC, including to the Commissioners, executive and employees of the ACCC/AER on corporate governance and whole of agency and APS legal risks and issues.
- Develop and maintain professional relationships at all levels within the ACCC to assist SASD to provide a responsive client service.
- Provide leadership, guidance and supervision to other members of the CLU legal team.

Eligibility

About you

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS.

This role in particular requires:

- Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory, or the ability to become so admitted before commencing in the role.

- Substantial legal experience at a senior practitioner level in matters relevant to the functions of CLU.
- Excellent communication skills and demonstrated ability to communicate legal and strategic advice clearly to a range of audiences.
- Demonstrated experience working collaboratively and collegiately across teams and with people at different levels.
- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.
- Knowledge of the ACCC's functions and objectives, or the ability to acquire that knowledge.

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

Notes

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To Apply

Position Contact	Julia Peterburgsky, 03 9658 6449
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0759520

Australian Electoral Commission

Closing Date:Tuesday 29 July 2025

Deputy Electoral Commissioner's Office
Parliamentary, Governance and Assurance Parliamentary, Governance and Assurance

Job Title	Assistant Parliamentary Advisor, Parliamentary, Governance and Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,603 - $106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-103 15401
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912645501507299~1/edit

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

Duties

As an Assistant Parliamentary Advisor, you will play a critical part in supporting activities within the Ministerial and Parliamentary Services (MPS) team who are responsible for managing the exchange of information between the AEC, its portfolio ministers and the Parliament.

You will be supporting the strategic direction of the MPS function by contributing to team business planning, conducting evaluation, risk management analysis and professional development, including supervisory responsibilities of a highly functional and productive team.

In this role, you will be required to establish and maintain strong working relationships with key stakeholders of varying seniority levels, such as portfolio ministers' offices and AEC senior leaders. You will be required to provide appropriate support to them utilising your expertise and knowledge, exercising strong judgement and integrity.

To help support key deliverables expecting from the team, you may be required to conduct relevant briefings to a range of AEC colleagues and leaders. Extending any necessary support across the agency and internal business areas with the workflow, quality assurance and, where applicable, authoring of parliamentary products for submission through the Parliamentary Document Management System (PDMS+) and Cabinet workflow system (CabNet+). These may include but not limited to ministerial submissions, Question Time briefs, correspondence and responses to questions on notice.

To excel you'll have:

- Demonstrate initiative and foresight to plan and project operational tasks to meet organisational goals.
- Possess excellent coordination skills, attention to detail and ability to manage competing priorities with a high degree of integrity, judgement and professionalism.
- Demonstrate experience utilising a document workflow management system, such as PDMS+, and the configuration of web-based applications to share information electronically, or the ability to learn such systems and processes.
- Demonstrate proficiency in research, analysis, writing and communication skills, including the creation of key papers or documents.
- Demonstrate ability to work and lead a small team, able to work independently to meet key deliverables.
- *Desirable* Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Knowledge of, or the ability to quickly gain knowledge of parliamentary practice and conventions.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Vanessa Dusi, vanessa.dusi@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912645501507

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Vacancy VN-0760455

Australian Electoral Commission

Closing Date:Friday 25 July 2025

Enabling and Regulation Group
Legal Services Branch Corporate Law

Job Title	Principal Government Lawyer, Corporate Law
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA
Salary	$140,833 - $164,008
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2025-119 10176
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912619447503498~1/edit

The Legal Services Branch is a dynamic team that provides legal, commercial, and regulatory advice and conducts investigations to ensure the integrity of Commonwealth electoral systems and processes. The Branch also has an active role supporting and increasing capabilities across the AEC through training and guidance.

The Branch is headed by the Chief Legal Officer, is comprised of roughly 20 lawyers and is divided into three legal teams Corporate Law, Regulatory Law, and Electoral Law. The Branch is based primarily in Canberra and in Brisbane (out-posting for this role will be considered on a case-by-case basis depending on skills and experience).

The Corporate Law team advises on and manages litigation in the fields of commercial law, employment law and privacy law.

The Electoral Law team advises on laws concerning elections and referendums and provides general statutory interpretation and administrative law advice.

The Regulatory Law team ensures compliance with offences in electoral legislation, and where necessary seeks enforcement in the courts (civil or criminal). This includes the authorisation

requirements, multi voter and non-voter requirements, anti-avoidance compliance and regulatory litigation.

Duties

The current vacancy is for a Principal Government Lawyer, Corporate Law in the Legal Services Branch. The AEC is also seeking to establish a talent pool for other potential Principal Government Lawyer positions in the event of vacancies in those positions (such as Principal Government Lawyer, Regulatory Law and Principal Government Lawyer, Electoral Law).

Principal Government Lawyers at the AEC lead teams that undertake legal work and provide advice. The Principal Government Lawyers address matters with a high level of complexity or sensitivity and must utilise professional and technical knowledge and exercise significant judgement.

Principal Government Lawyers report to the Chief Legal Officer and are members of the Branch leadership team, which means they are involved in leadership and practice management initiatives and decision-making for the Branch.

The Principal Government Lawyer, Corporate Law will

Deliver high quality strategic legal advice to the AEC in relation to:

- commercial law and contract management, particularly in relation to the commercial negotiation AEC’s internal ICT modernisation project, funding and disclosure reform program and a diverse range of procurements to support the staging of elections and referenda and the AEC’s business as usual functions,
- employment law matters, including Fair Work Commission and Australian Human Rights Commission complaints, and
- privacy matters.
- Mentor junior lawyers to develop legal expertise and capacity within the Legal Services Branch and the AEC.
- Understand the legal, policy and political environment in which Commonwealth officers work and the independent and politically neutral nature of the AEC.
- Communicate and make decisions using professional judgement, factoring in risks and being sensitive to the context.
- Develop and manage key strategic internal and external relationships, this may include promoting, representing and negotiating on behalf of the AEC.
- Contribute to election and referendum preparation and delivery activities in accordance with the election and referendum readiness framework, according to individual accountabilities and responsibilities.
- Perform additional duties or assume responsibility of functions as directed by Management from time to time.
- Manage a high volume of legal requests and matters (e.g. licences of polling venues and leases of Out-Posted Centres), along with the urgency to resolve these matters, which will increase significantly prior to and during electoral and referendum events.
- The Principal Government Lawyer, Corporate Law is responsible for acting as an escalation point in respect to any commercial contractual disputes.

To excel you'll have:

- Admission as a legal practitioner however described, of the High Court or the Supreme Court of a State or Territory of Australia with at least five or more years post admission work experience providing legal services.
- Demonstrated ability to undertake complex legal analysis and apply significant judgement to provide expert professional advice and outcomes.
- Extensive experience in successfully leading legal teams and delivering results within time restraints while managing competing priorities.
- Demonstrated ability to think flexibly and assist business areas to pragmatically resolve complex problems.
- Proven ability to communicate with influence, negotiate outcomes and manage stakeholder relationships, including across a geographically dispersed network.
- Demonstrated ability to lead staff while developing capabilities and embedding professionalism.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Eligibility

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

Notes

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

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To Apply

Position Contact	Tim Mason, (02) 5137 2305
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912619447503

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Vacancy VN-0760348

Australian Fisheries Management Authority

Closing Date:Tuesday 22 July 2025

National Compliance Operations
Fisheries Operations Branch

Job Title	APS 4 Maritime Domain Awareness Officer
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$81,702 - $87,254
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Work from the office 3 days per week
Classification	APS Level 4
Position Number	C00949
Agency Website	

Job Description

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

Duties

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want to develop and apply your skills in international relations and policy development while supporting global efforts to combat illegal, unreported, and unregulated

(IUU) fishing? Then consider a career in an international team at the Australian Fisheries Management Authority (AFMA).

About the team

The Maritime Domain Awareness (MDA) team sits under the National Compliance Operations section in the Fisheries Operations Branch and supports the delivery of 3 core functions: 1) AFMA's National Compliance and Enforcement Program; 2) AFMA's International Compliance and Engagement Program and 3) AFMA's capacity building contribution to the Indo-Pacific Partnership for Maritime Domain Awareness. The team is responsible for:

- Analysing multiple spatial data systems and holdings (including Vessel Monitoring System (VMS), geospatial, monitoring and surveillance data) to monitor vessel activities of Commonwealth fisheries and on the high seas where Australia has an interest.
- Developing and delivering timely strategic and tactical geospatial products and advice to support national and regional fisheries operations and engagement programs.
- Assist in the delivery of the National Vessel Monitoring System (NVMS) program to AFMAs partner agencies.
- Representing the agency in domestic and international forums and delivering fisheries and maritime domain awareness training to counterparts.
- Liaising with domestic and international counterparts in sharing MDA to assist in national and regional fisheries operations to further enhance our abilities to detect and deter illegal, unreported, and unregulated fishing.
- Developing tools and framework to streamline MDA processes and functions.

About the role

Under direction, the MDA officer will support the MDA team in delivering MDA outputs in support of AFMA's compliance and engagement programs, through:

- Supporting and monitoring VMS compliance as per contracted arrangements for relevant State fisheries agencies as well as for the Commonwealth, working closely with the fishing industry, government and other key stakeholders.
- Supporting collaborative internal and external working relationships with domestic and international stakeholders across fisheries, maritime, law enforcement and MDA sectors.
- Using existing monitoring tools and techniques to assist in monitoring compliance risks within Commonwealth fisheries and on the high seas where Australia has an interest.
- Assisting in developing and delivering MDA training packages to internal AFMA colleagues and the National VMS partner agencies.
- Assisting the MDA team to plan and execute internal reviews and audits.

Eligibility

Successful applicants will be required to undergo a police record check and currently have, or be able to obtain and maintain, a security clearance at Baseline.

Please note applicants must not hold or have held shares or been employed in Commonwealth fisheries in the previous 12 months.

All applicants must be Australian citizens. AFMA staff are employed under the *Australian Public Service Act 1999*.

Notes

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website http://afmacareers.nga.net.au/cp/index.cfm for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.
- Please note, individual feedback is only provided to candidates who progress through the interview stage of the recruitment process.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Eric Appleyard, 0407 121 725
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0760349

Australian Fisheries Management Authority

Closing Date:Tuesday 22 July 2025

National Compliance Operations
Fisheries Operations Branch

Job Title	APS 6 Senior Maritime Domain Awareness Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	$100,690 - $111,345
Future Merit Locations	Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	Work from the office 3 days per week
Classification	APS Level 6
Position Number	C00944
Agency Website	

Job Description

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

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want to develop and apply your skills in international relations and policy development while supporting global efforts to combat illegal, unreported, and unregulated (IUU) fishing? Then consider a career in an international team at the Australian Fisheries Management Authority (AFMA).

About the team

The Maritime Domain Awareness (MDA) team sits under the National Compliance Operations section in the Fisheries Operations Branch and supports the delivery of 3 core functions: 1) AFMA's National Compliance and Enforcement Program; 2) AFMA's International Compliance and Engagement Program and 3) AFMA's capacity building contribution to the Indo-Pacific Partnership for Maritime Domain Awareness. The team is responsible for:

- Analysing multiple spatial data systems and holdings (including Vessel Monitoring System (VMS), geospatial, monitoring and surveillance data) to monitor vessel activities of Commonwealth fisheries and on the high seas where Australia has an interest.
- Developing and delivering timely strategic and tactical geospatial products and advice to support national and regional fisheries operations and engagement programs.
- Assist in the delivery of the National Vessel Monitoring System (NVMS) program to AFMAs partner agencies.
- Representing the agency in domestic and international forums and delivering fisheries and maritime domain awareness training to counterparts.

- Liaising with domestic and international counterparts in sharing MDA to assist in national and regional fisheries operations to further enhance our abilities to detect and deter illegal, unreported, and unregulated fishing.
- Developing tools and framework to streamline MDA processes and functions.

About the role

Under limited direction, the Senior MDA officer will support the Manager of the MDA team in delivering MDA outputs in support of AFMA's compliance and engagement programs, through:

- Developing subject matter expertise on MDA areas related to illegal, unreported and unregulated fishing.
- Driving collaborative internal and external working relationships with domestic and international stakeholders across fisheries, maritime, law enforcement and MDA sectors.
- Using existing (and formulating new) monitoring tools and techniques to monitor, measure and analyse compliance risks and opportunities within Commonwealth fisheries and on the high seas where Australia has an interest.
- Producing strategic and tactical geospatial products and advice to support national and regional fisheries operations, AFMA's National Compliance and Enforcement Program and AFMA's International Compliance and Engagement Program.
- Developing and delivering MDA training packages to international counterparts as part of the Indo-Pacific Partnership for Maritime Domain Awareness.
- Contributing to the planning and execution of targeted MDA and operational activities.
- Assisting the MDA Manager to plan and execute internal reviews and audits.

Duties

Successful applicants will be required to:

· Undergo a police record check and currently have, or be able to obtain and maintain, a security clearance at Baseline.

· Ability to travel nationally and/or internationally (in some cases for periods of up to 3 weeks).

Please note applicants must not hold or have held shares or been employed in Commonwealth fisheries in the previous 12 months.

All applicants must be Australian citizens. AFMA staff are employed under the *Australian Public Service Act 1999.*

Eligibility

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website http://afmacareers.nga.net.au/cp/index.cfm for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.
- Please note, individual feedback is only provided to candidates who progress through the interview stage of the recruitment process.

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Ashleigh Tomlinson, 0439 131 753
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0760137

Australian Government Solicitor

Closing Date:Friday 18 July 2025

Australian Government Solicitor
Commercial

Job Title	Lawyer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Lawyers – APS Level 5 and APS Level 6 (Associate equivalent)
- Opportunities in our Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane offices
- Flexible working arrangements available

Permanent roles exist for experienced property lawyers to join the Australian Government's central legal practice. Roles with AGS Commercial offer long term career options with open door access to some of Australia's most respected lawyers, and market leading transactions.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 715 staff, including 500 lawyers, we work in more than 40 different areas of law related to government.

About the roles

Our commercial lawyers work with Commonwealth agencies across all areas of commercial practice. We act as lead legal adviser for our clients on many of the Australian Government's largest projects and commercial transactions. The work of our property practice is focused on policies and programs that are of national importance, including:

- some of Australia's largest property projects including pre-commitment leasing and management of significant property portfolios
- the acquisition of water entitlements for environmental purposes
- complex acquisition and disposals of property by lease and freehold including intergovernmental arrangements
- complex and precedential property related matters including advising on legal structures for delivery of property projects, development of template, front end construction, and leading complex legal negotiations in high value property acquisitions and disposals.

In addition, AGS Commercial lawyers have the opportunity to work on matters and projects for a range of organisations as part of AGS's pro bono program.

This is an exciting opportunity for a property lawyer wanting to build the next phase of their legal career advising the Commonwealth of Australia on its most important projects. AGS's Commercial practice has over 80 lawyers around Australia. Our employment offering is distinct from private law firm roles, corporate in-house roles and other government legal roles. It offers a unique hybrid culture of market leading legal expertise, dedicated client service, affinity with our clients, involvement in matters of national significance and the opportunity for public service, as well as a culture that embraces diversity and inclusion.

In these roles you will:

- contribute to the Commonwealth's most important, high profile and complex national transactions, programs and reforms
- be part of a supportive, collegiate and high performing national legal practice
- provide a high standard of client service and maintain strong client relationships
- work as one of the Australian Government's most trusted legal advisors and

- have the opportunity to support community interests though pro bono work. For more information about our pro bono work, refer to our website.

For further information about the requirements of the roles, please refer to the role descriptions available on our recruitment portal.

About you

The successful candidates will ideally have:

- a minimum of 1 year PQE for APS Level 5 roles, and 3 years' PQE for APS Level 6 roles
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships including ability to manage multiple clients and deadlines
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade
- capacity to meet personal net production/productivity/revenue targets.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our lawyers commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements (including paid Christmas shutdown) and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the "Apply" button and ensure that you upload a 1-2 page cover letter along with a copy of your CV and academic transcripts.

Applications close at 5:00pm (AEST) on Friday 18 July, 2025.

Further enquiries

Further information can be obtained by contacting Kim Da Pozzo, HR Business Partner Commercial on 02 6253 7272.

Eligibility

You must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Kim Da Pozzo, 02 62537272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0760339

Australian National Maritime Museum

Closing Date:Sunday 27 July 2025

Content and Storytelling
Knowledge

Job Title	Maritime Archaeology Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$115,443 - $125,832
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	A153
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

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

The Australian National Maritime Museum is seeking a dynamic and highly experienced Maritime Archaeology Manager to lead its maritime archaeology initiatives. This is a full-time, ongoing Executive Level 1 position.

About the Australian National Maritime Museum

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum.

Duties

About the Role

The position Manager Maritime Archaeology is a senior leadership role within the Knowledge team responsible for managing and developing the museum's maritime archaeology initiatives.

Key responsibilities include planning and leading maritime archaeology projects, managing team members, procuring equipment and ensuring its safe operation, oversight of the museum's research vessel, budgeting and project collaborations. The Manager provides expert advice on maritime archaeology and oversees the acquisition, research and interpretation of maritime archaeology collection items through exhibitions, digital and online programs.

The position has a significant role in museum policy, including remaining abreast of relevant maritime archaeology legislation and Protection of Cultural Objects on Loan (PCOL) protocols. This is a role with a high duty of care responsibility, including ensuring currency of all diving requirements and training of staff and volunteers undertaking fieldwork. A key element is research leadership, through practical projects such as interpretation and reconstruction of archaeologically excavated sites, and in scholarly publishing and presentations.

The position will work with the museum's Digital and Communications teams to develop and maintain a dedicated and vibrant online resource that reflects and showcases the museum's work in maritime archaeology.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

Under broad direction, this position is responsible for delivering the following functions:

- Manage the development of a national centre in maritime archaeology by furthering research activities that support and complement broader national maritime heritage efforts.
- Plan and deliver maritime archaeology programs, including underwater surveys and collaborative research projects, both within and beyond Australian waters.
- Research and publish accounts of maritime archaeology in scholarly, public and specialist forums.
- Represent the Museum in public forums, media opportunities, conferences, and cultural networks.
- Research and develop curatorial content for exhibitions and public programs, providing leadership and expert input on exhibition and program development and review.

- Actively seek external grants, funding and key donations and provide support to the ANMM Foundation fundraising activities.
- Manage and mentor the maritime archaeologists, including direction of major projects such as reconstruction of an archaeologically excavated vessel and collaborative research programs.
- Manage the budget and maintain diving and maritime archaeology equipment according to relevant safety standards and the museum's maritime archaeology policy and procedures, including training and maintaining relevant qualifications.
- Participate in the museum's Acquisitions Committee, and in monitoring the museum's obligations and processes including PCOL, the Collection Development Policy and relevant Maritime Archaeology legislation.

Selection Criteria

1. Demonstrated experience as a project leader or principal investigator on maritime archaeology projects, including both underwater and terrestrial sites.
2. Advanced Open Water Diving Qualifications along with Rescue Diver and Nitrox (EANx) endorsements, plus a recent (< 12 months) dive medical confirming capacity to undertake a regular program of scuba and/or surface supplied diving to depths up to 30 metres.
3. Extensive knowledge of Australian maritime history and heritage, demonstrated via a wide range of published work in maritime archaeology.
4. Comprehensive knowledge of maritime archaeology legislation in regard to fieldwork, consultation, interpretation and object acquisition.
5. High-level public engagement skills and experience in media, conferences, presentations and public speaking.
6. Successful track record in securing grants, consultancies or other external revenue streams to support maritime archaeology programs.

Qualifications and/or relevant experience required

Desirable:

- Eligibility and willingness to obtain ADAS Part 2 qualification for surface-supplied breathing apparatus to 30m.
- Current Australian driver's licence and minimum coxswain grade 3 certificate in boat operation.
- Experience in working with Aboriginal and Torres Strait Islander communities or collections.
- Relevant international experience, including working with cultures outside Western/English-speaking countries.
- Familiarity with or ability to use archival record keeping systems such as ELO.
- Experience with collection management database systems such as TMS.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:30pm AEST, Sunday 27 July 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

About the Australian National Maritime Museum

To Apply

Position Contact	Peter Hobbins, 02 8241 8320
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0760335

Australian Signals Directorate

Closing Date:Sunday 03 August 2025

Job Title	ASD6 Corporate Support Team Lead - Joint Defence Facility Pine Gap (JDFPG) Alice Springs, NT
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	$98,345 - $110,886
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	2 year term transfer position at the Joint Defence Facility Pine Gap Alice Springs, NT
Classification	APS Level 6
Position Number	ASD/05217/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The Joint Defence Facility Pine Gap (JDFPG) located in Alice Springs, NT seeks an energetic, highly organised and task-oriented Corporate Support Team Lead to be part of a diverse and collaborative team, supporting Government of Australia (GoA) staff who work day and shift work. You will be part of a small multi-national and multi-agency team that focuses on support to staff and senior management.

JDFPG is a central element of Australia's intelligence relationship with the United States of America, and makes a vital contribution to the Defence and national interests of both countries, and to the broader Five-Eyes partnership. The multi-national, multi-agency environment supports high-end intelligence collaboration, innovation and development of advanced capabilities to address emerging global security threats.

About the Role

Are you an energetic, highly organised and task-oriented Corporate Support Team Lead? The JDFPG is looking for someone like you, who thrives in being a part of a diverse and collaborative team that supports the evolution of the organisation and delivery of new outcomes, while ensuring the maintenance of business-as-usual activities.

Key duties include:

- The delivery of recruitment.
- Support relocation of staff.
- Ability to work with key stakeholders to identify workforce strategic requirements.
- Branch budget.
- Performance management.
- Provide trusted professional and technical advice.
- Review and provide strategic advice on a range of policies.
- Provide people advice and support to staff and engage in a range of activities support various visits to the Facility.

This vacant term transfer position is located at the Joint Defence Facility Pine Gap (JDFPG) in Alice Springs, NT for a minimum two year posting (with possible extension offers at delegate discretion) to then return to an ASD at level position (based at an interstate ASD office) at the end of term transfer.

Note: This is a Monday to Friday day position (not shift work).

Further Information can be found at: I'm changing my career | Australian Signals Directorate

Duties

The role will require excellent interpersonal communication skills to rapidly build and maintain productive working relationships with our multi-national workforce, as well as engage closely with internal and external stakeholders. The ideal candidate for this position will have:

- Excellent communication and interpersonal skills (written and verbal).
- Strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level.
- The proven ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Demonstrate attention to detail, with the ability to take responsibility for own actions and accurate completion of work.
- The ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met.

- Experience implementing strategic HR initiatives, and experience leading and managing a team to be high performing and collaborative.

Eligibility

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

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

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

Security Clearance - The preferred candidate must hold and maintain a Top Secret Positive Vetting security clearance.

It is a condition of employment that applicants maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

The following skills and experience are highly desirable, but not mandatory:

- Tertiary qualifications, industry certification or equivalent experience in human resources or a discipline related to the role.

The preferred candidate must hold and maintain a Top Secret Positive Vetting 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0760485

Australian Signals Directorate

Closing Date:Sunday 27 July 2025

People & Skills

Job Title	ASD EL1 HR Careers
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$122,685 - $138,388
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1
Position Number	ASD/05905/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

We are seeking energetic, highly organised and task-orientated EL1 Human Resource professionals to be part of a diverse and collaborative team supporting the evolution and strategic direction of the organisation.

The HR functions within ASD include, but are not limited to the delivery of recruitment and engagement activities in support of the REDSPICE targets, workforce planning, learning and development to meet organisational capability requirements, leadership, and implementation of WHS and diversity and inclusion initiatives.

ASD offers flexible work practices, excellent training, mentoring, and development opportunities as well as a competitive salary and benefits packages.

About the Role

EL1 HR Career opportunities are available across a range of human resource functions within the People & Skills Division. In these roles, you will bring creativity, enthusiasm and an outcomes focus, to leading a team to deliver high quality outcomes that align with the agency’s organisational priorities.

ASD are looking for individuals who have the proven ability to lead and demonstrate their experience in shaping and delivering strategic HR objectives and thrive in a varied fast-pace environment.

HR Case Management

The HR Case Management team provides advice and guidance on all areas of personnel case management including probation, performance management, medical case management, conduct and change management, as well as providing general advice and assistance on HR related matters. The HR Case Management team primarily supports ASD’s Senior Executive Service and middle management to provide HR advice and support the provision of people services.

A role in this team will require individuals to oversee daily case management activities and lead the implementation of related HR projects, while maintaining the upmost levels of integrity, confidentiality and professionalism.

Proactive communication is essential to this role, as is the ability to coordinate day-to-day case management initiatives to drive optimum and sustained outcomes. The team operates in a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is crucial to this role, as are effective stakeholder engagement skills and problem solving abilities.

Please note: Positions are only available in Brisbane - QLD.

Recruitment & Attraction

The Recruitment and Attraction team play an instrumental role in enabling ASD's expansion (REDSPICE) and supporting the evolution of our organisation.

Our team facilitates and supports end-to-end recruitment activities for ASD; which includes agency-wide, specialist and Entry Level Program recruitment activities. We operate in a dynamic, fast paced team environment, where our people are encouraged to be innovative, creative and contribute to continuous improvement. We pride ourselves on providing approachable, quality customer service and advice to our stakeholders, underpinned by legislative and policy frameworks.

In this role, you will be responsible for an allocated group within ASD, where you will oversee the recruitment processes. You will contribute to the development and implementation of recruitment strategies that align with ASD's organisational goals and objectives, while building and maintaining internal and external stakeholder relationships.

You will be managing and mentoring a small team of recruitment officers, fostering a positive and productive work environment.

Please note: Positions are only available in Canberra - ACT.

SES Support

The Senior Executive Service (SES) Support team provide specialised, high quality advice and service to SES and their support staff. Services provided by the team include SES on boarding, induction and off boarding; policy and advice on SES remuneration and employment conditions; management of Executive Assistant and Executive Officer recruitment rounds; managing SES

learning and development; coordinating SES conferences; and management of the SES Performance Leadership Framework.

The SES Support team provides regular reporting to ASD's Chief Operating Officer and the broader senior executive leadership team on SES matters, to enable ASD to manage current and anticipated SES workforce requirements.

Individuals with highly developed stakeholder engagement skills, advanced oral and written communication skills, in-depth knowledge of contemporary employment practices regarding key management personnel, and the ability to innovate and adapt in a demanding environment are highly desired. You will be leading and mentoring a small team to foster an encouraging and productive work environment.

Please note: Positions are only available in Canberra - ACT.

Work Health and Safety

The Work Health and Safety team are responsible for keeping our workplaces safe and enhancing employee health and wellbeing. The team leads health safety and wellbeing programs, systems and initiatives to ensure all workplaces across the Agency are as safe and healthy as possible. We provide information, advice and guidance on general WHS and legislative matters, oversees compliance, due diligence and assurance activities and works in conjunction with the ASD Leadership team to ensure safety is at the forefront of ASD's daily business and operational activities.

The EL1 Work Health and Safety Manager is required to exercise a considerable degree of independence, apply superior problem solving and time management skills and possess excellent communication skills to provide expert WHS guidance and advice. They will have in-depth knowledge of WHS Legislation, policies and procedures and have the ability to effectively engage with Stakeholders driving safety initiatives to achieve optimum and sustained outcomes.

The EL1 Work Health and Safety Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage a team and may be required to 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. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is necessary.

To be successful in the role of EL1 Work Health and Safety Manager, you will need to be a highly capable and experienced WHS professional who is comfortable working in a changing environment and has a solid understanding of best practice WHS to help develop and deliver a range of WHS services and Wellbeing programs.

Workforce Strategy, Planning and Enterprise Resource Planning

The Workforce Strategy, Planning and Enterprise Resource Planning (ERP) team is responsible for delivering workforce planning focusing on delivery of the future workforce needed under REDSPICE. The team supports ASD's journey to modernise, integrate and transform the approach to managing finances, human resources, logistics, engineering, maintenance and estate operations through ERP.

The EL1 will independently lead a team to deliver, coordinate and manage key project milestones for ASD as part of the ERP program. Ensuring clear and consistent communication and engagement with the broader agency and executive team. Building and sustaining effective relationships with complex stakeholders to drive agreed business outcomes and project deliverables. The role will also need to quickly understand and solve complex systems and problems, and provide clear advice on the effect to the agency, ensuring interpretation and compliance with legislative, policy and regulatory frameworks.

Please note: Positions are only available in Canberra - ACT.

Skills Payments

The Skill payments team is responsible for the planning for and delivery of ASDs specialist pay scheme with a focus on helping ASD to attract and retain the skilled people it needs under REDSPICE.

The EL1 will lead the team to deliver key project milestones for ASD's Skill payment review program, while providing support communications and engagement activities related to the LIGHTYEAR scheme. The EL1 will work collaboratively within a small team to refine and deliver a practical, sustainable payment program including but not limited to leading the development of skill frameworks, including assessment.

To be successful in the role of EL1 Skills Payments, you will need to be a highly capable and experienced professional who is comfortable working in an evolving environment; you will require highly developed stakeholder engagement skills, advanced oral and written communication skills, and great problem solving approach and skills.

Please note: Positions are only available in Canberra - ACT.

Further information can be found at: HR Careers | Australian Signals Directorate (asd.gov.au)

Duties

We are seeking professional leaders with demonstrated experienced in the HR industry that possess the following skills and attributes:

- Demonstrated experience managing the responsibilities of their respective HR stream.
- Experience leading and implementing strategic HR initiatives.
- Resilient with proven capacity to manage high performing teams.
- Exceptional communication and interpersonal skills (both written and verbal).
- Demonstrated attention to detail, with the ability to take responsibility for own actions and accurate completion of work.
- Strong stakeholder engagement skills and demonstrated ability to proactively build and sustain positive working relationships with team members, senior leadership and stakeholders.
- Ability to work in a fast-paced environment and manage competing priorities, while ensuring key objectives are met and delivered in a timely manner.
- Ability to exemplify ASD Values with the proven ability to exercise sound judgement, discretion and integrity, including the ability to maintain confidentiality and privacy.

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

Eligibility

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

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

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

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

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

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

Notes

Highly desirable skills, qualifications and experience; however not mandatory:

- 3 years relevant experience in one or more Human Resources functions
- Degree in Business - Human Resource Management
- Diploma and/or Masters in Human Resources
- Certificate IV Human Resource Management
- Other industry specific qualifications or experience

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

About the Australian Signals Directorate

To Apply

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

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
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Vacancy VN-0760220

Australian Skills Quality Authority (ASQA)

Closing Date:Sunday 03 August 2025

Corporate and Enabling
Finance and Procurement

Job Title	Chief Financial Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$143,517 - $165,154
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	Executive Level 2
Position Number	19689
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

We are seeking a **Chief Financial Officer** who holds a critical leadership role, responsible for safeguarding the organisation's financial integrity, ensuring long-term sustainability, and driving strategic financial planning. Leading a small, high-performing team, the CFO oversees key functions including financial management, budgeting, procurement, and compliance. This role ensures that financial operations are aligned with ASQA's purpose of delivering high-quality vocational education and training across Australia.

Key responsibilities:

- Develop and implement financial strategies that support ASQA's strategic objectives and ensure long-term financial sustainability
- Manage agency-wide budgeting and resource allocation, ensuring financial decisions are aligned with organisational priorities
- Provide accurate and timely financial reporting and strategic advice to the CEO, Executive Committee, and Audit and Risk Committee to support evidence-based decision making.
- Lead to uplift of financial systems, processes and capability, by driving continuous improvement, efficiency and transparency across financial operations
- Ensure compliance with relevant government policies, legislation, and accounting standards, maintaining high standards of financial governance
- Oversee financial risk management and contribute to governance frameworks, ensuring financial risks are identified monitored and effectively mitigated.
- Lead the delivery of core financial services, including the preparation of annual financial statements, submissions, procurement planning and reporting to internal and external governance bodies.
- Promote a culture of integrity, ethical financial stewardship, and continuous improvement, aligned with APS and ASQA values while supporting the agency's regulatory reform agendas.

Skills and experience

To succeed in this role, you will have:

- Demonstrated success in leading financial strategy, budgeting and planning, including proven ability to provide authoritative advice to ensure the long-term financial sustainability and integrity of the organisation.
- In-depth understanding of the Commonwealth financial management environment, including the Public Governance, Performance and Accountability Act 2013 (PGPA Act), budgetary frameworks, and resource management principles.
- Demonstrated ability to think strategically and apply insight to complex financial and operational challenges.
- High-level communication and interpersonal skills, with the ability to influence, collaborate, and build trust with senior internal stakeholders, government agencies, committees, and external partners.
- A strong record of leading and developing high-performing teams in dynamic environments.
- Tertiary qualifications in finance, accounting, or a related discipline, with full professional membership of CPA Australia, Chartered Accountants, or an equivalent body.
- A demonstrated commitment to ethical leadership, the APS Values and Code of Conduct, and best practice in public administration and financial stewardship.

Mandatory:

- To apply for this position, you must be an Australian Citizen.
- The successful applicant will be required to undergo employment checks and obtain a Negative Vetting 1 security clearance (if they do not already hold a clearance).
- The successful applicant will be a qualified Accountant – CA or CPA.

Desirable:

- Substantial experience in senior roles managing accounting, finance and budgeting, with a sound grasp of Commonwealth PGPA requirements (in a small-sized and/or regulatory agency would be an advantage).
- Experience in a wide range of entities, potentially a combination of public and private sector.
- Experience in implementing financial capability, process and system improvements
- Understanding of Vocational Education and Training (VET) in Australia including the regulatory framework (or capacity to quickly develop such an understanding).

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

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

Purpose and meaning - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.

Opportunities to learn and grow - regardless of where you are in your career or what your skills are, there's a pathway and role for you.

Community and belonging - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.

Flexibility and balance - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.

Conditions and lifestyle - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- Under Section 22(8) of the Public Service Act 1999, employees must be Australian Citizens to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Negative Vetting Level 1 (if they do not already hold a clearance).

Notes

How to apply

Visit Current vacancies for more information.

It is important that you review the Position Description for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Poonam Devi, Adecco** via **poonam.devi@adecco.com.au**.

This position is available as an **ongoing** or **non-ongoing** opportunity. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool**. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: **Sunday, 3 August 2025 at 11:30pm AEST.**

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Poonam Devi, poonam.devi@adecco.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0760177

Australian Submarine Agency

Closing Date:Sunday 27 July 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Discipline Leader - Operations Analysis
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	
Position Number	ASA/05502/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=61D8B335-5B72-8A1D-5535-E402E78CA4E1

Duties

The Role

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

Join us and help shape the nuclear powered submarine program via the AUKUS partnership that will transform Australia's economic and national security landscape for decades to come.

We are looking for team players who are excited to work on projects that make a lasting impact and support the nuclear powered submarine program. Operations Analysis (OA) relates to scientific methods to assess the effectiveness of military operations

Step into an exciting role with these key responsibilities:

- Ensuring appropriate application of established principles and will demonstrate excellence by maintaining professional, science and engineering standards and authenticity. They will apply knowledge from a wide range of

sources to Defence issues and contribute to the creative application and development of existing knowledge. They will be accountable for analysis, diagnosis, design, planning and execution and evaluation activities and will work independently in determining methods and strategy.

- Accountable to plan and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business objectives. They will set work tasks aligned with the strategic objectives and communicate expected outcomes. They are accountable for achieving outcomes and progressing work, reviewing team and project performance and focusing on identifying opportunities for continuous improvement.
- Manage increasing and highly complex workloads within an integrated workforce. They will lead and develop teams and allocate resources in a manner that delivers results in accordance with Defence outcomes. They are expected to consult widely and will build and maintain relationships with a network of stakeholders internally and externally. They will have the ability to recognise shared agendas and work toward mutually beneficial outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The Engineering and Technology Division is responsible for providing independent technical advice, assurance and authority that will support the development and future operation of the nuclear-powered submarine fleet. We are an integrated agency working closely with uniformed members of Defence and Industry to deliver the strategic submarine capability to the nation.

We operate with a strong focus on our people, technical development and integrity. We are underpinned by an inclusive culture that respects, values and utilises the contributions of people of different backgrounds, experiences and perspectives. We are collegiate and collaborative, requiring a high level of integration and consistency to achieve our outcomes for Defence.

You will have access to generous and attractive working conditions as an Australian Public Servant in ASA. Working for ASA will support you in balancing work life with family and other priorities. Information on the ASA’s employees’ working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Australian Submarine Agency Enterprise Agreement. Working with us | Australian Submarine Agency.

Our Ideal Candidate

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

The ideal candidate will work as part of a high performing team to create an environment which facilitates the effective utilisation and transfer of professional knowledge and skills. They will promote effective teamwork and contribute to a high performance culture.

Our ideal candidate will be able to manage people and issues in a flexible and effective manner and will have an ability to establish and sustain effective working relationships with diverse internal and external stakeholders, including

stakeholders that are Subject Matter Experts in their field. They will negotiate and influence as required to develop and implement solutions to parties with differing or conflicting interests. They will communicate with and influence key stakeholders on scientific and technical matters in a manner that is appropriate for the audience.

Our ideal candidates will bring a mix of the following qualities to the role:

- Experienced in reporting analysis to various levels of management, across both verbal presentation and written form;
- Well versed in research methods and OA methodology across both quantitative and qualitative approaches;
- Familiar with scientific reporting styles as well as the scientific method

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T6/EL2 Discipline Leader - Operations Analysis position requires:-

• Academic qualifications in one or more of the following related fields of research; or

• Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020:-

• Division 35 – Commerce & Management Services3503 Business Systems in Context

• Division 44 – Human Society4401 Anthropology4408 Political Science4410 Sociology

• Division 46 – Information & Computing Sciences4602 Artificial Intelligence4606 Distributed Computing & Systems Software4609 Information Systems

• Division 49 – Mathematical Sciences4901 Applied Mathematics4903 Numerical & Computational Mathematics4905 Statistics

• Division 52 – Psychology5204 Cognitive & Computational Psychology

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=61D8B335-5B72-8A1D-5535-E4(

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Vacancy VN-0760209

Australian Submarine Agency

Closing Date:Wednesday 23 July 2025

Australian Submarine Agency
Chief Operating Officer (B2)

Job Title	Assistant Director Costing
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/04675/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=5ABE534C-26EF-7728-3C08-E403201F15A7

Duties

The Role

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

The Finance Branch in Chief Operating Officer (COO) division in ASA are looking to fill several vacancies in the Program Cost Team.

As part of the ASA Program Cost team you will assist the EL 2 Director, Program Costing in leading cost estimation and cost assurance functions in support of the Nuclear Power Submarine Program, contributing to the strategic outcomes of the ASA.

Due to the nature and system requirements of the role, the successful applicants will be required to work onsite at an ASA Office.

Key duties include:

- Using life cycle cost estimation methods, risk and uncertainty analysis, and undertaking detailed data modelling to develop estimates for a major acquisition and sustainment program.
- Developing cost models within a One Defence (ODCS) context using a range of project artefacts such as Work Breakdown Structures, risk registers and schedules.
- Providing considered advice and recommendations on program costs, affordability and risks to senior leaders to support strategic decision-making.
- Cost assuring the accuracy, reliability, and completeness of cost information and providing feedback to stakeholders regarding estimate quality.
- Preparing and presenting financial information for Executive Briefs and Cabinet Submissions.
- Leading, mentoring and guiding the development of junior team members.

EL 1 Assistant Director Program Costing

Tasks may include:

- Using life cycle cost estimation methods, risk and uncertainty analysis, data modelling, data analysis and financial forecasting to develop cost estimates for a major acquisition and sustainment program.
- Providing cost modelling support within a project context including the use of Project Management processes, Work Breakdown Structures, Scheduling and Risk Management.
- Providing strategic advice and recommendations on program costs and affordability to Senior leaders and Government to support the decision making process.
- Leading a blended team of APS and Contractors and assisting the EL 2 Director, Program Costing to manage the cost estimation capability within the ASA.

EL 1 Assistant Director Assurance and Advice

Tasks may include:

- Cost assurance and ensuring the accuracy, reliability, and completeness of cost data and financial information in a major acquisition project / program.
- Preparing cost and financial information for Executive Briefs and Cabinet Submissions and the presentation of cost information to internal and external stakeholders.
- Identifying and assessing financial risks related to project costs, and providing advice and recommendations to Senior Leadership to support the decision making process.
- Leading a blended team of APS and Contractors and assisting the EL 2 Director, Program Costing to manage the cost assurance capability within the ASA.

About our Team

This is a unique opportunity to directly contribute to work that will impact Australia's strategic and Defence outcomes, and the delivery of a capability that will play a key role in the defence of our country in the decades to come.

The Australian Submarine Agency (ASA) Program Cost Team supports the ASA Chief Financial Officer and the ASA Executive through the provision of strategic cost advice and development of cost estimates for the acquisition, sustainment and disposal of nuclear-powered submarines (NPS). The Program Cost Team is a blended team of APS and contracted staff.

Our Ideal Candidate

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

They can demonstrate:

- Experience in developing and/or assuring complex program cost estimates and models.
- The ability to establish and maintain effective internal and external relationships with a range of stakeholders.
- Experience in presenting financial information to senior executives and stakeholders with varying views and objectives.
- An eye for detail supported with strong data analysis and problem solving skills.
- Effective written and oral communication skills with experience in writing briefs or responding to stakeholder information requests.
- A willingness to develop and learn new skills and to mentor junior staff.
- Ability to work independently, to tight deadlines and handle highly sensitive information in accordance with security requirements.
- The ability to work from an ASA office location due to the ICT requirements of the role.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Rae Macdonald, 02 6246 8129
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5ABE534C-26EF-7728-3C08-E4(

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Vacancy VN-0760318

Australian Submarine Agency

Closing Date:Wednesday 30 July 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Senior Security Officer (Multiple Roles)
Job Type	Full-Time, Ongoing
Location	Port Adelaide SA, Canberra ACT, Rockingham WA
Salary	$95,187 - $108,734
Future Merit Locations	Port Adelaide, Canberra, Rockingham
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/04948/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=C68E5ACA-5C7E-4CB5-F659-E403991E9517

Duties

The Role

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

The Threats and Workforce protection (TWP) Branch in Stewardship and Security Division of the Australian Submarine Agency is seeking highly motivated individuals who seek to work collaboratively to solve complex security matters, achieve good security outcomes and enhance the Nuclear Powered Submarine (NPS) Enterprise's security posture to fill a number of APS 6 Security roles across the Branch.

In these roles your strong interpersonal, written and verbal communication skills, organisational skills and attention to detail will be essential in supporting the effective and efficient delivery of the Branch's suitability processes. You will be adept at managing competing and time critical priorities. You will work independently in a small team under broad direction with accountability for your work outcomes. You may act as team mentor and manager setting work priorities and managing workflows.

In a TWP Branch APS 6 security role you will be required to interpret and apply legislation, policies, procedures, standards, corporate objectives, and instructions. You will support relationships across the NPS Enterprise and work productively and collegiately in a multidisciplinary environment. You will provide detailed and sound guidance to various stakeholders in relation to complex security matters in accordance with the Commonwealth Protective Security Policy Framework, the Defence Security Principles Framework and ASA security policies. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve Branch and ASA outcomes; and will display maturity, resilience and strong commitment to Australia's national interests.

Security Investigator

As an APS6 Security Investigator, you will be responsible for:

- Review, assess and respond to security incident reporting, contact reports, and ad hoc security referrals.
- Oversee and perform security incident response and fact-finding activities in accordance with legislation, policies and procedures.
- Collect and assess information and data to make informed decisions, and select appropriate investigation methodologies.
- Prepare and assist in the preparation of fact-finding summaries and formal referrals, and provide advice to stakeholders and partner agencies.
- Prepare briefings, reports, correspondence and documentation relating to security incidents, inquiries and outcomes.
- Facilitate and support partner agency inquires and requirements.
- Utilise and maintain information management systems to support, manage and document fact-finding activities.

Security Outreach Officer

As an APS6 Security Outreach Officer, you will be responsible for:

- Establishing and building productive working relationships with government and non-government stakeholders across the NPS enterprise for the purposes of maintaining and enhancing the Enterprise's security literacy, culture and posture.
- Utilising your strong interpersonal, written and verbal communication skills, experience, and attention to support to conduct in-person protective security briefings and training with internal and external NPS Enterprise stakeholders.
- Interpreting and confidently briefing stakeholders about NPS Program related legislation, policies, procedures, objectives and threat reporting as it relates to security
- Facilitate and support referrals and engagement about topics pertaining to the priorities, objectives and functions of other parts of the Branch, Division or Group to achieve cohesive security outcomes for the NPS Program.

Senior Security Officer

As an APS6 Senior Security officer, you will be responsible for fulfilling the Security Officer function within the agency including:

- Supporting the agency's on-boarding process for employees and contractors with respect of security clearance sponsorship administration and liaison with the Australian Government Security Vetting Agency (AGSVA).
- Monitoring and managing protective security matters impacting the ASA including providing specialist, technical protective security advice and services.
- Utilising your strong interpersonal, written and verbal communication skills, experience, and attention to detail to provide comprehensive security advice and responses.
- Interpreting and applying legislation, policies, procedures, corporate objectives, and instructions to complex security matters and incidents.
- Developing, implementing and managing protective security policies, procedures and risk assessments.

About our Team

The Threats and Workforce Protection (TWP) Branch in Stewardship and Security Division of the Australian Submarine Agency supports the delivery of a safe and secure nuclear-powered submarine capability by:

- Understanding and communicating threats to the NPS Program
- Uplifting security culture and awareness across Australian Submarine Agency and NPS Enterprise workforces
- Mitigating personnel security risks through effective early detection (insider threat), security incident management and response, and organisational suitability assessment processes.
- Providing contemporary security advice around national security clearance processes

Our Ideal Candidate

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

Successful candidates for these roles will demonstrate the following:

- A high standard of professionalism, integrity, discretion and sound judgement.
- Strong interpersonal, written and communications skills, organisational skills & significant attention to detail to provide comprehensive advice and responses on behalf of TWP Branch.
- Ability to interpret and apply legislation, policies, procedures, corporate objectives, and instructions to complex circumstances

- Ability to work in a small team setting with reasonable autonomy and accountability for your work outcomes.
- Ability to build strong productive and collegiate relationships across the Nuclear Powered Submarine Enterprise
- Ability to identify, anticipate and respond to stakeholder requirements to achieve TWP Branch and ASA outcomes.
- Display maturity, resilience and a strong commitment to Australia's national interests.
- Ability to work as a team mentor, set work priorities, manage workflows, contribute to strategic planning and policy development

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C68E5ACA-5C7E-4CB5-F659-E4

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Vacancy VN-0760264

Defence Housing Australia

Closing Date:Sunday 20 July 2025

Business Solutions & Technology
Technology Partners & Architecture Technology Partnership Office

Job Title	Technology Business PArtner
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	$122,963 - $150,065
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the Enterprise Agreement
Classification	Executive Level 1
Position Number	493659
Agency Website	https://www.dha.gov.au/

Job Description

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

As a Technology Business Partner at DHA, you will be at the forefront of innovation and modernisation. This is an opportunity to join a dynamic team and make a meaningful difference, at an organisation committed to serving our Defence members.

About us

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

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

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

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

Duties

About your team

Business Solutions & Technology is responsible for all software related business analysis, business solutions, in-house software development, telephony, IT Services and Infrastructure. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation. This role reports to the Director, Technology Partnerships & Architecture within Business Solutions and Technology (BS&T).

Business Solutions and Technology (BS&T) has redesigned its operating model to partner with our business stakeholders to deliver a Modernisation & Improvement program. Under this operating model, you will partner with business stakeholders to confirm current and future technology requirements. Working closely with the service delivery group representatives and corporate services teams to identify opportunities for BS&T to progress the innovative utilisation of technology. You will leverage your experience to provide expert advice and assistance to system users, investigate complex issues, determine business impacts and recommend improved ways of leveraging current technology to deliver better outcomes for DHA.

About the role

As the Technology Business Partner, you will develop technology briefs to support ICT enhancement and innovation. You will inject strategic leadership into projects and programs and facilitate the progression of technology improvements through DHA's IT governance framework. This role involves working as an enabling partner to offer strategic advice to business stakeholders, proactively identify new business requirements requiring ICT contribution, extract value from vendor partnerships, manage delivery roadmaps, and undertake prioritisation and benefits realisation. You will negotiate and plan with your stakeholders to create, facilitate and drive effective organisational change in support of DHA's Corporate Plan and strategic direction.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

How to apply

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

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

Applications close: 11:55pm AEST Sunday 20 July 2025. Any questions? Please contact Shaun Cordell, Director Technology Partnerships and Architecture T: 02 6268 3711 E: shaun.cordell@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Shaun Cordell, 0262683711
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0760345

Defence Housing Australia

Closing Date:Monday 21 July 2025

Business Solutions & Technology
Strategy and Transformation Tech Partners and Architect

Job Title	Business Analyst
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	$101,295 - $116,452
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493682
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking a Business Analyst to join our Modernisation and Improvement Program. If you are looking for a rewarding and impactful role, apply now!

About us

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

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

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

Duties

About your team

This role reports to the Business Analyst Team Lead within the Business Solutions and Technology (BS&T) business unit. BS&T are responsible for all software related business analysis, business solutions, software development, telephony, IT services, infrastructure and cyber. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation. BS&T supports project management, business contract fulfilment, staff development, productivity increases and enhanced customer service.

About the role

Reporting to the Business Analyst Team Lead, and in line with DHA strategic objectives, the Business Analyst has the following key responsibilities:

- Acquire and apply detailed knowledge of DHA’s business capabilities and familiarity with DHA’s Enterprise Applications to commence work quickly and effectively
- Prepare and Facilitate workshops and interviews with a variety of stakeholders and apply critical thinking with the elicitation of requirements and validate your understanding of current state processes
- Complete and document analysis of current state processes including personas, process mapping, pain point elicitation and identification of potential process re-engineering opportunities
- Analyse, interpret and compose business rules and requirements into acceptance criteria within user stories
- Facilitate collaborative solution design workshops within a multi-disciplinary team so that subject matter experts, developers and testers can contribute to the outcome
- Document the agreed design into functional specifications and other technical documents while offering specialist advice to improve implementation and business process improvement. Ensure that the solution addresses the business requirements captured in the acceptance criteria
- Support the creation of basic testing criteria for the documented solution, including investigation and resolution of system problems early in the development process
- Contribute to Enterprise Change Management (ECM) activities by preparing content and presenting at showcases that enables user adoption of system changes to both internal and external stakeholders
- Actively contribute to the development of the Business Analysis role within DHA by participating in BA meetings and providing insights related to ways of working, templates that are utilised and lessons learned from previous analysis activities

If you have experience as a Systems Analyst or Data Analyst and are looking to transition into a Business Analyst role, we encourage you to apply. Successful candidates will demonstrate strong critical thinking skills and the ability to communicate confidently and effectively with a diverse range of stakeholders.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

How to apply

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

For further information on the position, please refer to the Position Description through the online careers site.

Applications close: 11:55pm AEST Monday 21 July 2025. Any questions? Please contact Prue Agar, Technology Group Business Manager T: 02 6270 6002 E: Prue.Agar@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

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About the Defence Housing Australia

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

To Apply

Position Contact	Prue Agar, 02 6270 6002
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0760260

Department of Finance

Closing Date:Sunday 20 July 2025

Property and Construction
Property Management and Projects Strategic Property Delivery

Job Title	Director, Strategic Property Delivery, Property Construction Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$154,910 - $182,377
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	Executive Level 2
Position Number	2025/102
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Property Management and Projects Branch is a vibrant and diverse team that goes about its work with enthusiasm, professionalism and enjoyment. We are responsible for interesting and complex properties, projects, and programs of work across the Finance Owned Estate, which comprises over 50 properties nationwide. We also work closely with other areas in Finance, Australian Government agencies and relevant jurisdictions on major projects and opportunities. Branch responsibilities also include financial management of the Property Special Account and related advice to other business areas across the Division. The skills, experience and capability we harness and cultivate include policy and project analysis and advice; strategic property management including estate planning, project management, remediation, heritage management and divestment; plus financial, contract and vendor management and procurement. Our approach is all about strong stakeholder engagement. The Branch culture is positive, passionate and welcoming!

Duties

ABOUT THE OPPORTUNITY

The Property Management and Projects Branch is seeking a dynamic and high performing candidate with demonstrated experience in property management and/or project delivery. By joining the Property Management and Projects Branch, you will obtain:

- central agency experience,
- access to diverse career advancement pathways, including broadening and developing skills in property and project management; and
- opportunities to cultivate strong working relationships with internal and external stakeholders, including at senior levels.

The successful applicant will lead the Strategic Property Delivery team to deliver its work program which includes the development of a detailed business case to Government on future use options for identified Finance owned assets; planning and delivery of major projects subject to Government agreement; establishing new commercial arrangements for available space in Finance owned assets including oversight of landlord related works; whole of life asset management planning including costings and proposals to Government; and other strategic property projects. The team’s work includes close engagement with key stakeholders, engaging and managing specialist advisers, and an interesting mix of strategic, commercial and project delivery in an owned property context.

Core duties include:

Leading a small team and external specialist advisers to develop business cases, in line with Government frameworks and processes, for the long term strategic use of and investment in identified properties.

- Leading a small team and external specialist advisers to develop business cases, in line with Government frameworks and processes, for the long term strategic use of and investment in identified properties.
- Deliver approved major capital works projects.
- High-level stakeholder engagement, including the ability to anticipate potential issues/risks and to devise solutions/mitigations with an outcome focus.
- Building capability, managing a complex workload effectively and delivering quality outputs and outcomes.
- Exercising sound judgement and providing timely and quality advice to Senior Executives and key stakeholders.
- Procurement and contract management, including commercial negotiation and implementation of commercial arrangements.
- Contributing to the strategic management and direction of the FOE.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Elliot Zwangobani, (02) 6215 2399
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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

Vacancy VN-0760468

Department of Finance

Closing Date:Thursday 24 July 2025

Corporate
Legal and Assurance Assurance and Risk

Job Title	Business Continuity and Assurance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 6
Position Number	2025/065
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

Legal & Assurance Branch (LAB) partners with business areas in the Department of Finance to provide high quality legal, governance and assurance services.

LAB comprises four core teams:

- Assurance & Risk is responsible for enterprise risk management, internal and external audit liaison, assurance monitoring and business continuity. The team also supports the Performance and Risk Committee of Executive Board and the independent Audit and Risk Committee.

- Public Law is responsible for providing strategic legal advice on statutory interpretation; administrative law; employment law matters; FOI; strategic legal advice on information requests (including responding to third-party information requests and Royal Commissions); coordinating the privacy function; and legislation liaison.
- Commercial Law is responsible for providing strategic commercial and corporate legal advice, drafting negotiating, dispute resolution across a wide range of activities of the department, including procurement, contracts (and memoranda of understanding), real property, intellectual property, and management of some commercial litigation.
- Integrity is responsible for integrity framework and reporting, enterprise fraud and corruption control policies, public interest disclosures, conflict of interest management, and the Insider Threat Program.

Duties

THE OPPORTUNITY

The Business Continuity and Assurance Officer has responsibility for systems, processes, and resources enabling the Department to address risks to delivery of business-critical activities, including by building capability and capacity to maintain and implement business continuity plans during disruptive events. The role is a key element of the Department's Enterprise Risk Management Framework and will drive related activities that develop, test, and assure the Department's capability, systems, and processes.

In consultation with the Director and Assistant Directors (Assurance & Risk) –

- Providing discipline-specific advice on:
    - Enabling the Accountable Authority to meet their responsibilities under the Public Governance, Performance and Accountability Act 2013 and related regulations, legislation, frameworks, and policies.
    - The Assurance Framework, and related policies and program of work.
    - Business continuity planning, systems assurance, and risk management.
    - The Department's Enterprise Risk Management Framework.
    - Continuously improving frameworks, processes, products, and tools in use, ensuring they meet Department needs and reflect better practice.

- Developing and delivering a work program covering:
    - Business continuity planning – facilitating minimum critical elements being in place across the Department, including business impact assessments, periodic reviews, and links to enterprise risk insights, reporting, and advice.
    - Assurance – planning for and testing controls and treatments for risks to business continuity, as well as other facets of enterprise risk management.
    - Both proactive and reactive processes, projects, and initiatives.
    - Maintenance of feedback loops and the flow of insights (and escalation) across all three lines of defence in the Department's assurance model.

- Building a positive risk management and assurance culture through:
    - Developing and delivering training activities and supporting resources.

  - Facilitating workshops and opportunities for teams to assess, plan, and mitigate risks to the achievement of the Department's strategic objectives.
  - A range of tools and methodologies to test preparedness and resilience, including desktop scenarios, simulations, pre- and post-incident analyses, and lessons learned to identify weaknesses and changes needed.
  - Keeping abreast of best practice, global, national and industry-specific assurance, business continuity, and enterprise risk and resilience issues.

- Building partnerships with stakeholders by:
  - Initiating and maintaining relationships within and outside the Department.
  - Establishing a reputation as a credible, trusted advisor, maintaining a responsive service that meets the needs of a range of stakeholders.
  - Developing high quality written and verbal advice to a range of audiences.
  - Delivering a balance of proactive and reactive communications, ensuring stakeholders have access to the information and guidance they need.
  - Influencing others to take an enterprise-wide approach risk and assurance.
  - Navigating ambiguity and remaining resilient in the face of setbacks.

- Undertaking research and producing business insights for a range of audiences by:
  - Developing reporting processes and products to ensure decision-makers receive clear, compelling advice and practical solutions.
  - Developing guidance for a range of users on better practices for developing, gathering, and reporting on evidence against various assurance processes.
  - Assessing evidence of business activities, having regard to operating and external contexts, and other factors relevant for decision-makers.
  - Utilising judgement and critical reasoning to identify what matters most and linkages between disparate events of consequence to the Department.

- Supervising junior staff to deliver routine and emergent priorities, building capability through coaching and mentoring, and leading change initiatives.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the

downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

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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	Stacey Coe, (02) 6215 3749
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0760497

Department of Finance

Closing Date:Thursday 24 July 2025

Corporate
Legal and Assurance Commercial Law/Public Law

Job Title	Legal Officer and Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2025/105
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

Legal & Assurance Branch partners with business areas in the Department of Finance to provide high quality legal, governance and assurance services.

- Public Law is responsible for providing strategic legal advice on statutory interpretation; administrative law; employment law matters; Freedom of Information (FOI); strategic legal advice on information requests (including responding to third-party information requests and Royal Commissions); coordinating the privacy function; and legislation liaison.
- Commercial Law is responsible for providing strategic commercial and corporate legal advice, drafting, negotiating, and supporting dispute resolution across a wide range of activities of the department, including procurement, contracts (and memoranda of understanding), real property, intellectual property, and management of some commercial litigation.
- Assurance & Risk is responsible for enterprise risk management, internal and external audit liaison, assurance monitoring and business continuity. The team also supports the Performance and Risk Committee of Executive Board and the independent Audit and Risk Committee.
- Integrity is responsible for integrity framework and reporting, enterprise fraud and corruption control policies, public interest disclosures, conflict of interest management, and the Insider Threat Program.

Duties

THE OPPORTUNITY

Legal & Assurance Branch is seeking high performing APS 5, APS 6 and Executive Level 1 Legal Officers and Senior Legal Officers to fill vacancies in the Public Law and Commercial Law teams.

Core duties will include:

- promoting and managing relationships with internal and external stakeholders including senior executives.
- working collaboratively within the team, other enabling functions in Finance, internal clients, and stakeholders.

For the Public Law team, we are seeking:

- lawyers with skills and experience relevant to administrative law, including privacy and FOI, who can draft practical and technically sound legal advice, reflecting a proper understanding of Finance’s operations and strategic environment.

For the Commercial Law team, we are seeking:

- experienced commercial lawyers who are able to provide legal advice and drafting that is practical and technically sound, reflecting a clear understanding of Finance’s operations and strategic environment.

In addition, core duties at the Executive Level 1 level may include:

- managing staff to deliver aspects of complex advising matters.
- contributing to the leadership of the team and stewardship of a positive and supportive culture.

DETAILED VACANCY INFORMATION

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

Eligibility

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

MANDATORY QUALIFICATIONS

A degree in law from an Australian tertiary institution, or a comparable overseas qualification, admission as a legal practitioner in an Australian Court, and eligibility to hold a restricted Government practising certificate.

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.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Charmaine Sims, (02) 6215 3957
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0760166

Department of Home Affairs

Closing Date:Sunday 20 July 2025

Counter-Terrorism Coord Centre
Ct&Ve Policy & International Various

Job Title	Assistant Director - Counter Terrorism Coordination Centre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	138343
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138343/

The Counter-Terrorism Coordination Centre (CTCC) oversees efforts to prevent and counter terrorism and violent extremism in Australia and is looking to fill a number of EL1 vacancies within the Division. The CTCC advises on the full spectrum of issues from challenging extremist ideologies, steering Australian countering violent extremism (CVE) programs through to national counter-terrorism (CT) capability development and the delivery of effective response and recovery arrangements in the event of a domestic terrorist attack. The CTCC also provides secretariat support and advice to the Commonwealth Counter-Terrorism Coordinator for key

intergovernmental forums, including the Australia-New Zealand Counter-Terrorism Committee (ANZCTC). The CTCC consists of three branches:

CT&VE Policy and International Branch - Responsible for CT and CVE policy development, including international and strategic engagement, online policy, youth radicalisation and implementation of Australia's Counter-Terrorism and Violent Extremism Strategy

CT&VE Operational Coordination and Engagement Branch -Responsible for operational coordination and crisis response policy, CVE training and research, intelligence insights and engagement, and the High-Risk Terrorist Offender regime enabling services

CT&VE Capability, Programs and Legal Branch - Responsible for the ANZCTC capability program, CVE program management, and delivering legal policy advice to Government on CT legislative schemes and reform.

Our ideal candidate

Assistant Director - Policy Officer operates under broad direction to develop and implement innovative, evidence-based policies. They anticipate and identify policy issues, undertake research, analysis and modelling, and consult with stakeholders to develop and implement policies and programs

Assistant Director - Program Manager works under broad direction to lead and manage the implementation, development and continuous improvement of a program. Collaboration is a crucial part of this job role; officers establish and grow productive working relationships through day-to-day liaison with the program network and its stakeholders, including providing specialist advice to colleagues and other staff (internal and external to the organisation).

Duties

- Provide a leadership role in the CTCC to develop high performing teams responsible for coordinating and delivering national CT and CVE programs
- Develop policy advice on key activities that strengthen national frameworks and initiatives
- Engage with Commonwealth, State and Territory stakeholders to achieve common goals and further the Australian Government's CT and CVE objectives
- Ensure that briefing material reflects a whole-of-government perspective, is of a high quality and is timely.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Alec Wickerson, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138343/

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Vacancy VN-0760217

Department of Home Affairs

Closing Date:Thursday 17 July 2025

Group Manager Legal
Security Disputes & Operations Law Operations Law (Maritime)

Job Title	Principal Legal Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$157,938 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 2
Position Number	138550
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138550/

About our team

The Security, Disputes and Operations Law Branch is responsible for delivering high quality in-house legal services to the Department of Home Affairs, including the Australian Border Force (ABF). It is responsible for providing legal advice on portfolio legislation and operational matters, national security as well as prosecutions and enforcement.

The Operations Law (Maritime) Section sits within the Security, Disputes and Operations Law Branch. The section is responsible for providing legal advice on operational matters including in relation to Operation Sovereign Borders and fisheries matters, as well as compliance, customs and migration issues in a maritime operational context. The section also delivers legal training to ABF officers.

Our ideal candidate

We are seeking a suitably qualified, enthusiastic and dedicated lawyer and leader who is excited to join our Legal Group. As a Principal Legal Officer you will lead a specialist team of lawyers in a dynamic environment supporting the operational needs and outcomes of the ABF. We are seeking someone who has the following knowledge or qualities:

- Comprehensive understanding of, or ability to quickly obtain understanding of, the Maritime Powers Act 2013 or Migration Act 1958 and other legislation of general application
- Strong legal advice writing and research skills and ability to actively manage and navigate complex legal issues
- Detailed understanding, or ability to quickly obtain understanding, of the Department's policy, program and operations and the political environment in which it operates.

The Principal Legal Officer of the Operations Law (Maritime) Section should be able to:

- Effectively manage and lead a team of legal officers
- Confidently provide and clear legal advice and/or an assessment of legal risk in the planning and conduct of operations, primarily related to the maritime environment
- Work closely with a range of different stakeholders, including Maritime Border Command, the Joint Agency Taskforce - Operation Sovereign Borders, Enforcement Command and other ABF teams to achieve operational outcomes
- Deliver legal training to operational areas.

Duties

As a PLO in Operations Law (Maritime) you will, under the supervision of the Assistant Secretary, and as part of the Legal Group Executive Level leadership team:

- Deliver high quality, timely and effective legal service to support the portfolio's ability to meet its strategic priorities and outcomes in compliance with the law, regulation and statutory framework
- Manage and develop a team of lawyers to deliver timely, quality legal services
- Manage legal matters including more sensitive and complex matters, in accordance with the Legal Services Directions; including (as appropriate):
    - Provision of written and oral legal advice on the interpretation of statutes, case law and common law
    - Provision of legal advice to clients in the development of legislation, including Acts, Regulations and legislative principles
    - Reviewing legal documentation, including various instruments, and agreements
    - Preparing correspondence and briefing documents for Ministers, the Agency Executive and officers
    - Preparing policy and procedural documents, briefing materials and reports
    - Updating clients and relevant stakeholders regularly on the progress of matters
    - Briefing and instructing external legal service providers in the conduct of a matter, where required
- Ensure that legal matters are accurately recorded within Legal Group IT applications, including matter management and knowledge management systems or processes

- Take an active role in developing and furthering the Group's contribution to the portfolio by:
  - Contributing to the development and execution of the Group's business plan
  - Monitoring, evaluating and reporting against team and branch outputs and performance
  - Performing an influential role by working across the portfolio, in consultation and collaboration with other business groups.

Additional information

Essential Qualifications:

- A degree in laws of an Australian tertiary institution, or of a comparable international qualification
- Admission as a practitioner, however described, of the High Court of Australia, or the Supreme Court of an Australian State or Territory
- The ability to obtain and hold an Employee Suitability Clearance (ESC) and Negative Vetting 2 AGSVA security clearance
- Resides in the ACT, or is willing to re-locate to the ACT
- Available to be on-call and/or work outside ordinary business hours.

Desirable Qualifications and Experience:

- 5 years post admission experience
- Experience providing legal service in an operational environment
- Experience in a National Security environment
- Experience in leading and managing legal staff and building team capacity.

Eligibility

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

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Kerrie Cowan, 02 6264 2252
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138550/

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Vacancy VN-0760221

Department of Home Affairs

Closing Date:Sunday 20 July 2025

Operational Coordination & Planning
Abf Planning & Preparedness Operational Performance Management

Job Title	Border Force Supervisor, Performance Reporting
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138788
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138788/

National Operations | Operational Coordination & Planning | Abf Planning & Preparedness | Operational Performance Management

The Operational Performance Management (OPM) team provides the single front door for operational performance reporting and insights on ABF's performance against targets and impact on government priorities. With ABF's dynamic and complex operating environment, constrained by

finite resources and competing priorities, complete, accurate and timely reporting is needed to inform operational decisions, drive performance improvements and optimise overall effort at the border.

All OPM is primarily composed of technical data extraction and report building teams, using rationale and methodologies aligned to operational practices for interrogating dynamic data from ABF systems. They are supported by overarching capabilities, including quality assurance, technical support and governance designed to provide an overall uplift to reporting quality.

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

Our ideal candidate

Our ideal candidates will have an ability to work within a small team operating across separate shifts in a complex and evolving environment, be inquisitive and have an aptitude for problem solving. They will have strong communication skills, and the ability to prioritise workloads to achieve a positive outcome within a short timeframe. The successful candidates will be expected to actively contribute to a positive work culture and support changing circumstances and organisational focus.

Duties

- Use business applications to extract data and create reports with data visualisations to support ABF operational and reporting needs.
- Work with operational teams and data owners across the agency to understand business needs and refine requests to identify appropriate data sources for extraction and report building.
- Assist with the preparation of briefing materials and submissions, and provide advice, instruction and support and help to ensure a mature and integrated approach to ABF reporting.
- Portray a high level of initiative, flexibility and resourcefulness driving opportunities to improve data capture and organisational performance through effective engagement with and management of risk.

- Maintain awareness of the agency's strategic direction, operating environment and operations to ensure that corporate documents are strategic, consistent and aligned to the agency's objectives.

Additional information

- Experience in data extraction, analysis and statistical report building using business intelligence reporting and or data visualisation tools.

- Ability to flexibly work with limited direction and deliver quality reporting outcomes through to completion.

- Proficiency with database systems and or data languages (such as SQL) would be an advantage.

Eligibility

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

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Sean Stewart, 0427 374 070
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138788/

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Vacancy VN-0760281

Department of Home Affairs

Closing Date:Monday 21 July 2025

ICT Division
Traveller Cargo & Trade Systems Cargo and Trade Systems

Job Title	Director, Technical Lead
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	138602
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138602/

The Cargo and Trade Systems (CTS) is responsible for providing ICT solutions for the Australian Border Force (ABF) and the Department of Home Affairs. CTS systems enable safe movement of cargo and people crossing Australian borders including intelligence gathering around bio security and other environmental threats. We operate by the Department's core strategies and blueprints and directly contribute towards the Unity, Prosperity and Security of Australia, working in close collaboration with the ABF.

Our ideal candidate

- A strategic leader with 10+ years' experience in software development
- Strong technical development and leadership background to provide guidance and direction to teams, aligning priorities with enterprise and Government strategies
- Expert knowledge of a range of software and tools and their appropriate use to achieve intended business outcomes
- Strong communication skills to convert technical risks and issues into minutes and briefs for senior executives and communicating them through appropriate escalation channels

- Broad understanding of emerging technologies and ability to evaluate potential impacts, threats and opportunities in a Government setting.

Duties

- Manage and oversee development and system enhancements through hands-on system enhancements and leading a team of developers
- Mentor and nurture high performing technical teams by fostering knowledge sharing in an often high-pressure environment
- Design, develop and deliver quality software products through collaboration and leveraging subject matter expertise across various competencies both internally and through vendor engagement
- Lead by managing competing priorities while championing industry best practices and integration with modern platforms within the Department and with other Government agencies
- Identifies, evaluates and recommends technology options to business problems and implements solutions as appropriate.

Additional information

In addition to the technical side of the role, the position interfaces with many other areas in the organisation to provide direction and advice in relation to the Cargo and Trade systems.

The role requires well-developed stakeholder engagement and relationship management skills and an ability to establish and maintain key strategic internal and external networks. A focus on and responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution. The ability to fully address client needs, enhancing the capabilities and effectiveness of client personnel, by ensuring that proposed solutions are properly understood and appropriately explored.

Eligibility

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

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

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To Apply

Position Contact	Sarmistha Gupta, 0434 879 957
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138602/

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Vacancy VN-0760289

Department of Home Affairs

Closing Date:Sunday 20 July 2025

ICT Division
Traveller Cargo & Trade Systems Traveller Systems

Job Title	Director, Traveller Systems
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	138603
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138603/

The Traveller Systems Section is responsible for the design, build and operation of traveller and border systems which are critical to the Australian Border Force for the effective management and

clearance of Australia’s border. The section collaborates closely with the Australian Border Force (ABF) and other internal and external partners to deliver high-impact, user-centred digital solutions.

Our ideal candidate

- 10+ years experience within the ICT sector, preferably leading teams that design, deliver and maintain ICT systems in a highly complex environment requiring 24x7 availability.
- Demonstrated strong people management and negotiation skills, and the ability to create enduring professional working relationships within ICT Division, with our client (the Australian Border Force) and the ICT industry.
- Demonstrated strong communication skills, both written and oral, to communicate progress, issues and risks to senior executives.
- Demonstrated budget and risk management skills and experience.

Duties

- Oversee and lead teams that design, deliver and maintain ICT systems that facilitate the effective movement of international travellers across Australia's borders
- Manage competing priorities, risks and issues whilst delivering against our client’s business requirements
- Mentor and nurture staff whilst promoting healthy and positive workplace behaviours and cultures.

Additional information

The role requires well-developed stakeholder engagement and relationship management skills and an ability to establish and maintain key strategic internal and external networks. A client-centric focus, whilst balancing the needs of ICT Division and Cyber security makes this a challenging role. The ability to address client needs in a timely and cost effective manner is essential.

The role operates under broad direction to deliver quality outcomes for the Traveller Systems Section and requires the management, coaching and development of a team that not only develops new solutions, but supports systems on a 24 x 7 basis.

Eligibility

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

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

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

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

Notes

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To Apply

Position Contact	Matt Jones, 0417 529 360
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138603/

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Vacancy VN-0760296

Department of Home Affairs

Closing Date:Tuesday 22 July 2025

ICT Division
Risk, Data & Insight Systems Situational Awareness and Response Section

Job Title	Director, Situational Awareness & Response
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	138604
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138604/

The Risk, Data and Insight Systems (RDIS) Branch delivers and maintains critical ICT systems capability to business areas across Home Affairs, the Australian Border Force (ABF), the National Emergency Management Agency (NEMA) and the Cyber and Infrastructure Security Centre (CISC).

Our ideal candidate

Our ideal candidate is someone:

- Who can develop a good understanding of the operating environments of the business areas that our systems support
- Is able to lead and coordinate the development of agile and innovative solutions for the operational challenges faced by the business areas, especially ABF and NEMA
- Is able to develop capability options, business cases and funding options to ensure ongoing strategic alignment and relevance for the systems we build in support of ABF and NEMA
- Has relevant geospatial or operational data analysis skills
- Has an understanding of Australia's maritime environment and the ABF's activities in the maritime domain.

Duties

The position is responsible for ensuring ICT services and support for the Australian Border Force Maritime Border Command in their National Security role protecting Australia from national security and criminal threats, and support national resilience, through effective national coordination, policy and strategy development, and regional cooperation. The position is an enabling role providing both ICT services and data for ABF intelligence, operations and planning.

Manage Section resources and oversee ongoing support and maintenance of the:

- Maritime Domain Awareness capabilities including Common Operating Picture, Threat and Risk Assessment and Maritime Surveillance & Response Planning
- Emergency management common operating picture, data analytics and related geospatial capabilities
- Noggin, the platform hosting incident management applications of the ABF and NEMA
- Enterprise Geospatial Platform including supported applications and products
- Foster productive relationships within the Department and with external stakeholders such as Defence, AMSA, AFMA, NEMA and Geoscience Australia
- Develop capability options, business cases and funding options to ensure ongoing strategic alignment and relevance of the Maritime Operational Surveillance, Emergency Management, Situational Awareness, Geospatial Analysis and Operational Data Visualisation Capabilities
- Manage projects resourcing and delivery outcomes, ensure capabilities being develop are 'fit for purpose' and of the agreed quality
- Identify resource and skill gaps against organisational changes and emerging issues, proactively addressing them to ensure the availability of resources to meet objectives and priorities, including 24/7 systems support capabilities as required.

Eligibility

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

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

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

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Notes

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To Apply

Position Contact	Donna Bator-Smith, 0402 133 589
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138604/

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Vacancy VN-0760325

Department of Home Affairs

Closing Date:Sunday 27 July 2025

North
Operations NT Remote and Marine

Job Title	Border Force Supervisor - Remote and Marine
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 138650
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138650/

Regional Operations | North | Operations NT | Remote and Marine

The Australian Border Force (ABF), an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service.

The ABF delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The ABF's mission is to protect Australia's border and enable legitimate travel and trade.

Our ideal candidate

- identify and respectfully challenge misaligned behaviours
- take ownership to deliver individual and team results
- take ownership of, and be accountable for, decisions and actions
- build and sustain collaborative relationships with team members and stakeholders
- understand ABF, Department, Portfolio and government priorities
- communicate clearly and transparently and encourage the same of others

- identify and respond to tasks
- be diverse, agile and able to adapt to changing threats and priorities
- develop professional knowledge and skills to work across different tasks and projects
- display integrity, high ethical standards and maintain confidentiality and discretion within a high-risk environment
- maintain professional boundaries and standards.

Duties

An APS6 Border Force Officer Supervisor in Remote and Marine is expected to attain and maintain the competencies, skills, knowledge and attributes of an APS6 Border Force Supervisor.

- supporting officers to manage performance and build capability, via mentoring, coaching and feedback
- contributing to the development of remote patrol plans, including sourcing provisions
- participation in a range of remote patrol activities - completing tasks and objectives as directed
- contributing to the planning of community engagement activities, including identification of required resources
- preparing and presenting briefing sessions to patrol members and other participants in remote patrols
- conducting community engagement activities including engagement with Indigenous Elders and members of communities to develop and maintain relationships
- collection of information in support of border protection and enforcement activities
- safe operation of a range of ABF assets, including 4WD vehicles, inshore vessels and navigational equipment to ensure the completion of patrol activities contributing to quality assurance activities.

Eligibility

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

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

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

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Notes

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

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To Apply

Position Contact	Gavin Lovelock, 08 8997 5510
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138650/

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Vacancy VN-0760341

Department of Home Affairs

Closing Date:Wednesday 23 July 2025

People
Health Safety & Wellbeing Injury Management

Job Title	Director, Injury Management
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	138849
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138849/

The Injury Management Section provides support and advice across the Workers' Compensation, Non-Compensation and Early Intervention streams to build a positive health and illness/injury management culture and workplace environment by promoting and supporting the early and safe return to work for staff with illness or injury.

Our ideal candidate

- Experience in Human Resources
- Strong leadership, stakeholder management, facilitation, engagement, and coaching skills
- Embodies a strong client focus, including anticipating needs, distilling the core issues from complex information and providing solutions to ensure outcomes are met
- Has highly developed communication skills, intuitively selecting appropriate channels, content and tone for diverse purposes and audiences, including our Executive
- Develops and manages strategic relationships whilst working collaboratively to ensure objectives are achieved

Duties

- Lead a team responsible for the delivery of people-centric initiatives to support the overall health and wellbeing of our staff within a geographically dispersed workforce.
- Drive improvements to systems and procedures within the Branch and more generally across the Division.
- Lead, motivate and inspire your team, fostering a collaborative and high performance work environment.
- Ensure compliance with relevant legislation, governance requirements, policies and procedures.
- Oversee the preparation of complex and sensitive correspondence, briefs, and documentation in a timely manner for senior executives and external parties such as regulators, courts, arbitrators.

Eligibility

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

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

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To Apply

Position Contact	Amanda Johnston, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138849/

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Vacancy VN-0760384

Department of Home Affairs

Closing Date:Friday 01 August 2025

People Division
Recruitment Diversity & Learning Learning Development Services

Job Title	Learning Design Specialist
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138328
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138328/

Chief Operating Officer | People Division | Recruitment Diversity & Learning | Learning Development Services

APS 6 Learning Experience Designers within the Vocational Learning Design Team conduct the analysis, design, development, and maintenance of learning solutions for content owners across the Department of Home Affairs. This work is undertaken with a focus on applying the principles of adult learning and user-centred design to learning solutions.

This includes the design and development of:

- Graphics
- Video
- Online learning courseware
- Lesson plans
- Workbooks.

Our ideal candidate

Learning and Development Services is a dynamic and interesting place to work. We support the Department in designing, developing and implementing eLearning solutions for our staff. You will be working with a small team across Australia to support with undertaking learning needs assessments and designing eLearning solutions. We are seeking a Learning Experience Designer who has a keen interest and experience developing learning solutions. With an interest in developing engaging content, you will have a diverse range of duties and responsibilities.

What you'll gain from the role:

- Impactful work – Your work will directly impact the quality of Home Affairs services
- Room to Grow – You will have the opportunity to grow, improve and learn new skills and programs
- Fun and Friendly Team – You will be joining an experienced friendly team, located in offices across Australia.

Duties

- Design and develop training products to industry standards utilising Instructional, User Experience, and Learner Experience Design methodologies whilst adhering to accessibility standards and requirements
- Collaborate with business areas to identify training needs and requirements, capability and skill gaps and appropriate learning strategies
- Manage the publication of learning solutions into the Department's learning environment
- Conduct audit and quality assurance activities to ensure training materials are current and fit for purpose
- Maintain high quality training packages and documentation in consultation with key business stakeholders, and internal and external specialists in the field
- Promote the continuous improvement of learning and development activities and training courses, and the internal learning and development service model of the Department
- Manage departmental training records and data
- Identify and resolve assessment issues, ensuring transparency and fairness in all resolutions
- Analyse training outcomes and attendee feedback on training effectiveness and report to senior team leads
- Draw on contemporary sources to maintain awareness of best practice learning and development techniques, tools and solutions
- Identify and maintain professional relationships with specialist training teams, internal stakeholders and business areas
- Maintain effective partnerships with business units to evaluate and identify training and development requirements
- Collaborate in cross agency networking to share knowledge and improve training performance
- Manage multiple projects in a team environment, using modern project and workflow management tools and software
- Supervise and manage staff to deliver assigned objectives and services
- Provide high-level support to executive-level learning and development staff

- Exercise delegations efficiently, effectively, ethically and in line with government guidelines
- Design and develop learning solutions created through a systematic learning model (e.g. analysis, design, development, implementation and evaluation) to support the development of capabilities within a business unit including:
    - Documentation and governance material, such as:
        - storyboards
        - lesson plans
        - training management packages
        - evaluation plans
    - Multimedia learning products, such as:
        - eLearning courseware
        - VR and AR experiences
        - training videos
        - audio
    - Assessment activities, including:
        - questions
        - scenarios, and
        - on-the-job assessment.

Eligibility

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To Apply

Position Contact	Sarah Wyatt, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138328/

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Vacancy VN-0760391

Department of Home Affairs

Closing Date:Tuesday 22 July 2025

Customs Compliance Enforce & Target
Customs & Trade Compliance Trade Compliance

Job Title	Senior Border Force Officer - Trade Compliance
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	138303
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138303/

National Operations | Customs Compliance Enforce & Target | Customs & Trade Compliance | Trade Compliance

Trade Compliance operates as a national program delivered through a network of regional teams of highly skilled officers providing technical expertise across a range of trade risks. Trade Compliance delivers operational pre, at and post border compliance activity informed by risk and utilising evidence based assessments to prioritise activities and treatments.

Trade Compliance operates across the entire supply chain and end to end importing and exporting process in collaboration with stakeholders and partners, to disrupt or change the behaviour of non-compliant entities.

Our teams are located in Canberra, Sydney, Melbourne, Brisbane, Perth and Adelaide and include the following teams:

- Pre Clearance Intervention
- Compliance Monitoring Program
- Intellectual Property Rights and Enforcement
- Trade Compliance Targeted Response
- National Refunds Intervention
- Compliance 1.

Trade Compliance offers flexible working arrangements, including Work from Home, in accordance with our Enterprise Agreement and the operational requirements of the role.

Our ideal candidate

The Branch is seeking candidates who are self driven, enthusiastic and agile, enjoy collaborating within a team environment and are confident in working under limited supervision. You will have an ability to interpret and apply legislation while also being able to assess and distil complex information to inform evidence-based recommendations and decisions in a dynamic risk environment. The ideal candidate will demonstrate an ability to initiate, build and maintain effective relationships with stakeholders, to achieve outcomes that deliver regulatory benefits to the organisation, our industry partners and the Australian community.

Duties

- Undertake desktop verification exercises, conducting analytical research and risk assessments
- Assess and evaluate profiled cargo for possible revenue evasion, import or export of controlled goods and correct cargo reporting
- Communicate with internal and external stakeholders, providing accurate advice to industry and guidance on trade compliance matters
- Prepare recommendations for compliance and infringement action and investigate referrals from other line areas on matters of revenue evasion and community protection.

Additional information

- Ability to interpret legislation and policy and to make effective decisions in accordance with regulatory compliance principles
- Well-developed written and verbal communication skills, and the ability to construct strong, defendable administrative decisions
- Excellent stakeholder engagement skills with the ability to establish productive relationships with internal and external stakeholders
- Ability to effectively work in a team environment.

Eligibility

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

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Kelly Giles, 07 3136 7236
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138303/

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Vacancy VN-0760396

Department of Home Affairs

Closing Date:Tuesday 22 July 2025

Maritime Border Command & OSB
JATF OSB Deputy Commander Various

Job Title	Border Force Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138588
Agency Website	www.homeaffairs.gov.au

Job Description https://jobs.homeaffairs.gov.au/job-invite/138588/

National Operations | Maritime Border Command & OSB | JATF OSB Deputy Commander | Various Sections

Joint Agency Task Force Operation Sovereign Borders (JATF OSB) is recruiting a range of positions for expected vacancies. JATF OSB is a military-led border security operation that was established in 2013 to deliver on the government's commitment to combat people smuggling and protect Australia's borders. JATF OSB brings together and coordinates sixteen agencies that contribute to OSB objectives, including operations, law enforcement, intelligence, operational and policy agencies. The JATF OSB is supported by three operational task groups:

- Deterrence and Disruption Task Group - led by the Australian Federal Police
- Detection, Interception and Transfer Task Group - led by Maritime Border Command, a division within the Australian Border Force
- Regional Processing and Resettlement Task Group - led by the Department of Home Affairs.

Our ideal candidate

JATF OSB Effects and Coordination:

- Critical thinking, analytical skills and the ability to identify issues and opportunities to support Commander Joint Agency Task Force (CJATF) and the broader JATF OSB
- Ability to respond, adapt, and work under significant time constraints with autonomy and exercise high level judgement in a sensitive, politicised environment
- Understanding of core government processes including Parliamentary processes and Ministerial responsibility
- Strategic acumen and an appreciation of geo-political dynamics, national political influences and domestic public sentiment towards OSB.

JATF OSB Operations & Plans

- Critical thinking, analytical skills and the ability to provide mission critical planning and operational support to CJATF and DCJATF to meet OSB objectives
- Ability to collaborate and influence through strong stakeholder engagement and communication skills
- Ability to respond, adapt, and work under significant time constraints with autonomy and exercise high level judgement in a sensitive, politicised environment
- Experience in Command, Control and Coordination (C3) and Operational Planning is highly desirable, and out of hours and weekend work will be required during a response operation.

JATF OSB Strategic Communications

- Demonstrate creativity, passion, big idea thinking, and strategic awareness and explore new and innovative ideas to implement communication and behaviour change strategies
- Engage with multiple stakeholders to design and implement a program of work that present layers of complexities and sensitivities
- Effectively manage relationships/contracts with a number of international providers
- Confidently provide communication advice to both internal and external stakeholders
- Work collaboratively as part of a high performing team to achieve best practice communication outcomes.

JATF OSB International

- Ability to think proactively and deliver high quality outcomes while working with a high degree of autonomy
- Sound judgement, acumen and strategic thinking
- Excellent organisational skills and attention to detail
- May be required to surge into overseas roles for short periods (less than 28 days).

Duties

JATF OSB Effects and Coordination

- Drafting briefings and correspondence for JATF OSB engagement with Parliamentary and Ministerial processes, internal and external scrutiny bodies, and other senior government stakeholders
- Reporting against JATF OSB risk control profiles and quarterly performance reporting for the JATF OSB Corporate Plan metric
- Coordinating and drafting responses to media enquiries and information disclosure requests for JATF OSB-related information, including Freedom of Information requests and subject specific talking points.

JATF OSB Operations & Plans

- Developing and supporting critical planning, coordination and response to maritime people smuggling operations
- Maintaining readiness of JATF OSB capabilities to respond to planned and unplanned events
- Assessing and forecasting JATF OSB capabilities, reviewing risks and identifying opportunities against emerging maritime people smuggling threats using effects based planning principles.

JATF OSB Strategic Communications

- Assisting in the ongoing development and implementation of the anti-people smuggling strategic communication campaign to raise awareness of the Australian Government's Operation Sovereign Borders policy to deter potential irregular immigrants from travelling illegally by boat to Australia
- Managing contracts and funding agreements with providers in accordance with procurement, grants, financial and legal guidelines, and undertaking associated financial management duties
- Preparing briefs for, and reviewing proposals from, service providers for the delivery of campaign outputs.

JATF OSB International

- Prepare briefings, meeting materials, correspondence, presentations and minutes, including in relation to critical, confidential and sensitive information
- Develop ICBP costing proposals and manage the effective delivery of projects and initiatives
- Mentor and coach others, utilising your experience to provide coaching and guidance that builds and capabilities and capacity of mentees.

Additional information

- JATF OSB Effects and Coordination is responsible for critical governance and support role for JATF OSB. The team strategises, implements and maintains initiatives to enhance the delivery of the OSB mission by drafting briefings and correspondence for JATF OSB engagement with senior government stakeholders, drafting briefings and responses to JATF OSB Parliamentary and Ministerial processes, responding to media enquiries and information disclosure requests and reporting against JATF OSB performance metrics
- JATF OSB Operations and Plans is responsible for coordinating the JATF response to deterrence, disruption and on-water operations. The team provides leadership in operational planning, policy implementation, delivery of effects, and an assurance process to build and improve capability. Co-located secondees are involved in international engagement, intelligence collection and assessment, and developing and delivering Australia's anti-people smuggling campaign across the task groups
- JATF OSB Strategic Communication seeks to influence the decisions of potential irregular immigrants and people smugglers and to deter them from joining or operating illegal maritime ventures to Australia. This is done through the implementation of the Australian Government's offshore anti-people smuggling campaign, which raises awareness, educates and changes behaviour. The Section delivers the communication campaign in source and transit countries. Communication activity highlights the realities of hazardous sea journeys, the financial risks of engaging people smugglers and the consequences of illegal migration by sea to Australia

- JATF OSB International is responsible for the coordination of international engagement to deliver outcomes that support the OSB mission. This is achieved through building long-term enduring partnerships with our overseas partners. JATF international organise the placement
- Candidates that hold a Baseline clearance are encouraged to apply, however applicants must be willing to obtain Negative Vetting Level 1.

Eligibility

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

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

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

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

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

Notes

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To Apply

Position Contact	Philippa Kimburi, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138588/

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Vacancy VN-0760399

Department of Home Affairs

Closing Date:Tuesday 22 July 2025

Customs Compliance Enforce & Target
Illicit Tobacco & Vape Enforcement Vapes and Tobacco Operations and Coordination

Job Title	Support Officers - Vapes and Tobacco Operations Coordination
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	138807
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138807/

National Operations | Customs Compliance Enforce & Target | Illicit Tobacco & Vape Enforcement | Vapes and Tobacco Operations and Coordination

The Vape and Tobacco Operations and Coordination (VTOC) was established to provide the strategic, operational and tactical oversight of cross jurisdictional health, whole of government and intra-agency coordination of compliance activities that combat illicit tobacco and vapes. It works alongside the Australian Border Force (ABF) Illicit Tobacco Taskforce, which is focussed specifically on the intersection of illicit tobacco with serious organised crime.

VTOC engages with key internal, external and offshore stakeholders to ensure available ABF capacity and capability is effective at combatting illicit tobacco and vapes. VTOC also coordinate, monitor and report on ABF border enforcement controls that counter the availability of illicit vapes and vaping products.

The ideal candidate for this role is a motivated and dependable professional who thrives in a structured, purpose-driven environment. You will bring a strong foundation in administrative or operational functions, with growing experience in project coordination, stakeholder liaison, and

service delivery. You will be curious, adaptable, and committed to contributing to the work of the Australian Government in a meaningful way

Our ideal candidate

- Ethical and values-driven: Upholds the APS Values and Code of Conduct with integrity and professionalism
- Organised and dependable: Able to manage multiple tasks, follow procedures, and meet deadlines consistently
- Analytical and detail-oriented: Comfortable working with data, policies, or technical information with attention to accuracy and completeness
- Service-focused: Committed to delivering high-quality service to both internal and external stakeholders
- Growth mindset: Willing to learn, take on feedback, and step up to new challenges as part of career progression within the APS.

Duties

- Work in a fast paced, rapidly changing environment to manage complex tasks
- Engage effectively with a broad range of stakeholders
- Apply analytical problem-solving and strategic thinking skills
- Provide high level administrative support
- Support all stages of end-to-end project management.

Additional information

- A sound understanding of government processes, or the ability to quickly learn relevant policies, procedures, and frameworks
- Demonstrated ability to use Microsoft Office and other standard corporate systems (e.g. TRIM/Content Manager)
- Strong written and verbal communication skills, with the ability to assist in drafting clear correspondence, reports, or briefing material
- Ability to interact effectively with colleagues, clients, or the community with respect and discretion
- Experience in government, not-for-profit, or similarly structured organisations is desirable
- Comfortable working in a fast-paced and policy-driven environment where change and competing priorities are managed with professionalism.

Eligibility

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

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

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

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

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

Notes

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To Apply

Position Contact	Natalie Labutte, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138807/

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Vacancy VN-0760458

Department of Home Affairs

Closing Date:Tuesday 22 July 2025

Maritime Border Command & OSB
Jatf Osb Deputy Commander Various

Job Title	Senior Border Force Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	138753
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138753/

National Operations | Maritime Border Command & OSB | Jatf Osb Deputy Commander | Various

Joint Agency Task Force Operation Sovereign Borders (JATF OSB) is recruiting a range of positions for expected vacancies. JATF OSB is a military-led border security operation that was established in 2013 to deliver on the government's commitment to combat people smuggling and protect Australia's borders. JATF OSB brings together and coordinates sixteen agencies that contribute to OSB objectives, including operations, law enforcement, intelligence, operational and policy agencies. The JATF OSB is supported by three operational task groups:

- Deterrence and Disruption Task Group - led by the Australian Federal Police
- Detection, Interception and Transfer Task Group - led by Maritime Border Command, a division within the Australian Border Force
- Regional Processing and Resettlement Task Group - led by the Department of Home Affairs.

Our ideal candidate

JATF OSB Effects and Coordination

- Critical thinking, analytical skills and the ability to identify issues and opportunities to support Commander Joint Agency Task Force (CJATF) and the broader JATF OSB
- Ability to respond, adapt, and work under significant time constraints with autonomy and exercise high level judgement in a sensitive, politicised environment
- Understanding of core government processes including Parliamentary processes and Ministerial responsibility
- Strategic acumen and an appreciation of geo-political dynamics, national political influences and domestic public sentiment towards OSB.

JATF OSB Operations & Plans

- Critical thinking, analytical skills and the ability to provide mission critical planning and operational support to CJATF and DCJATF to meet OSB objectives
- Ability to collaborate and influence through strong stakeholder engagement and communication skills
- Ability to respond, adapt, and work under significant time constraints with autonomy and exercise high level judgement in a sensitive, politicised environment
- Experience in Command, Control and Coordination (C3) and Operational Planning is highly desirable, and out of hours and weekend work will be required during a response operation.

JATF OSB Strategic Communications

- Demonstrate creativity, passion, big idea thinking, and strategic awareness and explore new and innovative ideas to implement communication and behaviour change strategies
- Engage with multiple stakeholders to design and implement a program of work that present layers of complexities and sensitivities
- Effectively manage relationships/contracts with a number of international providers
- Confidently provide communication advice to both internal and external stakeholders
- Work collaboratively as part of a high performing team to achieve best practice communication outcomes.

JATF OSB International

- Ability to think proactively and deliver high quality outcomes while working with a high degree of autonomy
- Sound judgement, acumen and strategic thinking
- Excellent organisational skills and attention to detail
- Strong coordination and liaison.

Duties

JATF OSB Effects and Coordination

- Drafting briefings and correspondence for JATF OSB engagement with Parliamentary and Ministerial processes, internal and external scrutiny bodies, and other senior government stakeholders
- Monitoring JATF OSB risk control profiles and quarterly performance reporting for the JATF OSB Corporate Plan metric
- Coordinating and drafting responses to media enquiries and information disclosure requests for JATF OSB-related information, including Freedom of Information requests and subject specific talking points.

JATF OSB Operations & Plans

- Developing and supporting critical planning, coordination and response to maritime people smuggling operations
- Maintaining readiness of JATF OSB capabilities to respond to planned and unplanned events
- Assessing and forecasting JATF OSB capabilities, reviewing risks and identifying opportunities against emerging maritime people smuggling threats using effects based planning principles.

JATF OSB Strategic Communications

- Assisting in the ongoing development and implementation of the anti-people smuggling strategic communication campaign to raise awareness of the Australian Government's Operation Sovereign Borders policy to deter potential irregular immigrants from travelling illegally by boat to Australia
- Managing contracts and funding agreements with providers in accordance with procurement, grants, financial and legal guidelines, and undertaking associated financial management duties
- Preparing briefs for, and reviewing proposals from, service providers for the delivery of campaign outputs.

JATF OSB International

- Prepare briefings, meeting materials, correspondence, presentations and minutes, including in relation to critical, confidential and sensitive information
- Develop ICBP costing proposals and manage the effective delivery of projects and initiatives
- Support and provide coaching and guidance that builds and capabilities and capacity of new team members.

JATF International

- Prepare briefings, meeting materials, correspondence, presentations and minutes, including in relation to critical, confidential and sensitive information
- Liaise collaboratively with a range of internal and external stakeholders to coordinate and assist with responses to operational issues, and support the effective delivery of projects and initiatives
- Contribute to JATF OSB operations in a dynamic operating environment as required.

Additional information

- JATF OSB Effects and Coordination is responsible for critical governance and support role for JATF OSB. The team strategises, implements and maintains initiatives to enhance the delivery of the OSB mission by drafting briefings and correspondence for JATF OSB engagement with senior government stakeholders, drafting briefings and responses to JATF OSB Parliamentary and Ministerial processes, responding to media enquiries and information disclosure requests and reporting against JATF OSB performance metrics.
- JATF OSB Operations and Plans is responsible for coordinating the JATF response to deterrence, disruption and on-water operations. The team provides leadership in operational

planning, policy implementation, delivery of effects, and an assurance process to build and improve capability. Co-located secondees are involved in international engagement, intelligence collection and assessment, and developing and delivering Australia's anti-people smuggling campaign across the task groups.
- JATF OSB Strategic Communication seeks to influence the decisions of potential irregular immigrants and people smugglers and to deter them from joining or operating illegal maritime ventures to Australia. This is done through the implementation of the Australian Government's offshore anti-people smuggling campaign, which raises awareness, educates and changes behaviour. The Section delivers the communication campaign in source and transit countries. Communication activity highlights the realities of hazardous sea journeys, the financial risks of engaging people smugglers and the consequences of illegal migration by sea to Australia.
- JATF OSB International is responsible for the coordination of international engagement to deliver outcomes that support the OSB mission. This is achieved through building long-term enduring partnerships with our overseas partners. JATF international organise the placement of persons in-country to better strengthen the department reputation when bargaining for Standard Operating Procedures (SOPs) and Memorandum of Understandings (MOUs).
- Candidates that hold a Baseline clearance are encouraged to apply, however applicants must be willing to obtain Negative Vetting Level 1.

Eligibility

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

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

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

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

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Notes

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To Apply

Position Contact	Philippa Kimburi, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138753/

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Vacancy VN-0760471

Department of Home Affairs

Closing Date:Wednesday 23 July 2025

Cyber Risk Services
Cyber Risk Services Cyber Engagement and Delivery

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	138609
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138609/

About our team

The Cyber Delivery Management Office within the Cyber Engagement and Delivery (CED) Section is responsible for providing Program and Project Management services to uplift cyber capabilities for the Department.

The CED Section also provides cyber security strategy, communication, education and training products and services to facilitate organisational and behavioural change to enable a cyber-secure environment through:

- Tailored and repeatable cyber security awareness communication products to increase organisational understanding of cyber threats and vulnerabilities
- Design and delivery of bespoke cyber security education and training packages
- Providing advice and guidance on the development of strategic communication on cyber security
- Development of strategic plans to enhance and enable cyber security resilience across the department.

Our ideal candidate

- Demonstrated experience developing staff and managing large teams in a large, complex and changing ICT or cyber security environment, including defining and delivering outcomes
- At least 5 years' experience with medium to large government organisations or similarly sized private sector organisations
- Strong financial skills, demonstrated experience in managing project budgets
- Demonstrated experience in managing resource allocation across a project of work to ensure technical, financial and quality outcomes are achieved
- Extensive experience and knowledge in managing complex technology or cyber security projects.

Duties

- Establish suitable governance structures for a project including conducting complex transition planning, disposal or closure of projects, systems, facilities, equipment or platforms
- Lead and apply effective risk management in accordance with the appropriate risk management plan and the department's risk management framework
- Monitor, review and continually improve risk management within the team to encourage innovation and best practice
- Manage, resolve and provide advice regarding issues that impact delivery of a project, using correct methods and escalating when required
- Manage and review the development of stakeholder engagement plan and manage expectations
- Provide relevant stakeholders project cost estimates based on departmental financial framework and track throughout the project lifecycle.

Additional information

Preferred Requirements:

- Experience in managing cyber security functions are highly desirable
- Formal qualifications, or relevant experience in ICT, Cyber Security, Business Administration or Project Management are highly desirable
- Knowledge and experience in organisational change and communications frameworks are desirable.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Sarah Spackman, 0467 436 624
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138609/

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Vacancy VN-0760489

Department of Home Affairs

Closing Date:Wednesday 23 July 2025

Maritime Border Command & OSB
MBC Chief Of Operations MBC Operations

Job Title	Senior Border Force Officer - Maritime Border Command - MBC Operations
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	JR 138573
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138573/

About our team

Maritime Border Command (MBC) is Australia's lead civil maritime authority responsible for safeguarding our extensive maritime border. We are enabled by both the Australian Border Force (ABF) and the Australian Defence Force (ADF) to protect Australia's national interests by conducting civil maritime security operations to deter, detect and respond to illegal activities in the Australian Maritime Domain.

MBC operates as a multi-agency authority, structured as a standing Multi-Agency Task Force (MATF). Headquartered in Canberra, MBC is part of the ABF and includes officers from ABF, and ADF.

The Operations Directorate within MBC is responsible for planning and coordinating civil maritime security operations from MBC Headquarters in Canberra. This involves the deployment of ABF and ADF vessels, as well as ABF and Air Force surveillance aircraft, to combat threats such as drug trafficking, illegal fishing, and unauthorised maritime arrivals.

Our operations are managed through the 24/7 Australian Maritime Border Operations Centre (AMBOC), which maintains awareness of suspicious activities and partners with various agencies to manage risks. The AMBOC coordinates ABF and ADF resources to address security risks in Australia's maritime zone, leveraging combined assets from the ABF and ADF. This collaborative approach ensures efficient responses to threats facing our borders.

The AMBOC offers both shift and non-shift roles. Non-shift positions provide a unique opportunity to balance non-shift and shift work. Staff in non-shift roles must be ready and able to fill shift positions at short notice, ensuring seamless operational support into the AMBOC. Staff in a shift role must be able to commit to a permanent rotating roster that includes days, nights, and weekends.

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

Our ideal candidate

We seek candidates with diverse backgrounds who demonstrate personal drive, initiative, and strong attention to detail. Successful candidates will ideally:

- Exhibit strong communication skills
- Have operational knowledge to support internal and external stakeholders
- Build positive relationships with those in key roles
- Be self-motivated and adaptable to changing work environments
- Show good judgment and decision-making under pressure
- Effective written and verbal communication skills
- Good time management and the ability to prioritize tasks
- Strong research and analytical skills to inform decisions
- Ability to apply relevant legislation responsibly.

Duties

Highly Desirable

Strong presentation and briefing skills.

Mandatory

Ongoing Shift Role - must be able to commit to a permanent rotating roster that includes days, nights, and weekends.

Non-shift - must be able to fill shift positions on short notice as required.

This is an exciting opportunity for those who are dedicated to protecting Australia's maritime interests, and you'll play a key role in our team!

Additional Information

Our successful candidate must:

- Satisfy a probation period.
- Swear an oath or make an affirmation into the ABF and be uniformed if the position requires.
- Actively participate in career management (postings and deployments either intra or interstate).

Eligibility

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

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

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

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

Notes

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To Apply

Position Contact	Roberto OLIVARES, 0434 945 159
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138573/

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Vacancy VN-0760297

Director of Public Prosecutions

Closing Date:Wednesday 23 July 2025

Enabling Services

Job Title	ICT Technical Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	APS Level 6
Position Number	25_40
Agency Website	

Job Description

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

Are you a tech professional who thrives on keeping complex systems secure, stable, and high-performing?

We’re looking for a capable and proactive ICT Technical Administrator to join our ICT Operations team at an APS6 level. In this role, you’ll ensure that our essential infrastructure, systems, and services are consistently available, maintained, and evolving with agency needs.

From configuring networks and managing cloud environments to supporting user systems and driving upgrades, this is a role where no two days are the same — and where your expertise directly supports national outcomes.

You’ll work with a small, agile team that values initiative, problem-solving, and operational excellence. If you enjoy rolling up your sleeves and making things work — securely, efficiently, and with purpose — we want to hear from you.

Why This Role?

- Play a key role in the technical backbone of a dynamic government agency.
- Contribute to a mission-driven team that values ownership and continuous learning.

Duties

1. Monitor and maintain the operational availability of the CDPP's core ICT platforms;
2. Contribute to the implementation of ICT infrastructure projects and initiatives;
3. Identify and assess cyber security threats and risks;
4. Contribute to and maintain the CDPP's ICT framework including policies, plans and procedures;
5. Provide expert advice on ICT security policies and procedures with a compliance focus to ensure the CDPP adheres to Australian Government ISM, PSPF and Essential 8 requirements;
6. Identify risk mitigation measures in the development and delivery of ICT projects;
7. Exercise sound judgement to identify appropriate course of action and;
8. Deals with a range of complex and contentious issues.

Eligibility

- The ability to obtain and maintain **NV1 AGSVA** security clearance is required
- **Australian Citizenship**
- Relevant tertiary qualifications in ICT highly regarded
- Experience or industry certification in network administration desirable

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

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

About the Director of Public Prosecutions

To Apply

Position Contact	In-Sun Shim, 02 9321 1138
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0760475

Federal Circuit and Family Court of Australia

Closing Date:Thursday 24 July 2025

FCFCOA - Division 1 and Division 2
Office of the Deputy Principal Registrar

Job Title	Legal, Policy and Complaints Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Parramatta NSW, Sydney NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangement may be negotiated in line with operational requirements.
Classification	APS Level 6
Position Number	0387-05-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=CD81F13D-AA42-99C8-9DA9-E404C316D30E

Federal Circuit and Family Court of Australia (Division 1 and Division 2)

Total package: $109,125 – $116,620 per annum, including 15.4% superannuation

(Base salary $94,563 – $105,910 plus 15.4% superannuation)

Position Overview

The Legal, Policy and Complaints Officer is part of a discrete team assisting the Deputy Principal Registrar of the FCFCOA and will also work closely with the staff assisting the Chief Justice and Chief Executive Officer and Principal Registrar (CEO/PR) of the FCFCOA. The Deputy Principal Registrar is responsible for assisting the Chief Justice and the CEO/PR in the management of the business and administrative affairs of the FCFCOA.

The Legal, Policy and Complaints Officer supports the Chief Justice, CEO/PR, the Deputy Principal Registrar and other senior members of the National Operations team on key legal and policy projects with a focus on managing complaint and feedback processes, development of procedural and policy documents, preparing complex correspondence and reports, and data and trend analysis.

This role has a wide-range of tasks and responsibilities across the Courts and all areas of the Courts' jurisdiction. The person appointed to this position will be someone who is excellent at prioritising work, is highly motivated and organised, and possesses strong communication skills. The successful candidate will also be able to work under pressure in a high-volume environment.

Some limited travel may be required.

Duties

The Legal, Policy and Complaints Officer is responsible for assisting the Deputy Principal Registrar and national operations team with the administration of the Courts by undertaking a range of duties, including:

- providing high level legal, policy and administrative support to the DPR and national operations team including in support of case management and project initiatives;
- providing high level support and coordination of:
    - the Courts' complaint processes including close analysis of complaints and escalation where necessary, policy and procedure development, data reporting and analysis;
    - the Courts' feedback processes including policy and procedure development, data reporting and analysis; and
    - requests made under the Freedom of Information Act (FOI) including search coordination as well as decision-making under the FOI Act;
- undertaking legal and policy research and analysis, including to assist with policy development, case management processes and training material;
- assisting with the preparation, drafting and coordination of complex correspondence, presentations, conference papers and reports, including submissions or information to or for Judges, Registrars, Court Child Experts, Government and/or Parliament;
- providing regular data reporting and analysis to the Chief Justice, CEO/PR, Deputy Principal Registrar and Senior Executives and monitoring the distribution of data and reports to other staff as required;

- handling sensitive material and information, including in relation to complaints, on behalf of the Chief Justice, CEO and Principal Registrar, Deputy Principal Registrar and other key National Operations staff;
- responding to enquiries from litigants, legal representatives and stakeholders arising from complaint and feedback and FOI processes;
- communicating effectively with a wide range of internal and external stakeholders; and
- other duties as required.

Eligibility

Mandatory Qualifications

Completion of a legal degree or in final year of studies.

Competencies and Experience

- Experience working in a professional environment, such as a Court, law firm or Commonwealth, State or Territory public service.
- Knowledge of family law, general federal law and the Federal courts system.
- Familiarity with the principles of public sector governance and accountability.

Selection Criteria

1. Demonstrated high-level organisational skills, including attention to detail, excellent time-management skills, the ability to set and manage competing priorities, multitask, work effectively under pressure and apply planning and problem-solving skills.
2. Professional discretion, including tact and diplomacy, and an understanding of how to handle sensitive information with a high level of confidentiality and discretion.
3. Strong coordination skills and the demonstrated ability and initiative to develop processes and procedures and oversee their implementation across teams.
4. Strong oral and written communication and liaison skills; the ability to communicate with people at all levels.
5. Well-developed legal and policy research, analysis and drafting skills, including the ability to research primary and secondary legal material and prepare complex correspondence.
6. The ability to work autonomously and as part of a team.
7. Demonstrated experience and understanding, or ability to acquire such knowledge quickly, of the Family Law Act 1975, the Federal Circuit and Family Court of Australia Act 2021, Court Rules and Regulations; and the jurisdiction and practices and procedures of the FCFCOA (Division 1) and the FCFCOA (Division 2).
8. Demonstrated proficiency with technology, including the use of electronic legal resources and Microsoft applications, and the ability to learn and use the Court’s case management systems and technology.
9. A demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

Notes

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

To be considered you will be required to submit a one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

Eligibility

Employment with the Courts are subject to the conditions prescribed in the Public Service Act 1999, and the following:

- Australian citizenship – the successful applicant must hold Australian citizenship.
- Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
- Successful applicants engaged into the APS will be subject to a probation period.

Interested applicants who have received a redundancy benefit from an APS agency are welcome to apply but cannot be engaged until their redundancy benefit period has expired.

Diversity and inclusion

The Courts are committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from people with disability, First Nations people, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds, mature age workers and young workers. The Courts are committed to supporting an inter-generational workforce, gender equity and families.

The Courts will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Amanda Morris, Amanda.Morris@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=CD81F13D-AA42-99C8-9DA9-E404C316

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Vacancy VN-0760305

Future Fund Management Agency

Closing Date:Friday 11 July 2025

Job Title	Manager - Legal
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 6
Position Number	JR100231
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Reporting to a Director, Legal, the Manager, Legal will be responsible for assisting the Legal team to provide high quality legal advice and services to the Agency on all matters relating to the organisation's investment, operations and related business activities.

The role has a particular focus on Australian and offshore structured investment transactions including fund investments, co-investments, joint ventures, direct investments, reconstructions and disposals across a range of asset classes in both public and private markets.

The Manager, Legal will work with the General Counsel, Head of Legal, and Directors, Legal to ensure the organisation's investment, operations and business activities are conducted in line with international best practice, within the limits prescribed by applicable law and that the organisation's rights are fully protected through the provision of legal advice and services.

Key Responsibilities

Investment Transactions and Advice

• Provide timely, commercial legal advice and support to the organisation on a range of commercial investment and other transactional arrangements and issues, across different geographies, asset classes, and structures.

• Manage legal aspects of the implementation of public and private markets investment transactions, including the negotiation of transaction terms

• Coordinate aspects of the organisation’s investment management agreements framework

• Ensure compliance with all applicable laws as well as relevant organisational policies, procedures and positions

Continuous improvement and knowledge sharing

• Monitor relevant proposed and new legislation and regulatory developments which may affect the organisation’s activities, and share knowledge accordingly

• Work with the Head of Legal and Directors, Legal to drive continuous improvement of the Legal team function including developing and updating precedents, legal policies, procedures, guidelines and positions

• Participate in, and contribute to, projects or initiatives of strategic importance to the Legal team and the organisation as required

Other legal support

• As required, provide, or otherwise procure and co-ordinate the provision of, timely commercial legal advice and support to the organisation on a range of commercial arrangements and issues

• As required, review, draft and negotiate the organisation’s commercial contracts including consultancy and other services agreements and operational contracts and arrangements

• Work with senior members of the Legal team to manage legal risk in accordance with relevant risk appetites, including through contributing to internal training

Stakeholder management

• Work with other members of the Legal team to develop and manage relationships with external lawyers and other professional advisors, including monitoring and managing legal fees expenditure and promoting efficiencies in the sourcing and use of external legal services

• Liaise with external counsel in relation to the legal aspects of the organisation’s investment, operations and related business activities

• Foster and maintain strong working relationships with key stakeholders, including the internal investment teams, tax team, operations team and procurement team

Eligibility

Qualifications

• A law degree from an Australian tertiary institution or other legal qualification recognised for the purpose of admission to legal practice in Victoria or another State of Australia

• Admitted to practice in Victoria or another State of Australia as a solicitor and be currently eligible to hold a Victorian legal practising certificate

• Post-qualification experience of 5-8 years

Knowledge and Experience

• A commercial transactional lawyer with significant experience gained from a major commercial law firm and/or in-house in a high-quality commercial organisation advising on complex structured transactions, ideally with either or both global investment and funds management law experience

• Excellent drafting and negotiation skills

• Demonstrated legal risk assessment and management experience

• Demonstrated ability to build and manage relationships and to work in partnership with others, as well as operate autonomously

• Demonstrated ability to not only provide legal input into matters, but to also add value from a solutions-focussed, strategic, business point of view

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

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

About the Future Fund Management Agency

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

To Apply

Position Contact	Vidya Iyer, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0760420

Future Fund Management Agency

Closing Date:Wednesday 16 July 2025

Job Title	Senior Manager - Academy Learning & Enablement
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 6
Position Number	JR100232
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

As the Senior Manager, Academy Learning & Enabling, you will play a critical role in driving the Agency's development, content creation, and ongoing operations of its Academy. You will lead change management in the Academy, including our expanding physical space as well as our continued program expansion.

You will join a team of talented educational program managers and take the lead in organising our agenda as well as ensure that all operational aspects are well-managed. In addition, you will lead the Academy's people leader program, personal development area, and wider skills development. This is a unique opportunity to lead the design, implementation, and management of comprehensive programs that foster a learning-oriented environment.

If you are passionate about enhancing talent development and driving organisational change, we invite you to join our team and make a significant impact on the Agency’s growth and culture.

Key Responsibilities

Leadership and Team Management

- Provide leadership, guidance, and support to the broader Academy team, applying a strong eye for process and always thinking on how processes could be improved. In addition, ensure that accountabilities are agreed upon in the team by applying clarity on what success looks like.

Development and Overhaul of Program for People Leaders

- Lead the development and implementation of an updated people leader program, in line with the strategy approved by the academy’s governance group in June 2025. Specific focus to be applied to bringing the program more in-house to ensure it targets the relevant skills build for our people leaders.

Personal Development Focus across the Agency

- Own the design and delivery of a major strategic program across the Agency to drive the personal empowerment and sense of ownership of our staff’s personal development. This includes improving on the organisation’s growth fund by increasing use and improving reporting and control points.

Skills Development Programs

- Curate and ensure delivery of specific skill programs and courses, leveraging organisation-wide development needs insights, using best-in-class internal and external solutions.

Oversee Academy External Partner Strategy

- Manage the engagement with outside providers for the academy, providing leadership to internal procurement stakeholders, ensuring continuity and value for money on all external engagements.

Stakeholder Management

- On behalf of the Academy team, lead the relationship with key stakeholders to ensure Academy offerings are fit for purpose and incorporate key development needs. Also lead governance process for the Academy, ensuring reporting and approval rigour with the academy’s governance group.

Program Accountability Oversight

- Oversee the creation and maintenance of clear program accountabilities including quarterly team-wide regular program check-ins, and engaging stakeholders to ensure the Academy’s agenda is well-understood and incorporates their inputs.

Relationship Building

- Build and maintain effective relationships with internal stakeholders, external partners, subject matter experts, and community organisations to foster collaboration, support program goals, and drive organisational-wide commitment to inclusion and learning.

Educational Best-Practice

- Deliver insights from external solutions to ensure the Academy’s programs are best-in-class by leveraging deep industry experience as well as developing new relationships with emerging providers and world class experts.

Eligibility

Qualifications

• Essential: A bachelor's degree in a relevant field such as Human Resources, Organisational Development, Education, or a related discipline.

• Advanced degree or certification in a relevant area is desired.

Knowledge and Experience

• Substantial experience (typically 10+ years) in leadership development is essential.

• Previous expertise in the investment management industry is desired but not required.

• Team Management: Proven ability to manage complex programs and create clear accountabilities across diverse sets of team members and stakeholders. Natural

• Leadership Development Background: Strong understanding of leadership development as well as a well-defined view on how leaders need to be supported in their journey.

• Strategic Thinking and Execution: Ability to think strategically and translate vision into actionable plans and initiatives. Demonstrated ability to execute strategies, drive results, and achieve measurable outcomes in a dynamic organisational environment.

• Data Analysis and Evaluation: Proficiency in utilising data analytics to assess program effectiveness, evaluate outcomes, and make data-driven decisions. Experience in collecting, analysing, interpreting data, and program metrics.

• Communication and Influencing Skills: Excellent verbal and written communication skills with the ability to articulate complex ideas, influence stakeholders at various levels, and build strong relationships across the organization. Comfortable presenting to senior leadership and facilitating engaging workshops and training sessions.

• Change Management and Organisational Development: Experience in leading organisational change initiatives, managing resistance, and fostering a culture of continuous improvement. Knowledge of change management principles and techniques.

• Collaboration and Relationship Building: Strong interpersonal skills with the ability to collaborate effectively with diverse stakeholders, including employees, senior leaders, external partners, and community organisations. Experience in building and maintaining relationships to drive collaboration and support program goals.

• Ethical Conduct and Inclusion Advocacy: Commitment to ethical conduct, promoting inclusion, and fostering a culture of respect, diversity, and belonging within the organisation. Ability to advocate for equity and inclusion in all aspects of the role.

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

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

About the Future Fund Management Agency

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

To Apply

Position Contact	Vidya Iyer, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0760461

Job Title	Director, Legal
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesdays and Wednesdays) and two days work form home
Classification	Executive Level 1
Position Number	JR100233
Agency Website	www.futurefund.gov.au

Job Description

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

We are seeking a Director, Legal to join our high-performing Legal team. Reporting to the Head of Legal, you will provide high-quality legal advice and services across the organisation's investment, operations, and business activities. This role has a particular focus on structured investment transactions, fund investments, co-investments, joint ventures, direct investments, restructures and disposals across a range of both private and public asset classes.

You will play a key role in managing legal risk, ensuring compliance and protecting the organisation's rights. This is a senior leadership opportunity with exposure to strategic initiatives and cross-agency collaboration.

Duties

As Director, Legal, you will provide timely, commercial legal advice and support across a broad range of investment and operational matters. You will lead the legal aspects of public and private market investment transactions, including negotiation and documentation, and ensure compliance with applicable laws and internal policies. You will work closely with the General Counsel and Head of Legal to manage legal and reputational risks, contribute to internal training and policy development, and monitor regulatory developments. You will also support continuous improvement of the Legal function through precedent and guideline development. In addition to managing relationships with external counsel and internal stakeholders, you will mentor and develop direct reports, delegate effectively, and foster a collaborative team culture. You will contribute to strategic projects, represent the Legal team across the organisation, and provide legal support on non-investment commercial arrangements as required.

Eligibility

You are admitted to legal practice in Victoria or another Australian state and are eligible to hold a Victorian practising certificate. You bring 9+ years of post-qualification experience, with significant investment transaction exposure in a major law firm and/or in-house legal team.

You are a confident leader with excellent legal drafting, negotiation, and risk management skills. You have a strategic mindset, strong commercial judgement, and a partnership approach to stakeholder engagement. You invest in others, delegate effectively, and thrive in a collaborative environment.

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

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0760278

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 20 July 2025

Major Projects Policy and Planning

Job Title	Senior Planning Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$94,563 - $106,775
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	658
Agency Website	

Job Description

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

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

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

The Position

We are seeking a policy professional to join our team with broad skills in the development of spatial management plans government policy and enabling legislation. You will help develop and implement Marine Park / marine protected area policies and marine spatial plans under limited direction with reasonable autonomy and accountability.

As part of the Policy and Planning section, you will provide high level support and technical advice on Marine Park planning matters and assist with the development and amendment of management plans and strategies for the management of the Great Barrier Reef Marine Park. This role may have a considerable level of public contact in relation to difficult or sensitive issues and may liaise with a range of stakeholders in a representational capacity.

You will be a team player, working closely and collaboratively with other areas of the Reef Authority, the Australian and Queensland government's Reef Joint Field Management Program, Traditional

Owners and other Queensland and Commonwealth government partner agencies as well as a diverse network of stakeholders

About You

- You are experienced in evaluating policy and/or spatial planning management options, ideally in an environmental management / marine protected area context.
- You will have excellent communication, relationship and stakeholder management skills and enjoy being part of a cohesive team.
- You understand the need for exploring innovative policy and regulatory solutions while appreciating the reasons for existing policy and legislation.
- You thrive under pressure, have an eye for detail and don't get flustered when faced with competing priorities.
- You enjoy being part of a cohesive team. You seek to work collaboratively and are committed to seeing things through.

Duties

Key Responsibilities

- Develop and implement spatial management strategies, policies and enabling legislation that provide for the long-term protection and conservation of the Great Barrier Reef as well as its ecologically sustainable use.
- Manage complex projects and develop initiatives to effectively manage Marine Park threats and uses. This includes working collaboratively and effectively with internal and external stakeholders on strategic issues, including with Queensland to ensure alignment with joint permitting and joint field management arrangements.

- Prepare high quality written material, policy and reports, including the provision of expert, timely, practical, transparent and risk-based advice to management.
- Actively participate, as part of a committed team member, to the work of the Policy and Planning Section, including contributing to delivering the broader Reef Authority's corporate objectives.
- Represent and explain the views of the Reef Authority in a range of meetings and forums with internal or external stakeholders, Traditional Owners and other government agencies.

Eligibility

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

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

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Tanja Brugmann, 0439 686 580
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0760294

National Library of Australia

Closing Date:Sunday 20 July 2025

Collaboration Trove Data and Platforms

Job Title	EL1 - Data Interoperation and Standards
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$115,443 - $136,900
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	107027
Agency Website	

Job Description

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

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

Duties

The Library is seeking to fill an ongoing **Assistant Director, Data Interoperation and Standards EL1** role in the Trove Data and Platforms Section of the Collaboration Branch.

In this role you will lead a small team that manages the ingest and quality of data in the Australian National Bibliographic Data system, which underpins the online Trove service.

The role involves overseeing the work of the team who harvest, manage and transform data from approximately 900 institutions, while engaging with client system staff and internal stakeholders to resolve issues, determine service enhancements and provide data products.

You will also represent the Library in forums shaping the future of metadata standards such as BIBFRAME.

The team combines technical expertise in system-to-system data interoperation with expertise in cataloguing and library systems. Whilst this role will require expertise in both these domains, it would suit someone with one set of capabilities and an interest and capability to develop the other.

You will be able to competently lead a team of specialists, ensuring high performance and a supportive environment. You will be joining a new team working with both legacy and recently developed system, you will identify and oversee training and development programs, triage and allocate work and liaise with a range of stakeholders.

You will be able provide sound advice and recommendations which influence the decisions made by others as well as making decisions using in depth knowledge and professional judgment. You will also be able engage with an international community working with emerging linked data systems for libraries.

The branch works collaboratively, with a strong culture of mutual support and collective problem solving, as well as passion for innovation in cultural institutions. We're looking for someone who values teamwork, is motivated by shared success. And who can lead and champion innovation, even when working with legacy systems and limited resources.

The following would be highly regarded:

- Knowledge of MARC21 and BIBFRAME including the Library of Congress’s conversion tools.
- Practical expertise in Library Information system and cataloguing knowledge.
- Qualifications or experience in Library Information Management or Information Technology.

Eligibility

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

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Pi Klinjun, (02) 6262 1335
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0760230

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Friday 18 July 2025

Corporate and Business Transformation Division
Perth Human Resources and Safety

Job Title	Assistant Director - Human Resources and Safety Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$155,411 - $192,713
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 1
Position Number	13385
Agency Website	https://www.nopsema.gov.au/

Job Description

https://www.nopsema.gov.au/about/careers

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore energy industry.

We are seeking an experienced, hands-on Assistant Director - Human Resources and Safety Services to join the fast-paced Human Resources & Safety (HRS) Team in our Perth Office on a permanent basis.

Role:

Reporting to the Director - People, Culture and Safety, you will play a critical leadership role within the HRS Team, in the effective administration of HR Services and management of HR/Work Health and Safety (WHS) systems.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia’s future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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

If you are an experienced HR leader apply now and take the next step in your career with these exciting opportunities.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key Responsibilities:

As a HR leader with extensive experience and knowledge, you will interpret HR policies and relevant legislation, advise on human resource and safety issues, and provide advice and support across the agency relating to people management issues. You will lead a small team of HR practitioners and engage with internal and external stakeholders to support the HR function.

As the Assistant Director - Human Resources and Safety Services, you are required to undertake complex tasks and work with limited direction. You are expected to be able to show good judgement and political awareness, and to work flexibly within a small team. You will be expected to make timely, effective decisions that show accountability and consider stakeholder impact while developing systems to promote accountability and team outcomes.

Your duties will include:

• Leading the team to deliver high quality advice to employees on conditions of employment.

• Interpreting and providing accurate, consistent and timely advice, both verbally and in writing. Tailoring advice according to the audience, including translating a complex employment framework into easy-to-understand information.

• Monitoring your own workload and that of your team, working collaboratively to prioritise urgent enquiries and process a high volume of correspondence.

• Other duties as directed to ensure the outcomes of the HRS are met, including working flexibly and the ability to multi-task and assist Senior Executive where required.

• Leading and delivering HR business improvement projects, while maintaining the delivery of other team priorities.

We would like to hear from you if:

You are an experienced human resource professional with the ability to apply your demonstrated experience and knowledge to drive positive outcomes within a complex and dynamic environment.

You have a reputation as a trusted advisor to Executives and senior leaders, underpinned by your credibility, collaborative style and exceptional relationship building, communication, negotiation, influencing and interpersonal skills.

You leverage your strong HR expertise and hands-on approach to work collaboratively with internal and external stakeholders across multiple disciplines to effectively solve problems.

Eligibility

You will be required to pass a pre-employment medical assessment and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

You will be expected to be available for contact outside of ordinary working hours except when it would be reasonable to refuse to do so.

Notes

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

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia’s independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0760516

National Portrait Gallery of Australia

Closing Date:Monday 28 July 2025

Corporate Services

Job Title	Governance and Risk Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,560 - $140,814
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	6773
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

The Position

The Governance and Risk Manager manages corporate governance and risk, and reports operationally to the Chief Operating Officer. The role manages the Governance and Risk Coordinator (APS6) and works closely with the Executive Office.

Duties

Specific Tasks

1. Overseeing the preparation of the Gallery's corporate governance framework including development, implementation and monitoring of the Corporate Plan, the Annual Report and strategic planning.
2. Undertake performance reporting against the corporate governance framework to ensure the effective delivery of, and compliance with the Gallery's accountability obligations and corporate goals and objectives.
3. Manage enterprise risk, including updating and monitoring of the enterprise risk register and managing Comcover insurance arrangements. The role also provides support to business areas in implementation of the NPG risk framework.
4. Manage the Gallery's internal audit processes and reporting to the Audit Committee5.Manage business continuity planning, and in coordination with the Manager Facilities and Collections Manager, manage emergency management.
5. Assist and provide direction to the Governance and Risk Coordinator on Board and Committee secretariat matters.
6. Maintain the Gallery's policy registers ensuring policies are reviewed and updated as required.8.Perform the role of the Fraud Control Officer and ensure the fraud prevention and control framework meets the requirements of the Commonwealth Fraud Control Guidelines 2011.
7. Manages relationships with key stakeholders and requests for information, including the Board and Office of the Arts.
8. Providing assistance to the Chief Operating Officer in compliance with a variety of legislative obligations.

Eligibility

Selection Criteria

1. Demonstrated understanding of governance and reporting cycles in a Commonwealth Government Environment.
2. Strong knowledge and experience of developing and implementing risk management frameworks and business continuity management practices consistent with best practice.
3. Experience or understanding of corporate governance practices, including strategic secretariat support.
4. Strong communication and negotiation skills, including the preparation of corporate, policy and briefing documents.
5. Demonstrated conceptual and analytical skills with the ability to understand strategic priorities and stakeholder expectations in a cultural environment.
6. A high degree of personal integrity and accountability with a demonstrated capacity to achieve results under pressure.

Desirable Qualifications, Experience or Training

Certificate IV in Government (Fraud Control) or equivalent

Notes

Applicant Information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Trent Birkett, Chief Operating Officer on (02) 6102 7190 or by email at trent.birkett@npg.gov.au.

Applications close midnight Monday 28 July 2025

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Trent Birkett, (02) 6102 7190
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Agriculture, Water and the Environment

Vacancy VN-0760067

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 25 July 2025

Job Title	Inspector-General of Biosecurity
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Statutory Appointment
Position Number	2025/2430
Agency Website	https://www.agriculture.gov.au

Job Description

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

Applications are sought from dedicated and suitably qualified persons for appointment as the Inspector-General of Biosecurity (IGB) for a term of up to five years.

The Australian Government established the statutory office of the Inspector-General of Biosecurity to independently review the performance of functions and exercise of powers by biosecurity officials of the Department of Agriculture, Fisheries and Forestry and to provide assurance over Australia’s biosecurity risk management systems.

The IGB sets an annual review program in consultation with the Director of Biosecurity and the Agriculture Minister and conducts independent evaluation and verification of the appropriateness of biosecurity risk management programs across the biosecurity continuum. Details about the work of the IGB can be found at igb.gov.au.

Duties

The successful candidate will be a dedicated and independent person with:

• experience and qualifications (highly desirable) in science relevant to biosecurity, regulatory practice, auditing or systems assessment

• an understanding of domestic and international biosecurity arrangements

• strong leadership experience, demonstrating the ability to set strategic vision and lead a diverse and remotely based team of specialist and technical staff in a challenging, complex and fast-paced environment

• excellent stakeholder engagement, with the ability to work collaboratively to achieve objectives and meet outcomes

• excellent communication skills, including the ability to produce clear, concise, accurate and

well-structured reports

• sound judgement and personal integrity.

Eligibility

The successful candidate will be appointed to the position on a part-time basis for a term of up to 5 years from late October 2025. The current daily remuneration for the Inspector-General is $1,475, capped at 175 days per year, and travel Tier 2 as determined by the Remuneration Tribunal. For more information, please visit remtribunal.gov.au.

For more information on the role, including the required qualifications, expertise and application process, please obtain a **Candidate Information Pack by emailing admin@amandaorourke.com.au quoting Ref. No. 1170 in the subject heading.**

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Amanda O'Rourke, admin@amandaorourke.com.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0760344

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 20 July 2025

Several

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,728 - $84,619
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	2025/2454
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who We Are

The Department of Agriculture, Fisheries and Forestry (DAFF) is committed to the growth and sustainability of Australia's agriculture, fisheries, and forestry sectors. We partner with industry and government to enhance productivity, profitability, and resilience across these vital areas. Our focus

spans agriculture, fisheries management, forest conservation, biosecurity, and climate change. Together, we're safeguarding the future of rural communities and ensuring the prosperity of Australia's primary industries.

Duties

The Opportunity

DAFF is seeking skilled Executive Assistants (APS4) across various branches and divisions. As a key player in our team, you'll provide vital administrative support to Senior Executives, gaining unique insights into the diverse work we do. This role offers multiple career pathways within the department, allowing you to grow and advance.

What you'll do

As an APS4 Executive Assistant, you will provide comprehensive administrative support to Senior Executives.

- Front Office and Correspondence Management: Greet visitors, handle inquiries, manage phone and email communications, draft responses, and track ministerial workflows.
- Diary & Travel Coordination: Schedule appointments, manage diaries, and organise travel logistics.
- Meeting and Secretariat Support: Prepare materials and minutes, coordinate logistics, and ensure smooth meeting operations.
- Stakeholder Liaison: Engage with stakeholders, including the Minister's Office, and assist with general inquiries.
- Team Support: Collaborate with the executive group, ensuring core business hours are covered.

Eligibility

What We're Looking For

We value experience in supporting senior executives or providing high-level administrative assistance in fast-paced environments.

Key skills and capabilities include:

- Customer Focus: A strong service orientation with flexibility to adapt to changing priorities.
- Organisational Skills: Ability to manage multiple tasks and work areas efficiently.
- Attention to Detail: Precision in your work and adaptability to shifting business needs.
- Digital Experience: Competence in Microsoft Office with MS Teams experience.
- Relationship Building: Strong interpersonal skills, fostering collaboration across locations.
- Professionalism: Consistently displaying professionalism in all aspects of the role with commitment to the APS Values and Code of Conduct.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	recruitmentservices@aff.gov.au, recruitmentservices@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0760346

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 20 July 2025

Several

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	2025/2469
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who We Are

The Department of Agriculture, Fisheries and Forestry (DAFF) is committed to supporting the growth and sustainability of Australia's agriculture, fisheries, and forestry sectors. We partner with industry and government to enhance productivity, profitability, and resilience across these vital areas. Our focus spans agriculture, fisheries management, forest conservation, biosecurity, and climate change. Together, we're safeguarding the future of rural communities and ensuring the prosperity of Australia's primary industries.

Duties

The Opportunity

In this role, you will contribute by supporting our Senior Executives to ensure smooth operation of daily activities. As an Executive Assistant, you will be highly valued for your organisational skills, attention to detail, and ability to handle sensitive information. This position offers multiple career pathways within the department and provides a unique opportunity to contribute to the diverse and impactful work we do.

What you'll do

As an APS5 Executive Assistant, you will provide comprehensive administrative support to Senior Executives.

• Correspondence and Scheduling: Handle day-to-day communications, diary management, exercise discretion with sensitive information, and deliver effective communication.

• Travel Coordination: Organise and manage travel arrangements, including flights, accommodation, itineraries, and delegation tours.

• Document Preparation and Secretariat support: Provide secretariat services, including agenda preparation speaking notes, briefs, and talking points and minute-taking for committees and meetings.

• Stakeholder Engagement: Liaise with divisional staff to ensure smooth workflow and clear communication.

• Team Collaboration: Engage with the executive assistant network, offer feedback, and mentor junior team members.

Eligibility

What We’re Looking For

We seek candidates with demonstrated experience in managing a Senior Executive office or providing high-level administrative support in a fast-paced environment.

Key skills and capabilities include:

• Communication: Highly developed oral and written communication skills with ability to establish strong working relationships and work collaboratively across different locations

• Organisational Excellence: Strong administrative and organisational skills to manage tasks, prioritise responsibilities, and maintain accurate records.

• Judgement & Adaptability: Proven ability to exercise good judgment, manage competing priorities, and adapt to changing circumstances to meet deadlines.

• Problem Solving: Ability to gather, understand, and interpret complex information, solve problems, and determine the next course of action.

• Digital experience: Proficient in Microsoft Office, with MS Teams experience.

• Professionalism: Consistently displaying professionalism in all aspects of the role with commitment to the APS Values and Code of Conduct.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	recruitmentservices@aff.gov.au, recruitmentservices@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0760424

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 23 July 2025

Strategy, Performance and Engagement
Governance Performance and Reporting

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Darwin NT, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1940
Agency Website	https://www.agriculture.gov.au

Job Description *https://www.agriculture.gov.au/about/jobs/apply*

Who we are

The **Strategy, Performance and Engagement Division** delivers a range of strategic departmental services designed to ensure DAFF maintains an enterprise focus. Services include media and communications, stakeholder engagement, governance, planning, reporting, risk management, and crisis/emergency management. We provide high quality support and advice to the department's executive and business areas on portfolio strategy, including developing, embedding and driving the department's strategic purpose, objectives, priorities, vision and values. The Chief Strategy Officer leads the division, working across the department to embed strategic capability which ensures the department is best positioned to deliver its priorities and prepare for the future.

The **Governance Branch** supports our ministers, managing corporate planning, performance and reporting, enterprise risk management, statutory and portfolio appointments and the Enterprise Program Management Office.

The **Performance and Reporting Section** supports the department to capture its core purpose and strategic priorities, and to measure its success in achieving that purpose. The team works across the department to manage and deliver a range of strategic and operational planning and performance reporting documents, including the Corporate Plan, Annual Report and business planning tools and templates, to support effective governance and accountability. We ensure the department meets its obligations under the PGPA Act and the Commonwealth Performance Framework. Our work includes managing governance systems and frameworks for performance and reporting and supporting business areas in planning and executive reporting.

Duties

The Job

The duties will include but not limited to the following:

- supporting the development and implementation of performance and reporting functions under the corporate plan, business planning, annual report and non-financial performance framework,
- analysing corporate information and processes to identify solutions for streamlining effective planning, reporting and communication,
- working with divisions to develop key performance measures and capture non-financial performance information,
- establishing, leading and maintaining governance systems and reporting frameworks,
- driving the development of a new data-based monitoring and reporting framework, to underpin effective performance reporting measures,
- strengthening the approach to data collection, records management and data visualisation/ reporting across performance frameworks, business planning, reporting and the ANAO audit of performance measures,
- providing detailed technical, professional, and/or policy advice in relation to complex problems and assist in strategic planning, program and project management and policy development,

- liaising and negotiating with internal and external stakeholders and participating in committees and forums,
- managing stakeholders through change, resolving conflict, and managing sensitivities,
- assisting in setting strategic priorities for the section to achieve department outcomes,
- preparing reports, briefing papers and discussion papers.

Eligibility

What we are looking for

Knowledge and experience

- Experience managing corporate programs and projects at an organisational level.
- Extensive stakeholder engagement and presentation experience.
- A strong understanding of corporate performance measurement.
- Expertise in working with a broad range of stakeholder and effective stakeholder engagement experience.
- Team management experience, incorporating performance feedback and career development.

Notes

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This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kathleen Quan, 02 6272 3853
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0760440

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 30 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2082
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Funding and Revenue Branch** is the 'policy' arm of Finance and Investment Division. The Funding and Revenue Branch is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative,

policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Ministers.

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

Duties

The Job

The Policy Officer supports the team in the day-to-day administration of agricultural levies and export charges.

The duties will include but not limited to the following:

- supporting the team to implement legislation,
- developing policies and work with our stakeholders so they can meet their levy obligations,
- engaging with external and internal stakeholders and developing information for them to understand levies and export charges,
- critical thinking, attention to detail, clear and timely communication and a willingness to work as part of a team to deliver our priorities.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislation and policy framework and/or ability to learn quickly on-the-job.
- Demonstrated experience working with multiple priorities and communicating progress.
- Experience contributing to written information that is accurate and timely for stakeholders to understand their obligations.
- Demonstrated experience working collaboratively with other teams to deliver priorities.
- Experience in using Microsoft Office suite of products.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0760441

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 30 July 2025

Finance & Investment
Funding & Revenue Levies Administration

Job Title	System Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2083
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

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

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

Duties

The Job

The System Support Officer assists the team in triaging incoming requests and tasks relating to the day-to-day administration of business systems that support the agricultural levies and export charges.

The duties will include but not limited to the following:

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

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the levies legislative framework and/or ability to learn quickly on-the-job.
- Strong understanding of, and commitment to, providing client-focused services.
- Experience in providing system support to customer relationship management systems or financial management systems.
- Experience in maintaining an issues register, supporting change management and performing system testing.
- Experience in supporting ICT contract management and liaising with external software developers.
- Experience in analysing information, identifying and escalating issues appropriately, and supporting the development of timely and accurate advice.
- Experience in working collaboratively within a customer-centric team and contributing positively to the team culture.
- Experience in using Microsoft Office suite of products.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0760449

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 23 July 2025

Plant Systems & Strategies Stakeholder Engagement Team (SET) and
Strategic Project Management and Coordination (SPMC)

Job Title	Policy and Program Officers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2380
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

The **Plant Systems and Strategies Branch (PSaS)** leads, supports, enables and coordinates key functions across the division to enhance risk analysis, stakeholder engagement, support a centralised model for the publication of import conditions, and to progress technical market access negotiations and capacity building with trading partners. The branch is building capacity to enhance our people, processes and systems to develop and improve capabilities and embed program and project management, and change management. The branch also plays a role in supporting the development and implementation of IT systems that enable the division to better manage information, work flows and decision making on plant biosecurity and market access.

The **Stakeholder Engagement Team (SET)** manages stakeholder engagement for plant import risk analyses, new and emerging biosecurity risks, such as khapra beetle and other hitchhiker pests, and other sensitive issues, such as changes to import conditions and export legislation. A key focus for the team is clear and effective communication of scientific information. The team does this through the development of videos, social media, infographics and other more traditional methods. The team engages with a variety of stakeholders, including state and territory governments, domestic and international industry bodies, trading partners, the media and general public, to ensure the effective implementation of biosecurity policy and procedures.

The **Strategic Project Management and Coordination (SPMC)** supports divisional priorities by driving strategic planning, project oversight, and effective coordination across key biosecurity programs in the division. The team provides program and project management support, including planning and governance. The team also delivers high-quality secretariat support for key governance boards and working groups, helping to inform decision-making and maintain accountability. Through strong collaboration and cross-cutting coordination, the team plays a central role in enhancing divisional performance, alignment, and impact.

Duties

The Job

There are two roles available: one in the Stakeholder Engagement Team and one in the Strategic Project Management and Coordination section.

The **Stakeholder Engagement Team** duties may include:

- assisting the team to engage with stakeholders on plant biosecurity risks and issues (e.g. risk analyses, regulatory reforms, operational changes, suspended markets, import condition reviews, incident management)
- maintaining productive internal and external working relationships
- assisting with the drafting, revision and publication of release packages for the three main stages of an import risk analysis (formal commencement, draft report and final report)
- assisting with the planning, preparation and delivery of stakeholder engagement activities which may include liaison with domestic industry and states and territories through workshops, teleconferences and face-to-face meetings
- assisting the team’s work with technical areas to research domestic and international horticultural issues and trade data
- monitoring and managing enquiries through the group mailbox and phone line
- assisting with other administrative tasks (e.g. finance, human resources management, compilation of internal communications) as necessary to support the work of the team.

The **Strategic Project Management and Coordination (SPMC)** duties may include:

- secretariat support, including scheduling meetings, managing agendas and correspondence, preparing and distributing meeting papers, recording minutes, and tracking action items.
- maintain and manage program and project documentation in line with departmental records management policies, ensuring documents are audit-ready, well-organised, and easily retrievable.

- assist with monitoring project timelines, deliverables and milestones, and contribute to project tracking and reporting to support informed decision-making.
- contribute to the quality assurance of project and program materials, including executive briefs, reports, dashboards, and procurement documentation.
- support contract and procurement processes, including the preparation of tender documentation, coordination with legal and procurement teams, and liaison with commercial and government stakeholders.
- assisting with other administrative tasks (e.g. event logistics, equipment management) as necessary to support the work of the team

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

Eligibility

What we are looking for

Knowledge and experience

- Understanding of government processes, including governance or stakeholder engagement (or the ability to quickly develop this knowledge).
- Relevant experience in biosecurity and an understanding of the operational context in which plant biosecurity operates would also be highly desirable.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Megan Permyakoff, 0434 998 532
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0760369

Administrative Review Tribunal

Closing Date:Wednesday 16 July 2025

Tribunal Operations
User & Member Services/ Corporate Services User Services/ Property & Security

Job Title	Team Leader and Office Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$94,583 - $106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site attendance is required
Classification	APS Level 6
Position Number	42945
Agency Website	https://www.art.gov.au/

Job Description

https://art.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertID=857592

Join our team as a Team Leader and Office Manager!

This is a newly created dual ongoing position within the User Services and Property and Security teams at The Administrative Review Tribunal located in Darwin.

Daily on-site work is required to address specific duties effectively and out of hours contact may be required to manage urgent building issues.

About the opportunity

The duties of the Team Leader element of this role is to provide leadership and direction to an operational team, including coordinating and managing workflows; motivating, coaching and influencing staff; managing performance; and ensuring the services provided to the Tribunals users, members and registrars are effective and efficient.

Team Leaders are an important component of the relevant section’s leadership structure and support the executive leaders to deliver high quality services.

The Office Manager duties include managing a diverse number of facility programs ensuring that registry and office environments are fit for purpose and that they meet the aims of the tribunal to provide the public user-friendly services and a safe working environment.

About the Tribunal:

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

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

You can learn more about the Tribunal on our website.

What we offer:

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

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

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

To be successful you will need:

- Well-developed leadership skills with the ability to think strategically, drive change, manage individual workloads, performance and develop capability.to deliver high quality services to users of the Tribunal's services, Members and Registrars.
- Highly developed interpersonal, influencing and negotiation skills.
- Strong knowledge of property, risk and asset management best practice.
- Highly developed written and verbal communication skills with the ability to explain complex concepts clearly.
- The ability to project manage fit out adjustments and refurbishments and to serve as a contact for outside authorities.

Eligibility

Essential

- The ability to obtain and maintain a Baseline Security Clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Previous experience leading a small team
- Strong knowledge of property, facility, risk, asset management best practices

Desirable:

- Working knowledge of the Tribunal's functions, policies and procedures and apply this knowledge in understanding case-related functions.
- Relevant experience in a similar work environment, and leadership OR subject-matter expertise related to one or more of the ART's jurisdictions.

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

Notes

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the ART, or the broader APS, within 18 months from the original advertised date in gazettal.

Contact the talent management team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Joshua Mathieson, 07 3052 3206
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertII

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Attorney-General's

Vacancy VN-0760271

Attorney-General's Department

Closing Date:Sunday 20 July 2025

Information

Job Title	DMS Product Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$119,142 - $144,964
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0218/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=1314D3D6-4A22-603D-741D-E4035DD4A5C1

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Employment Opportunity

The Lead DMS Product Manager is a key role supporting the systems for the Attorney-General's Department to provide legal services within the department and across government. The Lead

DMS Product Manager sits within the Information Division (ID) group and will be responsible for leading a small iManage level 2 team in support of all front-end aspects of the iManage and Insight+ electronic document and records management (EDRMS) and associated systems.

The Lead DMS Product Manager is responsible for all daily management activities of the EDRMS and knowledge management ecosystem based on the iManage product suite as well as implementation of departmental IRM policies and procedures. The Lead DMS Product Manager will need to liaise with the department's technical teams and business area representatives to coordinate iManage and Insight+ support functions.

A coordinated approach to support for the platforms will be essential for optimising system performance, enhancing functionality, and promoting user engagement and usage across the iManage and Insight+ platforms.

How you can help us make a difference

The department is seeking an experienced applicant to coordinate the delivery and management of the iManage and Insight+ ecosystem, and associated level 2 support team. These capabilities primarily provide key legal business functions with time sensitive deadlines for support and resolution activities. The successful applicant will demonstrate a proactive approach to supporting and improving the ecosystem capabilities.

Required Skills:

The following skills are required to support iManage and Insight+:

- Strong stakeholder management skills with the ability to coordinate with multiple teams.
- Excellent verbal and written communication skills, with the ability to convey technical information to non-technical stakeholders.
- Strong problem-solving skills with the ability to analyse complex system issues, identify root causes, and implement effective solutions.
- Proficiency in data analysis, reporting tools, and user management.
- Ability to troubleshoot end-user issues and work with IT teams on technical resolutions.
- Experience in training users and supporting knowledge-sharing initiatives.

Qualifications:

Any Information or Knowledge Management qualification an advantage.

Eligibility

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

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

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

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Mark Hayes, (02) 6141 5992
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=1314D3D6-4A22-603D-741D-E4035DI

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Attorney-General's

Vacancy VN-0760274

Attorney-General's Department

Closing Date:Sunday 20 July 2025

Information

Job Title	DMS Product Manager - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$119,142 - $144,964
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0219/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=CB2A1588-B86B-40B5-B47A-E4035DFC2CD2

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Employment Opportunity

The Lead DMS Product Manager is a key role supporting the systems for the Attorney-General's Department to provide legal services within the department and across government. The Lead DMS Product Manager sits within the Information Division (ID) group and will be responsible for leading a small iManage level 2 team in support of all front-end aspects of the iManage and Insight+ electronic document and records management (EDRMS) and associated systems.

The Lead DMS Product Manager is responsible for all daily management activities of the EDRMS and knowledge management ecosystem based on the iManage product suite as well as implementation of departmental IRM policies and procedures. The Lead DMS Product Manager will need to liaise with the department's technical teams and business area representatives to coordinate iManage and Insight+ support functions.

A coordinated approach to support for the platforms will be essential for optimising system performance, enhancing functionality, and promoting user engagement and usage across the iManage and Insight+ platforms.

How you can help us make a difference

The department is seeking an experienced applicant to coordinate the delivery and management of the iManage and Insight+ ecosystem, and associated level 2 support team. These capabilities primarily provide key legal business functions with time sensitive deadlines for support and resolution activities. The successful applicant will demonstrate a proactive approach to supporting and improving the ecosystem capabilities.

Required Skills:

The following skills are required to support iManage and Insight+:

- Strong stakeholder management skills with the ability to coordinate with multiple teams.
- Excellent verbal and written communication skills, with the ability to convey technical information to non-technical stakeholders.
- Strong problem-solving skills with the ability to analyse complex system issues, identify root causes, and implement effective solutions.
- Proficiency in data analysis, reporting tools, and user management.
- Ability to troubleshoot end-user issues and work with IT teams on technical resolutions.
- Experience in training users and supporting knowledge-sharing initiatives.

Qualifications:

Any Information or Knowledge Management qualification an advantage.

Eligibility

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

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

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

The Affirmative Measures (Indigenous) process is only open to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding process.

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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

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

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

About the Attorney-General's Department

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To Apply

Position Contact	Mark Hayes, (02) 6141 5992
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=CB2A1588-B86B-40B5-B47A-E4035D

Attorney-General’s

Vacancy VN-0760164

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 27 July 2025

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	End User Support Technician
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$85,534 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 5
Position Number	6081_06/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

About the role

Our End User Support Technicians provide high-quality desktop, laptop, mobile, and audio-visual support to ensure our intelligence, technology and enabling teams have access to the ICT services they need when and where they need them. You may be required to travel to ensure ICT infrastructure is available and upheld in various locations to meet operational demand.

As a member of a small multi-disciplinary team, you will have well-developed troubleshooting and analytical skills, a commitment to ongoing professional development, and the ability to foster relationships in order to deliver high quality advice and support to stakeholders, including the senior executive.

Duties

- Analyse and troubleshoot complex desktop, laptop and mobile technical enquiries, including the ability to apply sound judgement to problem solve when faced with competing priorities.
- Support and manage local and virtual windows environments through tools such as Windows Virtual Desktop (WVD), SCCM, SOE & group policy, and Intune.

- Maintains Technical skills and operation experience in VMware Horizon View, including management of Horizon Servers, Desktop templates, and VDI desktop pools are key in supporting our ICT environment.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Has strong verbal and written communication skills including a demonstrated ability build and maintain effective relationships through liaison, consultation, and information sharing.
- Understands or has the ability to rapidly acquire knowledge of complex ICT environments and a desire in further developing skill to understand changing ICT environments.
- Can work to tight timeframes, to set priorities and to meet deadlines both independently and as a member of a multi-disciplinary team.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Richard, 07 3243 0899
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0760290

Australian Federal Police

Closing Date:Monday 21 July 2025

Job Title	Team Leader Property & Engagement Team - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	14903
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14903/

Did you know?

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

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

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

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

Duties

Applications are sought from interested applicants wishing to be considered for the role of Band 7 Team Leader Property Leasing & Engagement Team sitting under Property Planning & Futures Section (PP&F) which resides within the Property Command.

PP&F provides advice to a broad range of groups including the AFP's Senior Leadership, property forums and business areas. This advice seeks to inform them on matters relating to the strategy and/or planning to deliver future infrastructure, facilities and property-based solutions.

PP&F also continually test the viability of leased properties against:

- Workforce planning advice.
- Directions from the Executive.
- Announcements from Government.
- Principles and objectives of the AFP's Strategic Property Plan.
- Market best practices and data.

Outcomes enable PP&F to know the future suitability of properties across the AFP's diverse Property Portfolio.

In response, PP&F develop funded strategies to ensure the Property Portfolio is every evolving to ensure it maintains its principal role of, supporting the delivery of law enforcement capabilities/operations and accommodating the AFP's skilled workforce and assets.

PP&F deliver a primary advisory function in the AFP, through the provision of corporate knowledge and industry advice to inform property and accommodation solutions. PP&F charter of services are wide ranging.

What will you do?

Reporting to the Band 8 Senior Team Leader Property Leasing & Engagement Team, the team leader will work as part of a small and cohesive team. The role will contribute to the operation of the PP&F by delivering a broad range of tasks including.

- Directing the provision of general leasing advice on properties and understanding best practice to benefit the strategic direction of the Australian federal Police.
- Applying contemporary business improvement and change management knowledge, to drive innovation, enhance Property Command service delivery and facilitate effective change.
- Make informed strategic business decisions relating to priorities, governance, risks, and resource management, ensuring minimal impact and pressure on Property Command.
- Assist in identifying work practices and policies and ensure alignment with up-to-date policy and governance frameworks.
- Building and maintaining strong relationships with internal and external stakeholders and actively pursuing opportunities for cooperation and information sharing.
- Taking a proactive approach to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development
- Modelling critical behaviours to promote a positive workplace culture

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 security clearance or the ability to obtain one.
- A sound understanding of Property leasing processes is desired but not essential.
- Highly developed writing skills
- Sound planning & time management capabilities
- Strong interpersonal skills

Notes

Additional Information

- This role is located in ACT and applicants are expected to be based in ACT.
- This role is an AFP Band 7 level

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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	Sam Pike, 51266773
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14903/

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Attorney-General's

Vacancy VN-0760292

Australian Federal Police

Closing Date:Sunday 27 July 2025

Job Title	Covert Assurance & Analysis Compliance Team Member (Band 4)
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	$84,458 - $99,285
Future Merit Locations	Perth, Canberra, Sydney, Brisbane, Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Onsite, Flexible
Classification	APS Level 4
Position Number	14873
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14873/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year

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

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Band 4 Compliance Team Member, Covert Analysis and Assurance (CAA). CAA functions have a direct impact on the AFP's accountability to the Federal Parliament and records are subject to inspection by the Commonwealth Ombudsman's Office and the Inspector General of Intelligence and Security.

CAA supports AFP investigations by ensuring compliance with the Telecommunications (Interception and Access) Act 1979, Surveillance Devices Act 2004 and Crimes Act 1914 any other relevant legislation. CAA is also responsible for record-keeping, reporting services, the facilitation of the Commonwealth Ombudsman’s oversight of the various legislative regimes as well as providing a dedicated monitoring service for telecommunication interceptions.

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

What will you do?

Role responsibilities include but are not limited to:

- Support compliance with the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA Act), the Surveillance Devices Act 2004 (SD Act) and the Crimes Act 1914 (Cth).
- Assist investigators in meeting the legislative compliance requirements by providing advice and vetting draft documentation.
- Provide assistance to investigators and engagement with the Australian Designated Authority in relation to International Production Orders.
- Process and management of all Warrants under the TIA Act and SD Act for the life cycle of the warrants and prepare requests for evidentiary material for court purposes.
- Compliance and processing historical and prospective telecommunications data authorisations.
- Ensure compliance with industry assistance requests, facilitates non-telecommunications related enquiries.

- Coordinate engagement with the Office of the Commonwealth Ombudsman and the Inspector-General of Intelligence and Security (IGIS) for inspections.
- Provide post-warrant advice and support to operations to ensure compliance with statutory reporting.
- Support compliance with the Controlled Operations under the Crimes Act 1914.
- Provide advice on the relevant legislation, maintain the governance framework for Controlled Operations, and collate the legislated reporting requirements for Controlled Operations and Account Takeover Warrants.

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.
- Ability to work effectively and cooperatively in a team environment.
- Strong communication skills.
- Self-motivated learner with an ability to research and acquire knowledge relevant to the role.
- Sound customer service skills.

Desirable Requirements

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

- Knowledge of relevant Commonwealth legislation.
- Ability to work in a remote team environment (if required).
- Ability to perform on-call on a rotating roster to provide afterhours support for operational requirements (if required).

Notes

- This position is an AFP Band 4 level.
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertised in multiple locations. Remote working options may be negotiated.
- Some roles have a requirement to support on-call rostered functions
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we

encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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To Apply

Position Contact	Katrina Dormer,, 02 5126 5055
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14873/

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Attorney-General’s

Vacancy VN-0760299

Australian Federal Police

Closing Date:Sunday 27 July 2025

Job Title	Covert Assurance & Analysis Compliance Team Member (Band 5)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	$99,285 - $107,559
Future Merit Locations	Sydney, Canberra, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Onsite, Flexible
Classification	APS Level 5
Position Number	14654
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14654/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year

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

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Band 5 Compliance Team Member, Covert Analysis and Assurance (CAA). CAA functions have a direct impact on the AFP's accountability to the Federal Parliament and records are subject to inspection by the Commonwealth Ombudsman's Office and the Inspector General of Intelligence and Security.

CAA supports AFP investigations by ensuring compliance with the Telecommunications (Interception and Access) Act 1979, Surveillance Devices Act 2004 and Crimes Act 1914 any other relevant legislation. CAA is also responsible for record-keeping, reporting services, the facilitation of the Commonwealth Ombudsman’s oversight of the various legislative regimes as well as providing a dedicated monitoring service for telecommunication interceptions.

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

What will you do?

Role responsibilities include but are not limited to:

- Support compliance with the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA Act), the Surveillance Devices Act 2004 (SD Act) and the Crimes Act 1914 (Cth).
- Assist investigators in meeting the legislative compliance requirements by providing advice and vetting draft documentation.
- Provide assistance to investigators and engagement with the Australian Designated Authority in relation to International Production Orders.
- Process and management of all Warrants under the TIA Act and SD Act for the life cycle of the warrants and prepare requests for evidentiary material for court purposes.
- Compliance and processing historical and prospective telecommunications data authorisations.
- Ensure compliance with industry assistance requests, facilitates non-telecommunications related enquiries.

- Coordinate engagement with the Office of the Commonwealth Ombudsman and the Inspector-General of Intelligence and Security (IGIS) for inspections.
- Provide post-warrant advice and support to operations to ensure compliance with statutory reporting.
- Support compliance with the Controlled Operations under the Crimes Act 1914.
- Provide advice on the relevant legislation, maintain the governance framework for Controlled Operations, and collate the legislated reporting requirements for Controlled Operations and Account Takeover Warrants.
- Proactively build and manage good working relationships with relevant stakeholders (both internal and external).
- Contribute innovative ideas to enhance processes in support of team objectives.
- Provide mentoring and training to other team members, including sharing innovation and knowledge.
- Undertaking administrative tasks as required.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Strong customer service and communication skills.
- Demonstrated high level of attention to detail and the ability to prioritise workload.
- Ability to work effectively and cooperatively in a team environment.
- Mentor and develop other team members through knowledge/skills transfer.

Desirable Requirements

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

- Knowledge of relevant Commonwealth legislation.
- Ability to work in a remote team environment (if required).
- Ability to perform on-call on a rotating roster to provide afterhours support for operational requirements (if required).

Notes

- This position is AFP Band 5 level.
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertised in multiple locations. Remote working options may be negotiated.
- Some roles have a requirement to support on-call rostered functions.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Jess Thompson, 02 5126 4103
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14654/

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Attorney-General's

Vacancy VN-0760302

Australian Federal Police

Closing Date:Monday 28 July 2025

Job Title	Senior Team Leader - Physical Security & Operations - Security Command
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$127,101 - $138,349
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	14882
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14882/

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
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- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Team Leader, Security Command.

Security Command is responsible for ensuring the security of the AFP's people, information, assets and operational delivery. This is achieved through the development of a strong enterprise-wide security culture and building capabilities to ensure security risks are appropriately identified and mitigated.

As Senior Team Leader you will lead a number of security teams consisting of skilled and agile multi-discipline professionals to deliver enterprise-wide security services. You will be responsible for driving, implementing and delivering capability, strategies, policies and practices in support of the AFP based on high level decision-making and judgement. You will have the capacity to think strategically, operationalise strategic direction and develop an agile approach to deliver security services across the enterprise.

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

What will you do?

As a Senior Team Leader, you are responsible for overseeing and managing the day-to-day operations of multiple security teams involved in the delivery of physical and personnel security, education and security advice. In doing this, you will effectively and efficiently manage resources to meet the unique challenges and priorities of the Security Command.

Your responsibilities include leading a number of teams to achieve the following:

- Operationalising the strategic direction of the Security Command, including ensuring business plan key deliverables and priorities are met;
- Undertake and oversight a range of activities and collaborate with internal stakeholders in the identification and mitigation of security risks and enhancement of security controls;
- Building an operating environment that fosters security intelligence capability to triage, assess, analyse, innovate and enhance capability;
- Oversight the dissemination of security information, intelligence and threat reporting;
- Direct the provision of security related education and general security advice across the enterprise pertaining to physical and personal security and security best practice;
- Apply contemporary business improvement and change management knowledge, to drive innovation, enhance service delivery outcomes and facilitate effective change;
- Make informed strategic business decisions relating to budget, priorities, governance, risks, and resource management; ensuring minimal impact and pressure on the Command;
- Develop work practices and policies and ensure alignment with up to date policy and governance frameworks;
- Build and maintain strong relationships with internal and external stakeholders and actively pursue opportunities for cooperation, strategic alliances, and information sharing;
- Lead and mentor to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development; and
- Model critical behaviours to promote a workplace culture that aligns with AFP strategy, leadership philosophy and core values.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 2 (TOP SECRET) security clearance or the ability to obtain one.
- Experience in production of written security products, assessments and risk assessments.
- The ability to prioritise tasks and meet tight timeframes, with minimal supervision, while delivering high level outputs and contributing to the outcome of the Security Command.
- Demonstrated high-level leadership.
- Ability to undertake domestic and international travel, sometimes at short notice.

Desirable Requirements

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

- Experience in large, diverse and sensitive security infrastructure projects dealing with internal and external stakeholders;
- Experience and knowledge in managing large security system platforms i.e. Electronic Access Control Systems and Closed Circuit Television across a large geographical footprint;
- Well-developed analytical skills working with different systems and technologies;
- Demonstrated and contemporary experience and/or qualifications in Australian Government Security and protective security investigations.

Notes

Additional Information

- This role is located in ACT and applicants are expected to be based in ACT.
- This role is an AFP Band Level 8 role

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Sean Giddings, 61 429 595 179
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14882/

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Attorney-General's

Vacancy VN-0760373

Australian Federal Police

Closing Date:Monday 21 July 2025

Job Title	Psychologist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$118,673 - $127,101
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	14922
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14922/

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 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
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

About this position

The Branch

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

Our employees are at the forefront of the rapidly evolving criminal environment, working in a range of areas from criminal investigations to transnational operations. The nature of this work carries inherent risk of psychological and physical harm, and this creates a unique challenge for the AFP as we strive to protect the health and wellbeing of our employees. While our employees are dedicated to keeping Australia safe, the AFP is dedicated to keeping our employees safe. This commitment is best exemplified by SHIELD; the single, largest health and wellbeing investment in the AFP's history.

SHIELD brings together a multidisciplinary team of experienced health services and clinicians - including doctors, nurses, allied health professionals and psychologists - to deliver high-quality and personalised health services. SHIELD implements evidence-based practices to safeguard the health and wellbeing of all AFP employees. SHIELD protects those who protect us.

The Role

Are you a Psychologist looking to work within a unique, fast-paced environment? Are you driven by fairness, integrity and service to the community? Are you looking to make a meaningful difference and help keep Australia safe? The AFP is seeking registered psychologists to fill a current vacancy in Melbourne.

In this role you will be working collaboratively as part of an integrated team of health professionals to deliver psychological and mental health services to AFP employees from a range of operational areas; from the bomb squad, to the tactical response group to the international and transnational deployment team.

You will gain a greater understanding of the complex and expansive work undertaken at the AFP and have the opportunity to provide your input in how we can best support AFP employees to assist them in performing at the highest level. Successful applicants will be contributing to meaningful and rewarding work by supporting AFP employees who tackle threats to the safety and security of Australia.

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 you will do

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

- Development and delivery of training in a variety of psychology-related areas;
- Providing advice to AFP employees on wellbeing issues and work related issues;
- Providing AFP employees referral options for available AFP, Government and community resources Providing routine mental health assessments and clearances;
- Preparing and delivering psycho-education programs to staff;
- Short-term counselling, psychological interventions, care coordination and referral services;
- Performing the role of primary practitioner to high risk business areas and liaising with senior management;
- Contribute to the monitoring, evaluation and development of psychological services being delivered to the AFP;
- Effectively and formally monitor client progress and maintaining and maintaining all required documents;
- Critical incident response and follow-up;
- Mid-and/or post-deployment debriefs;
- Active participation and contribution in multidisciplinary team meetings;
- Case coordination and management of clients.

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.
- General registration as a psychologist – in Australia this requires a minimum six-year sequence of education and training. This typically includes a four-year Board-approved accredited sequence of study in psychology,followed byone of the below pathways.
    - Thehigher degree pathway, which is an approved postgraduate degree accredited at the fifth and sixth year level (eg. two-year Masters) or higher (eg. three or four year Doctorate)
    - The5+1 internship pathway. This requires you to pass thenational psychology exambefore applying for general registration.
- Competency in the delivery and interpretation of gold standard psychometric tools
- 3 or more years' experience working as an unconditionally registered psychologist
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Ability to travel when required.

Notes

- This is an AFP Band 7 Position

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Renae Hayward, 0456637649
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14922/

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Attorney-General's

Vacancy VN-0760392

Australian Federal Police

Closing Date:Tuesday 22 July 2025

Job Title	Strategic Property Planning Officer - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14929
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14929/

Did you know?

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Duties

Applications are sought from interested applicants wishing to be considered for the role of Band 6 Strategic Property Planning Team member, Property Policy and Governance sitting under Property Planning & Futures Section (PP&F) which resides within the Property Command.

PP&F provides advice to a broad range of groups including the AFP's Senior Leadership, property forums and business areas. This advice seeks to inform them on matters relating to the strategy and/or planning to deliver future infrastructure, facilities and property-based solutions.

PP&F also continually test the viability of properties against:

- Workforce planning advice.
- Directions from the Executive.
- Announcements from Government.
- Principles and objectives of the AFP's Strategic Property Plan.
- Market best practices and data.

Outcomes enable PP&F to know the future suitability of properties across the AFP's diverse Property Portfolio.

In response, PP&F develop funded strategies to ensure the Property Portfolio is ever evolving to ensure it maintains its principal role of, supporting the delivery of law enforcement capabilities/operations and accommodating the AFP's skilled workforce and assets.

The Property Planning Team Member is a new position responsible for developing and maintaining robust documentation on accommodation requirements and understanding the strategic direction related to all business areas across the AFP. This role will ensure compliance with standards and government best practice.

What will you do?

Reporting to the Band 7 Team Property Planning & Governance. The role will contribute to the development of Policy and Governance for Property Command by delivering a broad range of tasks including;

- Lead the research, development, drafting and review of comprehensive property policies, procedures, manuals and templates for the Australian federal Police Property portfolio.
- Ensure all policies are clear, concise, consistent and compliant with relevant legislation, regulations and government best practice.
- Provide Commands with strategies to deliver suitable accommodation fit outs, which maximise the use of their current space allocation, offer solutions to evolving and complex accommodation pressures.
- Inform the investment planning and decision-making processes attached to the Property Board, investment planning and other decision-based forums.
- Establish and maintain a strong property governance framework, defining roles, responsibilities and decision-making processes for property related activities.
- Building and maintaining strong relationships with internal and external stakeholders and actively pursuing opportunities for cooperation and information sharing.
- Taking a proactive approach to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development
- Modelling critical behaviours to promote a positive workplace culture and
- Having the ability to complete additional tasks at the direction of the supervisor or Senior Leadership.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 security clearance or the ability to obtain one.
- Highly developed writing skills
- Sound planning & time management capabilities
- Strong interpersonal skills

Notes

Additional Information

- This role is located in ACT and applicants are expected to be based in ACT.

- This role is an AFP band 6 level

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To Apply

Position Contact	Sam Pike, 02 5126 6773
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14929/

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Attorney-General's

Vacancy VN-0760464

Australian Federal Police

Closing Date:Wednesday 30 July 2025

Job Title	ACT Policing - Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,458 - $99,285
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ 14829
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14829/

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Legislation and Governance section leads the ACT Policing law reform and policy agenda and supports the Executive on law enforcement forums, budget policy, performance analysis and statistical reporting, and provides governance and compliance support. The section is comprised of teams that cover the following:

- Governance & Compliance
- National Forums
- Budget Policy
- Legislation & Policy
- Performance Statistics

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member, Policy Officer predominantly in the Legislation and Policy team however this round will also be used to establish a merit pool for any other future vacancies in the broader Legislation and Governance section.

The Legislation and Policy team coordinates whole-of-agency engagement on legislative review and reform. The team provides policy advice to the ACT Policing Executive through research and by drawing on the relevant subject matter experts within the organisation. The primary remit of the Legislation and Policy team is to uphold advocacy for first responders to ensure that government initiatives and policies are practicable for real-world outcomes. The team plays a key role in delivering tangible benefits to the workforce and the ACT community.

ACT Policing Legislation and Governance's main services include:

- Providing critical advice to law makers on the impacts of reforms on policing.
- Coordinating whole of agency involvement to develop ACTP's position on key domestic law enforcement policy matters.
- Coordinating responses for information requests from other policing and justice jurisdictions.
- Maintaining ACTP's Governance Instrument Framework.
- Maintaining the ACT Policing's Lessons Management System, including capturing lessons and recommendations identified and assisting in the implementation of best practice.
- Provide critical statistical, analytical and performance monitoring.
- Supporting the development of budget business cases to drive ACTP's strategy to increase capacity and capability with tangible outcomes for the frontline.
- Formulating and coordinating advice to ACTP Executive, ACT Government, and senior ACTP Officers.

What will you do?

Team Members in this portfolio are responsible for supporting their team to progress bodies of work through to finalisation, while also proactively contributing to a positive culture within their small team and broader section.

Successful applicants will play a key role in achieving outcomes for ACT Policing within the regulatory framework, AFP Code of Conduct, and 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. We're looking for someone who:

- Will support the team to lead and shape legislation and policy directly relevant for ACT Policing, as well as the community more broadly. The team works across a broad raft of policy themes including sexual assault, family violence, recidivism, juveniles in the criminal justice system, traffic and firearms laws, and illicit drugs. The team makes a tangible impact on the criminal justice outcomes in the ACT, including working to ensure justice for victims and ensuring the safety of the community.
- Will thrive in a fast paced and dynamic environment and have a track record of adaptability and delivering results.
- Is eager to delver into policing issues and government processes.

Applicants will be highly regarded for their ability to:

- Research, evaluate, analyse and formulate solutions to existing and emerging policy issues.
- Establish and maintain productive and cooperative working relationships, contributing to positive outcomes.
- Proactively develops and maintains current knowledge of key policy issues and best practices, the strategic environment and focus on professional development.

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.

Desirable Requirements

- Tertiary qualifications in relevant field.
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

This role is located in Canberra, Australian Capital Territory and applicants are expected to be based in Canberra.

Band Level

This position is an AFP Band Level 4.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Jennifer Hodge, 02 5126 6954
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14829/

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Attorney-General’s

Vacancy VN-0760300

Australian Financial Security Authority

Closing Date:Monday 21 July 2025

Regulatory Operations Group

Job Title	Assistant Director Product Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$116,203 - $136,790
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Onsite, Flexible and Hybrid arrangements available
Classification	Executive Level 1
Position Number	30808
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

The **Regulatory Operations Group** is responsible for operations in Regulatory Services and Education, Surveillance and Enforcement. This work operationalizes AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

Regulatory Services provides a range of services including delivery of the Personal Property Securities (PPS) Program, management of business applications and frontline service delivery for insolvency and Personal Property Securities Register (PPSR) enquiries, information and transactions. It works to streamline services through process innovation, informed by the needs of our clients. The division also supports AFSA to deliver effective and efficient digital services in a timely manner.

The **Assistant Director, Product Management** is a critical leadership role responsible for product strategy and delivery of improvements, from ideation through to deployment. Drives use of data and insights to understand complex problems and harnesses service design principles to deliver a reliable and contemporary user experience.

The position requires demonstrated leadership experience in a technology setting. It also requires experience in enterprise application development, project/product management and a keen ability to draw diverse stakeholders together to deliver outcomes. Digital experience in a regulatory environment is desirable.

Duties

- Provide leadership and manage staff in day-to-day operational activities. Ensuring effective performance/service delivery, develop and coach staff, foster teamwork, diversity and information sharing and provide feedback.
- Negotiate, engage and manage relationships with internal and external stakeholders to support successful operation and continuous improvement of the PPSR product.
- Lead and drive strategic planning to inform the development of PPSR application, technology and security roadmaps (developed by the vendor).
- Drive and report on the prioritisation of the team’s delivery plans and acceptance criteria for solutions, ensure alignment with roadmap milestones, and provide sign-off that they have been met.
- Lead user experience research and analysis, measuring organisational performance against performance indicators and benchmarks, and identifying emerging trends or issues through insights from diverse user feedback channels.
- Drive and lead project planning events, and work with team members to ensure sequencing is logical and prioritised to deliver value to users.
- Engage internal and external advisory services to deliver assurance of PPSR activities and operations. This includes reviewing the effectiveness of enhancements, supporting regular security assessments and quality reviews of processes, policies and artefacts.
- Develop high quality reporting and documentation to ensure effective communication of key activities to governance committees and the Executive, to facilitate risk-based decision making.
- Provide well-informed advice to assist with management of sourcing, procurement, negotiation and contracting strategies that support PPSR operations.
- Identify, evaluate and manage risks through practical mitigation strategies to support smooth project delivery.
- Work closely with the Director to ensure that the overall management and strategic focus of service delivery and projects is in line with relevant plans and policies.
- In collaboration with senior management, assist with budget management relating to the section.

Qualifications and experience

The following will be highly regarded:

- Experience and/or qualifications related to technology, enterprise application development, and project management.
- Demonstrated experience managing and motivating people to be part of a positive high performing culture, with strong negotiation and influencing skills.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to **Australian Citizens.** The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Notes

Applications close **Monday 21 July 2025 at 11:59 PM AEST.**

To apply for this role, please click the 'Apply' button. You'll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0760329

Australian Financial Security Authority

Closing Date:Thursday 24 July 2025

Regulatory Operations Group
Education & Outreach

Job Title	Assistant Director Partnerships and Evaluation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$116,203 - $136,790
Future Merit Locations	Adelaide, Brisbane, Hobart, Melbourne, Perth, Sydney, Canberra
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 6
Position Number	30820
Agency Website	

Job Description *https://www.afsa.gov.au/current-vacancies*

About the role

The **Regulatory Operations Group** operationalises AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to people centric, outcomes focused, harms based, intelligence led, and strengths based.

The Education and Outreach (E&O) function within the Regulatory Operation Group educates and engages across sectors and programmes to target interventions to improve compliance. The section leads and manages targeted education and outreach activities with priority audience groups.

The **Assistant Director Partnerships & Evaluation** will lead a team to achieve E&O strategic objectives. They will support implementation of the E&O strategy by identifying, facilitating, and fostering partnerships to reach priority audiences. Further, they will engage in regular and systematic reviews of E&O outputs to ensure an environment of continuous improvement.

Duties

- Identify, assess, and cultivate strategic partnerships with organisations, institutions and community groups that can help E&O reach its priority audiences.
- Develop and maintain strong, mutually beneficial relationships with partners to enhance the impact and reach of education initiatives.
- Work collaboratively with teams within the E&O section to evaluate education programs and outreach activities, using data-driven methods to assess their effectiveness and impact.
- Support the development of evaluation frameworks and tools to systematically baseline and measure program outcomes against established goals and KPIs.

Key qualifications, accreditations and experience

- Excellent written and verbal communications skills in an education or communications context.
- Excellent organisational skills and the ability to pro-actively meet deadlines.
- Demonstrated experience leading a team in an education and outreach environment.
- Demonstrated experience developing, implementing and evaluating educational campaigns.
- Demonstrated experience building and leveraging long-term professional partnerships.

Please note there is an operational requirement to be in the office at least 2 days per week for this role, and some travel will be a requirement.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close on **Thursday 24 July 2025 at 11:59 PM AEST.** To apply for this role, please click the 'Apply' button.

Notes

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, recruitment@afsa.gov.au
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0760376

Australian Financial Security Authority

Closing Date:Wednesday 23 July 2025

Regulatory Operations Group
Education, Surveillance & Enforcement

Job Title	Senior Regulatory Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW
Salary	$97,543 - $109,330
Future Merit Locations	Adelaide, Melbourne, Brisbane, Canberra, Hobart, Perth, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

About the role

The **Regulatory Operations Group** is responsible for operations in Regulatory Services and Education, Surveillance and Enforcement. This work operationalizes AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

As a **Senior Regulatory Officer,** you will play a key role in supporting the Enforcement Transition Team to implement a shift from traditional practices to a more modern, visible, and contemporary regulatory approach. This transition is being informed by current enforcement investigations, legal advice, and the adoption of best practice models from other regulators.

Working under the direction of the Director or Assistant Director, you will assist in delivering improved enforcement capability across AFSA including undertaking complex casework, process reviews, and engagement activities that support the uplift of AFSA's regulatory posture.

You will also assist the Director by consulting and collaborating with staff at various levels of the organisation to help build awareness, support implementation, and ensure operational consistency in new approaches, and will be the primary case officer for agreed aspects of the team's work program and undertake investigations and capability development activities.

This role may involve occasional travel to other locations within Australia and offers the opportunity to build your regulatory expertise in a national, multi-disciplinary setting.

Duties

- Act as the primary case officer for assigned aspects of the Enforcement Transition Team's work program
- Review process documents to support the uplift of enforcement capabilities, ensuring alignment with contemporary best practices.
- Exercise sound judgment and make decisions under limited supervision, ensuring that actions are guided by regulations, best practice principles, and operational procedures.
- Support the development of innovation initiatives and process improvement strategies aimed at modernising workplace practices.
- Collaborate across AFSA to consult and engage staff at various levels, assisting in the development and rollout of transition initiatives.
- Perform other duties as required to support the Enforcement Transition Team.
- Maintain a strong understanding of contemporary regulatory practices.

Additionally, the Senior Regulatory Officer may work across special projects, including:

- Monitoring and regulating the conduct of personal insolvency practitioners.
- Contributing to systems, process, and workflow reviews and improvements.

Qualifications and experience

- A tertiary qualification in accounting, commerce, law or equivalent is highly desirable.
- To be successful in this role you will need a good working knowledge or be able to quickly acquire a good working knowledge of the personal insolvency statutory framework that regulates insolvency practitioners.
- Experience working either as an investigator, an inspector or in a comparable technical regulatory/enforcement/legal role would be well regarded.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others

- AFSA’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close at **11:59 PM AEST on Wednesday 23 July 2025**.

To apply for this role, please click the ‘Apply’ button. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

Notes

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, recruitment@afsa.gov.au
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0760307

Australian Human Rights Commission

Closing Date:Friday 18 July 2025

Legal
Legal Legal

Job Title	Paralegal
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$75,041 - $83,074
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1095
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-361&langCode=en_G

Duties

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

Our Legal Division is a small, dynamic team that provides the services of in-house counsel to the Commission. Our lawyers give high level legal advice on a range of issues including human rights and anti-discrimination law, and commercial issues such as contracts and tender processes. We

also represent the Commission in external litigation, including as intervener in human rights and unlawful discrimination proceedings.

We are looking for a motivated Paralegal to join the team. In this role, you will provide paralegal assistance to the legal team, including legal research and writing, administrative tasks assisting lawyers, and legal drafting under supervision.

This full-time, non ongoing position offers a competitive salary range of $75,041 - $83,074 per annum plus 15.4% superannuation.

We offer flexible and hybrid work options.

Eligibility

What You'll Do:

- Conduct legal research including international developments in human rights law.
- Provide support and assistance as required for the provision of internal legal advice.
- Assist in the preparation of submissions, for example to Parliament or to courts, including legal research, proof reading, checking of references and footnotes, filing documents in court.
- Assist lawyers in the conduct of applications under the Freedom of Information Act.
- Prepare quarterly/annual reporting statistics.
- Assist in the preparation of reports to Parliament, including proofreading, checking of references, organising desk topping and tabling in Parliament.
- Assist in the preparation of briefs for counsel to advise and appear in Commission interventions in court proceedings, including Federal and High Court matters.
- Provide general administrative services to the Legal Section such as photocopying, filing, database and record management, document preparation and making travel arrangements.

What We're Looking For:

- Completing final year of a law degree, or a recent graduate of a law degree.
- Knowledge of and/or work experience in, international human rights law.
- Demonstrated legal research and strong analytical skills.
- Well-developed organisational and administrative skills including the abilities to work with minimal supervision, to set priorities and to meet deadlines.
- Well-developed interpersonal and liaison skills, including the ability to liaise with legal practitioners, litigants and others.
- Ability to build and sustain positive relationships
- Well-developed oral and written communications skills with the ability to communicate sensitively and effectively with people from a range of backgrounds and to work effectively within a team environment.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: **5pm 18th July 2025**

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please notethis position is advertised as Non-Ongoing. The successful applicant would be employed for a period of up to 18 months. The merit pool / list 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 future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Julie O'Brien via email julie.obrien@humanrights.gov.au.

About the Australian Human Rights Commission

To Apply

Position Contact	Julie O'Brien, julie.obrien@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0760414

Australian Human Rights Commission

Closing Date:Tuesday 22 July 2025

Corporate Services
ICT ICT

Job Title	ERP Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$115,892 - $129,580
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1352
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-362&langCode=en_G

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

Our ICT team is a key enabler of the Commission's digital transformation. They manage a hybrid infrastructure of cloud-based and on-premises systems to ensure secure, reliable, and innovative technology services. We are looking for an experienced and strategic ERP Project Manager to join the team and lead the end-to-end enterprise resource planning (ERP) system replacement project.

In this leadership role reporting directly to the COO, you will be responsible for managing the transition from the Commission's current ERP system (Unit4) to a modern, fit-for-purpose solution. In the initial phase, you will lead a comprehensive discovery process to gain a deep understanding of the Commission's policies, processes, business rules, workflows, and operational requirements across key corporate functions.

This full-time, Non ongoing / ongoing position offers a competitive salary range of $115,892 - $129,580 per annum plus 15.4% superannuation.

This is for an initial 12-month engagement with the potential to extend for up to 2 more years to complete the new ERP deployment.

We offer flexible, hybrid work options.

Duties

What You'll Do:

- Conduct a comprehensive analysis of the Commission's current ERP usage, business processes, policies, and operational requirements across Finance, People & Culture, ICT, and Facilities.
- With the support of the ERP Business Analyst, you will collect and document technical requirements.
- Collaborate with internal stakeholders to gather insights, map workflows, and identify pain points and improvement opportunities.
- Conduct market research to identify suitable ERP solutions that align with the Commission's needs and strategic direction.
- Design and document a procurement strategy aligned with Commonwealth Procurement Rules and the Commission's internal governance framework.
- Prepare high-quality tender documentation, including functional and technical requirements, evaluation criteria, and project timelines.
- Manage the end-to-end tender process, including market engagement, vendor evaluation, and contract negotiation, ensuring compliance and transparency.
- Oversee the full lifecycle of the ERP project ensuring delivery on time, within scope, and on budget.
- Establish project governance structures, reporting mechanisms, and risk management plans to support successful project delivery.
- Contribute to the planning of future implementation phases, including change management, training, and system migration strategies.

Eligibility

What We're Looking For:

- Deep understanding of ERP systems and their implementation lifecycle, including discovery, procurement, deployment, and change management.
- Strong knowledge of government procurement processes and compliance with Commonwealth Procurement Rules.

- Expertise in project management and governance, risk management, and quality assurance practices.
- Ability to oversee the collection and documentation of complex functional and technical requirements.
- Familiarity with ERP market offerings and solution evaluation methodologies.
- Proven experience leading large-scale ERP or enterprise systems projects, preferably within the public sector.
- Qualifications in project management, business analysis, or information systems (e.g. PMP, PRINCE2, Agile certifications).
- Strong leadership skills with the ability to manage cross-functional teams and direct reports.
- Ability to lead change initiatives and support organisational readiness for new systems and processes.
- Excellent stakeholder engagement skills, with the ability to influence and negotiate across all levels of the organisation.
- Exceptional written and verbal communication skills, including the ability to produce clear project documentation and reports.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in enabling the Australian Human Rights Commission influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: **5pm 22nd July 2025**

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of twelve months with the possibility of extension up to a maximum period of three years in total. 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 future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Miguel Artiles, Chief Operating Officer via email miguel.artiles@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Miguel Artiles, miguel.artiles@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0760406

Fair Work Commission

Closing Date:Wednesday 23 July 2025

Education and Advice team
Registered Organisations Services Branch

Job Title	Advisor, Regulatory Performance and Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$89,645 - $95,005
Future Merit Locations	Perth, Adelaide, Hobart, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 5
Position Number	6118
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

We are seeking an Advisor, Regulatory Performance and Governance to join the high performing, multi-disciplinary Education and Advice team.

Reporting to the Assistant Director, Education and Advice, this a key role which supports the reporting, education, and governance functions of the Registered Organisations Services Branch (the Branch).

The role supports the governance of the Branch by coordinating and drafting briefs and reports that promote awareness of the efforts of the Branch as a regulator both within and outside of the Commission.

The Advisor will communicate the Branch's effective delivery of KPIs, and other regulatory functions, while contributing to our strategic goals and ensuring a timely response to questions and requests for information. Working flexibly across a small team, they will assist their colleagues to deliver our stakeholder engagement and education functions.

Duties

As a valued member of the Education and Advice team, the duties of the Advisor, Regulatory Performance and Governance include, but are not limited to:

- Coordination, drafting and preparation of the Branch's response to various internal and external requests for information, including both regular and ad-hoc reports and briefs.
- Managing relationships with a range of internal and external stakeholders to achieve Branch goals, support the Executive Director and Branch governance processes, improve the flow of information, assist with the resolution of complex situations, and deliver results.
- Working flexibly as part of a team to ensure consistent, high-quality monitoring and reporting of Branch performance against the Fair Work Commission's (the Commission) Corporate Plan, Branch Plan, and other key reporting or regulatory requirements.
- Analysis, interpretation and evaluation of information and data from various sources to help inform and achieve Branch priorities.
- Assisting Branch staff in monitoring and reporting on the compliance performance of registered organisations and other regulatory stakeholders.
- Supporting the delivery of Branch technical projects and priorities.
- Assisting with the development of appropriate systems, procedures, and controls to enhance the accuracy, timeliness and presentation of workflow within the Branch.
- Assisting with the delivery of the Education Strategy on time, to a high standard, under supervision and within deadlines.
- Assisting with the design and implementation of effective education tools and maintaining an existing library of education tools and resources.
- Engaging with registered organisations and their peak bodies to provide assistance and advice.
- Other tasks as directed by the Assistant Director, Education and Advice.

Eligibility

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

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

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the **'Our ideal candidate'** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on '**Apply now'** and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

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

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

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

About the Fair Work Commission

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

To Apply

Position Contact	Caroline Hamilton, 03 8650 0142
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0760512

Fair Work Commission

Closing Date:Sunday 27 July 2025

People and Culture
Enabling Services

Job Title	Assistant Director, Learning and Devlopment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$123,597 - $133,756
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 1
Position Number	2163
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Assistant Director, Learning and Development has a broad scope and is primarily responsible for delivering the Commission's strategic learning and capability development strategies and principles from conception to implementation. This includes the evaluation of the existing Learning and Development Strategy (the L&D Strategy) and the development of new strategies and programs suitable for our complex and diverse operating environment.

This role coordinates all learning and development activities and partners with key Member and staff groups to deliver targeted and sustainable learning outcomes. The Assistant Director will also work flexibly across the People and Culture team to provide advice and support to senior and executive leaders and deliver other strategic projects that enhance people services and support provided to Commission Members and staff

Duties

- Evaluate the effectiveness of the Commission’s existing L&D Strategy, and develop project and implementation plans to deliver new and enhanced L&D strategies and learning initiatives.
- Use data and other sources of evidence to report on learning compliance and activities undertaken to help inform the effectiveness of programs as well as maintaining oversight of L&D budgets and return on investment.
- Establish and maintain relationships with key external stakeholder groups and APS networks, including L&D system and service providers, including managing service level agreements and contracts with external program providers.
- Finding cost-effective solutions to maximise on-the-job and experiential learning, including through enhancing the use of the Commission’s learning management system (LearnHub).
- Develop a coordinated focus and approach to learning and development, including keeping abreast of developments in learning and development more broadly.
- Support the National Coordinator, Member Training and Public Engagement to source, coordinate and deliver programs within Member’s Professional Development.
- Manage other People and Culture projects as required to deliver business improvement and innovation of People and Culture services.
- Provide high-level strategic and generalist HR advice and engage in problem-solving, providing solutions to support key Commission stakeholders.
- Prepare briefs for the Executive Management Committee providing regular updates on the progress of L&D Strategy initiatives, budget and program delivery, aligned with the Commission’s Organisational Capability objectives.
- Perform other duties as required by the Director, People and Culture.

Eligibility

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

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

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the **‘Our ideal candidate’** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on **'Apply now'** and follow the prompts.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

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

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

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

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

About the Fair Work Commission

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

To Apply

Position Contact	Recruitment, (03) 8656 4543
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

Attorney-General's

Vacancy VN-0760333

Federal Court of Australia

Closing Date:Monday 21 July 2025

Federal Circuit and Family Court of Australia (FCFCOA) – Division 2
Judicial Support

Job Title	Deputy Associate - FCFCOA - Division 2
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is on site, with a possible adhoc WFH arrangement subject to operational requirements
Classification	APS Level 4
Position Number	0553-06-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=CF21E53A-D3D8-A2AE-86E1-E4039AD59157

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

Key Responsibilities and Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.

6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Selection Criteria

Division 2 of the Federal Circuit Court of Australia deals with family law, migration and other general federal law matters. Candidates should include their interest and experience in the relevant jurisdictions when addressing the selection criteria.

1. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
2. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated proficiency with technology, including the use of Microsoft Office applications, electronic legal resources and the ability to learn and use the Court's case management systems.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. Experience in a legal environment.

Other Requirements

1. It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record (supported by Academic transcript).
2. The ability to travel on circuits as required.

Notes

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Kellie Hose, 0436 601 946
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=CF21E53A-D3D8-A2AE-86E1-E4039AD5

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Attorney-General's

Vacancy VN-0760387

National Anti-Corruption Commission

Closing Date:Wednesday 23 July 2025

Office of the Chief Executive Officer

Job Title	Senior Advisor Governance or Integrity and Risk
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$94,563 - $106,769
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexibility to work from home one or two days a week
Classification	APS Level 6
Position Number	1330, 1574
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

About the roles

We are seeking to fill two Senior Adviser positions, one in Governance and one in Integrity and Risk.

These roles are part of a small team led by the Director Governance within the Office of the CEO. The team has overall responsibility for governance, integrity and risk within the Commission and team members have the opportunity to work on projects across the breadth of the team.

The successful candidates will work within a motivated and supportive team and will gain diverse experience in corporate governance, working closely with all areas of the Commission.

Senior Adviser - Governance

The Senior Adviser, Governance is responsible for providing support and advice on a range of governance functions and assisting with the management of internal and external governance activities including strategic planning and performance reporting, parliamentary and ministerial engagement, legislative compliance, and secretariat functions.

This position will suit someone with strong administrative, communication and collaboration skills, who can coordinate key projects across the Commission and has the ability to work with stakeholders at all levels, including senior executives. Candidates will be organised, flexible, responsive, have excellent attention to detail and exercise sound judgement to solve problems.

Senior Adviser – Integrity and Risk

The Senior Adviser, Integrity and Risk is responsible for providing advice and support to business areas on risk management and integrity matters and assisting with the management of the

Commission’s risk management, fraud and corruption control, integrity frameworks, business continuity, and the internal audit function.

Duties

The successful candidates will work under the general direction of an Assistant Director.

Key activities of the positions include:

- supporting the development and maintenance of Commission policies, procedures and guidance documents, and monitoring compliance across the agency
- undertaking quality assurance processes on a range of internal and external documents and providing high-level administrative support
- coordinating the Commission’s response to external requests for information or submissions
- leading corporate governance or risk related projects
- engaging with stakeholders at a range of levels, including senior executives, to provide advice and support on governance or risk related matters
- producing high quality written documents founded on facts, to provide advice and support to the accountable authority in meeting their obligations
- maintaining key governance or risk registers that guide the Commission’s compliance regime and good governance.

In addition to the key activities, the successful candidate/s will be allocated key function(s) to lead within the team, based on the successful candidate/s’ skillset and experience. Experience in these functions is desirable, but not essential. Ideally, there will be expertise in at least one of the following areas, and enthusiasm to develop in others.

Senior Adviser - Governance

- managing the administration of the Commission’s Parliamentary Document Management System (PDMS) tenant and implementing appropriate workflows
- provision of high-level secretariat support for governance related committees including management of forward work plans, coordination of agenda items, and committee papers and preparing meeting minutes
- supporting the coordination of the Commission’s appearance before parliamentary committees, including senate estimates and the Parliamentary Joint Committee on the NACC, and contributing to the preparation of responses to Questions on Notice

Senior Adviser – Integrity and Risk

- supporting the management and coordination of the Commission’s internal audit function
- providing advice on integrity-related matters and managing policies, processes and reporting in relation to integrity areas such as conflicts of interests and gifts and benefits
- conducting risk assessments, providing advice and support on risk management and maintaining and embedding risk management frameworks.
- maintaining and reviewing fraud and corruption control and business continuity management frameworks to ensure compliance with legislation and operational requirements.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the NACC is subject to the following conditions:

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

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

Notes

The NACC has two Senior Adviser positions (one in Governance and one in Integrity and Risk), for immediate filling in Brisbane, Canberra or Melbourne. A merit list will be established to fill vacancies arising in the next 18 months.

The Senior Advisor Governance position reports to the Assistant Director, Governance and is an ongoing, full-time role. Part time will be considered.

This position reports to the Assistant Director, Integrity and Risk and is currently a non-ongoing, part-time role offering 15 hours per week, with the possibility of becoming ongoing. Successful applicants may be added to a merit pool to fill future part-time or full-time vacancies.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Adam, 0448798847
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0760306

Australian War Memorial

Closing Date:Sunday 13 July 2025

Corporate Services
Corporate Services Executive

Job Title	Manager, Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies.
Classification	Executive Level 1
Position Number	25-081
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description *https://www.awm.gov.au/get-involved/employment*

The Manager, Governance is a critical position within the Executive Team and is responsible for overseeing governance functions, parliamentary, Council secretariat and executive support for Assistant Directors (Branch Heads). The position requires an extensive knowledge of policy and legislation governing the operation of a corporate government entity, excellent organisation, time-management, leadership and interpersonal skills suited to a fast paced environment, and a high level of discretion.

The role reports to the Assistant Director, (Branch Head) Corporate Services and works closely with the Director's Office, Assistant Directors Public Programs and National Collection, Chief Finance Officer, Chief Information Officer and other senior staff.

This position will initially be filled for 3 months, with the possibility of an extension.

Our Ideal Candidate

The Manager, Governance will be proactive, approachable, helpful and professional in performing the above duties. Our ideal candidate will have a strong understanding and appreciation of the Memorial's purpose and mission.

The Manager, Governance will be energetic and motivated in their support of the Memorial's strategic and operational objectives. They will have a strategic focus, exercise excellent judgement and be flexible, reliable and resilient. They will be able to tackle complex problems finding solutions that work for the Memorial and its stakeholders.

The Manager, Governance's core capabilities include planning, prioritisation, and collaboration, in addition to influential communication and an ability to manage a range of functions concurrently. Effective leadership and building a cohesive Executive Support Team is critical to the role's success.

Duties

Working with a high level of autonomy under broad direction, the successful candidate will perform a range of duties, including:

- Leading governance functions across the Memorial including:
    - development of the annual Corporate Plan, Business Plan, Annual Report, Portfolio Budget Statements and other performance reporting requirements;

    - oversight and operations relating to the Memorial's freedom of information (FOI) activities, Privacy Management Plan, compliance, assurance, risk management, fraud and corruption management functions;
    - serve as a subject matter expert on governance including, organisational performance management, risk management, compliance, privacy and FOI, tailoring solutions to the needs of the Memorial and advising to management and senior staff as the Memorial'.
- Effective management of the Executive Support Team through the provision of leadership, advice and support to deliver core functions including:
    - co-ordination of reports and submissions to the Corporate Management Group, Council or the Minister;
    - parliamentary services and secretariat to Council
    - leadership and management of the team, including personnel management and budget administration;
    - oversight of continuous improvement of administrative processes and systems to reduce duplication and increase efficiencies.
- Develop effective and productive working relationships across the organisation and with relevant external parties to achieve the corporate governance and executive support functions above.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Ability to obtain and maintain a baseline security clearance

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Leanne Patterson, (02) 6243 4233
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0760379

Australian War Memorial

Closing Date:Tuesday 30 June 2026

Job Title	2025/26 AWM Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Campbell ACT, Mitchell ACT
Salary	$59,763 - $169,999
Future Merit Locations	Campbell, Mitchell
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	25/26 - TER
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Australian War Memorial is looking for candidates interested in being included on our Temporary Employment Register.

Why work at the Australian War Memorial?

Working at the Memorial offers opportunities to help commemorate those men and women who have sacrificed so much in the service of the nation. The Memorial's employees contribute greatly towards its outstanding achievements, and in return enjoy a satisfying and rewarding work environment, excellent training and development opportunities, and a range of flexible employment conditions. Among the many benefits of working at the Memorial, there is ample free parking, an onsite café, Poppy's, an active and friendly social club, and proximity to Civic (Canberra's shopping and business centre).

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

The Memorial's five core values reflect who we are as an organisation and the kind of workplace we aspire to be: Authentic, Caring, Resourceful, Collaborative and Forward-Looking. These values and behaviours, which Memorial staff identified together, set the expectations we have of ourselves and others. They come from a belief that we all deserve to be able to enjoy work, feel safe, and supported to be our best.

The AWM Teamwork Agreement 2024-2027 has information regarding employment with the Australian War Memorial.

Our Continuing Story

More than a century on, our Memorial is the centre of national commemoration for Australia's involvement in conflict, telling the stories of Australia's servicemen and servicewomen and their experiences in war – and more recently in peacekeeping and humanitarian operations. However, the stories of the 100,000 Australian veterans who have served in the past three decades remain mostly untold.

Through the modernisation and expansion of our galleries and buildings we will tell the continuing story of Australia's contemporary contribution to a better world. In doing so, we will connect the spirit of our past, present and future for generations to come.

For more information on the Australian War Memorial please visit our website - https://www.awm.gov.au

Working with Potentially Distressing Material

Some positions at the Memorial may be exposed to potentially distressing situations or collection materials. This includes interactions with visitors and veterans, taking oral histories, viewing/listening to oral histories, photos, film, sound, artworks, online material, and objects or documents that describe or depict warfare, human suffering or death. The level of interaction and amount of exposure varies across different roles. The Memorial is committed to providing a safe and healthy workplace and proactively fostering the health and wellbeing of staff.

In regards to the above, please consider your personal circumstances when applying for this role.

Duties

How to Register Interest

We encourage you to submit your interest in employment with our department by completing our online application form, indicating your area/s of interest, experience and attaching your resume, by clicking **apply now**.

Applicants will **only** be contacted if a vacancy arises suiting their skills and experience

Positions are non-ongoing (less than 12 months) and may be full-time, part-time or casual depending on the needs of the business area.

Applications are welcome from all of the following disciplines and levels of experience.

- Conservation/preservation
- Collection Management
- Curatorial
- Education
- Visitor Services
- Events and Ceremonies
- Communication and Marketing
- Finance
- Human Resources
- IT
- Building Management
- Security
- Digitisation
- Reference and information Services
- Research
- Editorial/publishing
- Exhibitions
- Digital Experience
- Retail and Online Sales
- Executive Support

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

This Temporary Employment Register will be open until **30 June 2026**.

Notes

- If a position becomes available that suits your skill set, experience, knowledge, and qualifications, the department may contact you to discuss your interest in that position. Applicants will only be contacted if a vacancy arises suiting their skills and experience
- Successful applicants engaged into the APS will be subject to a probation period
- Ongoing engagement and promotion under the Public Service Act 1999 are not possible through this recruitment register. Positions are non-ongoing only and applicants should not expect to gain ongoing employment through this register
- If there are any issues with submitting an application through the portal, please contact employment@awm.gov.au

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	AWM Recruitment, employment@awm.gov.au
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0760381

Australian War Memorial

Closing Date:Tuesday 30 June 2026

Job Title	2025/26 AWM Section 26 Employment Register
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Campbell ACT, Mitchell ACT
Salary	$59,763 - $169,999
Future Merit Locations	Campbell, Mitchell
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	25/26 - S26
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Australian War Memorial is looking for candidates interested in being included on our Section 26 Employment Register.

This register is only available to existing ongoing APS employees employed under the Australian Public Service Act 1999

Why work at the Australian War Memorial?

Working at the Memorial offers opportunities to help commemorate those men and women who have sacrificed so much in the service of the nation. The Memorial's employees contribute greatly towards its outstanding achievements, and in return enjoy a satisfying and rewarding work environment, excellent training and development opportunities, and a range of flexible employment conditions. Among the many benefits of working at the Memorial, there is ample free parking, an onsite café, Poppy's, an active and friendly social club, and proximity to Civic (Canberra's shopping and business centre).

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

The Memorial's five core values reflect who we are as an organisation and the kind of workplace we aspire to be: Authentic, Caring, Resourceful, Collaborative and Forward-Looking. These values and behaviours, which Memorial staff identified together, set the expectations we have of ourselves and others. They come from a belief that we all deserve to be able to enjoy work, feel safe, and supported to be our best.

The AWM Teamwork Agreement 2024-2027 has information regarding employment with the Australian War Memorial.

Our Continuing Story

More than a century on, our Memorial is the centre of national commemoration for Australia's involvement in conflict, telling the stories of Australia's servicemen and servicewomen and their experiences in war – and more recently in peacekeeping and humanitarian operations. However, the stories of the 100,000 Australian veterans who have served in the past three decades remain mostly untold.

Through the modernisation and expansion of our galleries and buildings we will tell the continuing story of Australia's contemporary contribution to a better world. In doing so, we will connect the spirit of our past, present and future for generations to come.

For more information on the Australian War Memorial please visit our website - https://www.awm.gov.au

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In regards to the above, please consider your personal circumstances when applying for this role.

Duties

How to Register Interest

We encourage you to submit your interest in employment with our department by completing our online application form, indicating your area/s of interest, experience and attaching your resume, by clicking **apply now**.

Applicants will **only** be contacted if a vacancy arises suiting their skills and experience

The register may be utilised to fill both Ongoing and Non-Ongoing (temporary) vacancies, which may include full-time or part-time roles, depending on our business needs. **This register is only available to existing ongoing APS employees employed under the Australian Public Service Act 1999.**

Applications are welcome from all of the following disciplines and levels of experience.

- Conservation/preservation
- Collection Management
- Curatorial
- Education
- Visitor Services
- Events and Ceremonies
- Communication and Marketing
- Finance
- Human Resources
- IT
- Building Management
- Security
- Digitisation
- Reference and information Services
- Research
- Editorial/publishing
- Exhibitions
- Digital Experience
- Retail and Online Sales
- Executive Support

Eligibility

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

- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

This Section 26 Employment Register will be open until **30 June 2026**.

Notes

- If a position becomes available that suits your skill set, experience, knowledge, and qualifications, the department may contact you to discuss your interest in that position. Applicants will only be contacted if a vacancy arises suiting their skills and experience
- Successful applicants may be subject to a continuation of probation from their home agency
- This register is only available to existing ongoing APS employees employed under the Australian Public Service Act 1999
- Promotion under the Public Service Act 1999 is not possible through this recruitment register.
- If there are any issues with submitting an application through the portal, please contact employment@awm.gov.au

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	AWM Recruitment, employment@awm.gov.au
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0760432

Australian War Memorial

Closing Date:Wednesday 30 July 2025

National Collection
National Collection Research Centre

Job Title	Assistant Curator Official Records
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $91,806
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	e support a range of flexible work arrangements in accordance with our Teamwork Agreement.
Classification	APS Level 4;APS Level 5
Position Number	25-084
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Memorial's Research Centre manages the Memorial's library and archive of the written records of war, providing access and delivering reference services about Australian military history, the Memorial, and its collections. The Official Records collection is a key primary resource for historical studies and integral to this archive and the fulfilment of the Memorial's purpose. Primarily containing documents created by the Australian armed forces and related agencies during wartime and peacekeeping operations, the Official Records collection includes operational and planning records, the papers of the official historians and corporate records created by the Memorial itself.

Under general direction, the Assistant Curator, Official Records participates in the selection, arrangement, description, access examination, control and care of the Official Records collection, in physical and digital form; as well as participating in the provision of public access to the collection and curatorial interpretation of the collection via Memorial's website, exhibitions, public programs and social media. This position contributes to the Memorial's current major development project, which encompasses building works and gallery development, helping to improve the experience and understanding of our visitors.

This position entails working with potentially distressing and culturally sensitive material.

Duties

- Apply best archival and curatorial practice to contribute to the development, care for and control of the Official Records archival collection, including by appraisal, arrangement and description, preservation and storage, and documentation in the National Archives of Australia and the Australian War Memorial's collection management systems.
- Participate in building public engagement with the Official Records collection by undertaking research and contributing to the Memorial's gallery development, exhibitions, public programs, website, and social media.
- Participate in the provision of public access to the Official Records archival collection by applying appropriate legislative requirements, particularly the Archives Act 1983, regarding access to the collection and to conduct s.40 access examinations.
- Provide timely advice to internal and external stakeholders within legislative and policy guidelines, including by answering queries and liaising with donors and/or government agencies regarding acquisitions.
- Perform safe manual handling techniques and move a variety of collection material, including but not limited to files and boxes.
- Provide support as necessary for other priorities and projects as identified in the Memorial's Corporate Plan, including the Memorial's CEW Bean Research Centre and Reference Service.
- Observe APS values and apply the principles of workplace diversity, participative work practices and occupational health and safety.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Ability to Obtain and Maintain a Negative Vetting Level 2 Security Clearance

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Stuart Bennington, (02) 6243 4318
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0759793

Department of Defence

Closing Date:Sunday 27 July 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05313/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=58CCB841-1A4A-49A1-0992-E402E8991753

Duties

The Role

Do you have experience in an administration or HR environment?

Do you have high-level attention to detail?

Are you interested in joining a dynamic team that delivers exciting, world-leading technology?

The Electromagnetic Warfare Intelligence Maritime Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated APS5 Business Support Officer to join the team in Russell, ACT. As an APS5 Business Support Officer, you will be an integral part of the Business Management Unit team, collaborating to support the SPO workforce coordination and other administration processes.

The role is integral in facilitating workforce co-ordination and reporting; information management; business process mapping and reviews; administrative support; task management and meeting coordination and drafting governance documentation. The APS 5 Business Support Officer is

accountable under limited direction to perform and achieve moderately complex procedural, operational, workforce and business support work within an integrated environment. Strong communication, interpersonal skills and the ability to drive performance through collaborative relationships and strategic planning are essential.

About our Team

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases, delivering these capabilities to the Royal Australian Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position based at Russell, ACT. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements.

This role within EWIS-Maritime SPO offers an enthusiastic individual an exciting opportunity to learn key workforce coordination and administrative skills in a Defence environment. The successful candidate will be provided with a supportive team environment and significant professional development opportunities to help progress in their career.

EWIS-Maritime SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

The ideal candidate will have excellent communication and interpersonal skills with attention to detail, an ability to follow instructions and processes in accordance with policy, legislation and frameworks. Critical thinking skills, with the ability to be assertive in decision-making and have a positive and inclusive approach to working as a part of a team will enable success in the role. You will undertake and investigate best-fit solutions and perform procedural and business administration support work to achieve results and contribute towards ongoing improvement of work practices.

The successful candidate will need to demonstrate:

- An ability to work independently, professionally handling sensitive data and information with experience in the use of Defence systems.
- Ability to manage competing priorities and complete tasks with varying levels of complexity.
- Strong communication, interpersonal skills and the ability to drive performance through collaborative relationships and strategic planning with internal and external stakeholders.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Work collaboratively with stakeholders and subject matter experts to enable workforce solutions.
- Resolve problems using critical thinking and sound judgment, taking the initiative to identify alternative courses of action.
- Facilitate and plan resourcing/recruitment (APS staff, ADF reserves) activities to meet specific strategic goals.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

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

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	Ellie Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58CCB841-1A4A-49A1-0992-E4(

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

Defence

Vacancy VN-0759914

Department of Defence

Closing Date:Sunday 27 July 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Senior Consultant, Australian Defence Consulting
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/04396/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=02A4C1E4-1C46-5DCE-E3A5-E3F0FAFDF27D

Duties

The Role

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

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

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

Day to day you will work within a team delivering end-to-end high quality strategic consulting projects that meet client needs. You will be part of integrated consulting teams with both generalist and specialist consultants working together to analyse information and ambiguous problems, create and execute complex project plans and deliver solutions.

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

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

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

About our Team

The Defence Consulting team has been established to deliver internal consulting services for the Department of Defence. The team is dedicated to delivering market quality consulting services and strengthen the APS-ADF workforce by building enduring capability across business areas.

The team will be pivotal in enabling Defence to achieve the transformational change required to deliver the agenda outlined in the National Defence Strategy.

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

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

Our Ideal Candidate

Our ideal candidate will bring:

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

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Andrew Frain, 0467 732 686
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=02A4C1E4-1C46-5DCE-E3A5-E3

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Defence

Vacancy VN-0760034

Department of Defence

Closing Date:Sunday 27 July 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT, Laverton VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05458/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=26D3595C-2F0F-ED54-29B5-E3F172AFD8AE

Duties

The Role

The Data and Information Directorate (DID) is seeking a proactive and well-organised APS5 Project Support Officer to help deliver operational and service improvement projects in a dynamic, fast-paced environment. This role is ideal for someone who thrives in a collaborative setting, enjoys problem solving, and is confident managing a range of administrative and coordination tasks across multiple business functions. As a key member of the team, you will work under limited direction, exercising sound judgment, demonstrating strong attention to detail, and remaining flexible as priorities shift to meet business outcomes.

Key responsibilities include:

- Facilitating administrative and coordination tasks.
- Engaging and coordinating with functionally diverse teams.
- Meeting governance and reporting requirements.
- Supporting business planning and related activities.

You will also interact with a variety of stakeholders and collaborate effectively with ADF personnel, APS staff, and Defence contractors to coordinate Project ICT system requirements and provide support and training. This is a full-time, permanent position based in either Russell Offices, Canberra or RAAF Williams, Laverton.

About our Team

The Performance Information Assurance (PIA) Team is an enthusiastic, high-performing, and people-centric team within the Data and Information Directorate (DID). The team is responsible for uplifting project management technologies to enhance capability management and reporting for Defence Delivery Groups. This is an exciting opportunity to join the PIA team, which delivers computer applications that support project management and capability reporting for the Australian Defence Force—spanning the Submarine, Maritime, Land and Aerospace domains.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Proven experience to build and sustain relationships both internally and externally.
- Demonstrated ability to support strategic objectives.
- Excellent interpersonal, written and verbal communication skills.
- The ability to work in complex and changing environments, with changing priorities.
- A strong sense of attention to detail and well-developed analytical skills.
- Proven ability to collect, integrate and consider feedback to inform continuous improvement.

Responsibilities include:

- Contributing to the development and maintenance of project planning and performance processes, adhering to agreed standards and procedures.
- Assisting in preparation and execution of project testing, evaluation, and acceptance activities.
- Applying project management methodologies effectively to administrative and technical tasks, ensuring compliance with legislative, policy, and regulatory requirements.
- Researching, drafting, and preparing briefs, correspondence, and reports, including contributing to committee submissions.
- Proactively resolving problems by identifying viable solutions.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Daniel Lovett, 02 5133 2029
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=26D3595C-2F0F-ED54-29B5-E3I

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

Defence

Vacancy VN-0760052

Department of Defence

Closing Date:Sunday 20 July 2025

NAVY
Fleet Command

Job Title	Safety Data Analyst
Job Type	Full-Time, Ongoing
Location	Potts Point NSW
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY0543225
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=65A6F2E3-7A42-3AB7-76A8-E3F1AA563863

Duties

The Role

As part of a small integrated data team, the Safety Data Analyst will conduct specialist research and analysis, carry out reviews and assessments, and perform procedural, clerical and administrative support work. Reporting to the Hazard and Risk Data Manager, the role involves developing quarterly and periodical safety and environmental data reports for Fleet Command. As this team reports to the Safety Oversight and Assurance Lead, there will be opportunities to gain safety and audit experience, providing additional capability.

About our Team

Maritime Safety Bureau's mission is to be the centre of excellence for professional, environmental and safety services to the Fleet.

Our vision is a Fleet that exemplifies a generative safety culture by:

- Delivering the Fleet Command Safety and Environment Assurance Program.
- Developing targeted training and awareness programs.
- Conducting: Safety and Environment Incident trend analysis; Safety and Environmental Incident Investigations.

Our Ideal Candidate

The ideal candidate would be a team player and effective communicator who has demonstrated experience with data analytics and dashboard development, with some experience in WHS. The ability to adapt and learn would be a benefit.

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	Dylan Foster, 02 9537 2124
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65A6F2E3-7A42-3AB7-76A8-E3F

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Defence

Vacancy VN-0760053

Department of Defence

Closing Date:Sunday 20 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Manager and Assistant Director Estate Management and Planning
Job Type	Full-Time, Ongoing
Location	Rockhampton QLD, Amberley QLD, Darwin NT, Townsville QLD, Adelaide SA
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Adelaide
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/04830/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=71D12649-DA70-997B-26C1-E3F1AAD70449

Duties

The Role

Are you an experienced leader who thrives in high-responsibility environments? Are you ready to take on a leadership role where no two days are the same? Where your work directly supports critical operations, enables capability, and helps shape the future of Defence?

We’re looking for confident and capable leaders to join our high-performing teams as Base Managers and Assistant Directors Estate Management & Planning. As a leader in this space, you will play a critical role in ensuring the base functions effectively on a daily basis, enabling Defence personnel to train, live, and work in a safe, well-supported environment. You will be responsible to lead teams, manage complex issues, and deliver outcomes that directly enable Defence capability.

These roles sit at the intersection of strategic planning, estate optimisation, risk management, and stakeholder engagement. These are hands-on leadership roles where you will work closely with Defence members, contractors and other government partners to make sure everything from maintenance to security is properly managed.

It’s fast-paced, people-focused work with a strong sense of purpose and community impact.

Base Managers

You will take ownership of base operations, services, and support activities. You will play a critical leadership role in aligning the base’s functions with broader Defence priorities, supporting senior Defence leaders, and contributing to government readiness. This operational role and service delivery environment requires a strong leader who is a sharp thinker and can lead on the ground. You will manage the staff, facilities, and services that support Defence personnel and operations. You will be responsible for ensuring the base remains a safe, secure, and highly functional environment for ADF, Defence staff and contractors. You will provide high-level advice and reporting to senior officials and, when required, support engagement with Defence leaders, government departments, and ministers.

Assistant Directors Estate Management & Planning

You will play a pivotal role in leading the development, coordination, and delivery of estate management and infrastructure planning and delivery across a Defence base or region. You will work closely with a number of estate stakeholders to deliver outcomes that align with operational requirements, policy, and future priorities. You will lead a team of professionals and coordinate with technical experts to deliver high-quality advice, investment proposals, and estate solutions that support national objectives. You will provide high-level advice and reporting to senior officials and, when required, support engagement with Defence leaders, government departments, and ministers.

About our Team

Northern and Central Zone is a branch of Service Delivery Division within the Security and Estate Group. Service Delivery Division is at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms. Our work directly contributes to the operational excellence and welfare of Australia's Defence force, offering unparalleled opportunities to make a meaningful impact. Northern and Central Zone is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence Estate.

Northern and Central Zone is instrumental in facilitating critical Defence exercises and operations, focused on optimising support for the ADF. Northern and Central Zone manages the most significant and largest training areas and ranges in Australia, enabling substantial multinational and bilateral exercises such as Pitch Black and Talisman Sabre. We provide essential, on-the-ground services and support to Defence personnel at locations throughout Queensland, the Northern Territory and the Kimberley region in Western Australia.

Our Ideal Candidate

We’re after someone who’s not just organised and reliable—but a strong leader who can bring people together and solve problems in a fast-paced environment.

These roles suit someone with strong leadership skills, practical experience in complex operational environments, and a commitment to excellence and service. You are calm under pressure, skilled at managing people and resources, and driven to achieve high standards in everything you do.

You should be able to balance strategic thinking with hands-on leadership, managing both short-term issues and long-term planning. You are comfortable working in a structured, security-conscious environment and understand the importance of supporting Defence operations with professionalism and integrity.

The skills that we seek in you:

- Exceptional leadership and team management capability, including the ability to drive positive outcomes in an operational and service delivery environment.
- Excellent communication (both written and verbal), planning, and reporting skills, including preparation of briefs and high-level correspondence.
- Exceptional stakeholder engagement skills, including experience supporting senior leaders, government departments, or ministers and the ability to build trusted relationships with customers, contractors, service providers and community partners.
- High level problem solving and decision making skills with a collaborative and strategic mindset to align local activities to broader Defence priorities.
- Confidently manage competing priorities while maintaining a focus on safety, security, and operational continuity.

- Understand the importance of customer service and delivering high-quality support to customers.
- Strong organisational and time-management skills, able to prioritise in dynamic environments.
- Resilient, adaptable, and comfortable working in fast-paced and complex operational environments.
- A proactive and solutions-focused approach, with sound judgement and attention to risk and compliance.

In turn, we will provide you with the following:

- Performance-related salary progression.
- Up to 15% superannuation.
- Standard hours of 37.5 hours per week.
- 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.

We are looking for enthusiastic leaders to join our team immediately. These roles are ideal for energetic and motivated people and operational leaders who are focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

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	Melinda Mee, 07 4280 9188
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71D12649-DA70-997B-26C1-E3F

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Defence

Vacancy VN-0760076

Department of Defence

Closing Date:Sunday 20 July 2025

Defence People Group
People Services and Wellbeing

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing
Location	Bandiana VIC
Salary	$79,176 - $86,438
Future Merit Locations	Bandiana
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/05459/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E3117297-3826-E551-96CE-E3F1AD4500F1

Duties

The Role

As an APS 4 Senior Payroll Officer, you will work collaboratively within a team environment to ensure efficient, effective and correct pay and people administration, and deliver customer service excellence to our customers and stakeholders by:

- Analysing data and investigating anomalies of a more complex nature, and applying corrective and preventable action within a framework of legislation, established principles, work practices and procedures;
- Developing Subject Matter Expertise in your area of responsibility - Acquiring, building and applying professional knowledge and expertise, providing timely and accurate advice of a more complex nature to customers and stakeholders;
- Sharing your knowledge and expertise by supporting and mentoring less experienced team members to achieve business outcomes and to effect process improvements;
- Demonstrating Customer Service skills of a high calibre;
- Responding to and providing advice to customers and stakeholders, including inbound and outbound telephone calls and emails;
- Demonstrating commitment to on-the-job training and participation in activities to build and maintain systems knowledge and product understanding;
- Possessing Microsoft Excel skills, collating, analysing and actioning reports as required;
- Experience with Defence systems including PMKeyS, Objective and iEnterprise is highly desirable but not essential for the role.

About our Team

We are an organisation at the forefront of delivering agile and efficient customer centric payroll services to Defence, Australian Submarine Agency and Australian Signals Directorate personnel. We build capability through automation and reform, and are flexible and innovative in our thinking.

We are dedicated to building strong partnerships with our stakeholders and delivering service excellence to our customers. We are a passionate, diverse and talented group who value our people because we know our success depends on them. We know that work/life balance matters. You will be working with a team where there is strong collaboration and technical support, reporting to a supervisor who is supportive and genuinely invested in your success. You will be part of an organisation where professionalism, innovation and the ability to think outside the square to find solutions to challenges, is highly regarded.

You will enjoy Australian Public Service conditions which include an attractive salary and superannuation package and flexible working arrangements. Following an initial probation period our team members have access to flexible working hours with other opportunities including part-time and blended office/home-based work.

Our Ideal Candidate

To be successful in this role you will:

- Have highly developed analytical skills, proven attention to detail and demonstrated sound judgement;
- Have highly developed verbal and written communication skills to logically convey thoughts and ideas;
- Have highly developed interpersonal skills to effectively engage with customers and stakeholders in person and on the phone;
- Manage the priorities and needs of our customers to meet and exceed their expectations;
- Be able to work in a fluid environment by remaining flexible, agile, adaptable and resilient.

Due to the nature of our work, successful candidates are expected to start the role on a Baseline Clearance with the ability to obtain and maintain Negative Vetting 1 Clearance.

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	Sandra Gram, 03 5953 7309
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E3117297-3826-E551-96CE-E3F

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Defence

Vacancy VN-0760093

Department of Defence

Closing Date:Sunday 20 July 2025

Defence Science and Technology Group
Information Sciences

Job Title	Research and Technical Specialists - Multiple Positions
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Edinburgh SA, Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brisbane, Edinburgh, Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DSTG/05454/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DB44A6E4-EA9C-7233-291D-E3F25D1F51D8

Duties

The Role

You will work in multi-disciplinary teams and with stakeholders to implement solutions to challenging research problems.

This will include:

- Developing and demonstrating technologies, presenting outcomes, preparing publications and interacting with clients and stakeholders;
- Enhancing S&T capability through collaboration internally within DSTG, and externally with academia, industry, and other national and international S&T organisations.

The following roles are available:

1. Program Analysis Researcher (Cyber Assurance);
2. Crypto-Mathematics Researcher;
3. Assisted Cyber Vulnerability Analysis Researcher (Cyber Resilience & Deterrence);
4. Data Driven Defensive Cyber Researcher (Cyber Resilience & Deterrence);
5. Cyber Access and Effects Applied Specialist;
6. Communication Networks Research Specialists;
7. Cyber Command and Control Specialist;

8. Communications Signal Analysis Specialist.

See Information Pack for more information about each position.

About our Team

Cyber Assurance produces tools and techniques to develop high-assurance information systems.

Crypto Mathematics Research undertakes fundamental research in cryptography and application of expert knowledge in mathematics and high performance computing to solve high value Defence problems.

Cyber Resilience & Deterrence produces concepts and technologies that make ADF missions and systems resilient against cyber threats and cyber-attack.

Cyber Access and Effects undertakes cyber security research to enable Defence to access, and fight through and within a contested cyberspace environment, including leveraging advanced cyber capabilities for military advantage.

Communication Networks Research Networks are the backbone of modern, global communications systems. Measuring, characterizing, modelling, and understanding these networks, including their vulnerabilities, is essential for the Inform, Protect and Disrupt cyber security missions – protecting our own networked assets from cyber threats and applying cyber operations in support of the Australian Defence Force and National Security. Communication Networks Research (CNR) undertakes research and development in the Network Technologies, Network Analytics and Network Knowledge disciplines to enhance network situational awareness capabilities and solve problems in these high priority, complex and critical cyber missions.

Cyber Command and Control researches, develops and implements technologies to support the command and control (C2) of cyberspace by the ADF. Our primary research interests relate to the application of Artificial Intelligence and Data Science to the understanding and control of ADF Cyberspace. Our team is a diverse, multi-disciplinary and geographically dispersed team, requiring agile and adaptable team members. Our themes include Cyber C2 paradigms, Antifragile multi-agent architectures, Autonomous control methodologies, Scalable and elastic coordination, Cyber situation awareness and Automated planning, learning and prediction.

Communication Signal Analysis conducts R&D in physical & cross-layer processing of communication signals. Its focus is to provide RF situational awareness and pattern-of-life

associated with devices operating in a congested and contested electromagnetic environment. Capabilities are prototyped and benchmarked against representative datasets before product delivery.

Our Ideal Candidate

Our ideal candidates will have the ability to:

- Think conceptually, structure, analyse and solve complex problems through sound research and engineering practices and persistence;
- Conceive and lead applied research and development activities in response to identified stakeholder requirements;
- Deliver practical outcomes for clients in a timely manner with limited guidance;
- Work on a number of concurrent tasks and adapt to changes in research projects due to changes in priorities;
- Communicate research outcomes to technical and non-technical audiences clearly and effectively and establish and maintain collaborative relationships with internal and external partners;
- Contribute effectively as an individual and as a member of a team, with the ability to assume leadership roles when 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.

Mandatory Qualifications:

The Research and Technical Specialists belong to either S&T5/EL 1 Senior Researcher - C5 or Senior Technologist/Technician - C5 job families which require:

- academic qualifications in one or more of the following related fields of research; or
- relevant skills and work experience or
- (Senior Technologist/Technician only) relevant vocational qualifications.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 46 – Information & Computing Sciences

4601 Applied Computing

4604 Cybersecurity & Privacy

4609 Information Systems

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4901 Applied Mathematics

4903 Numerical & Computational Mathematics

Division 52 – Psychology

5204 Cognitive & Computational Psychology

Notes

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To Apply

Position Contact	Contact Withheld, 08 8393 4367
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DB44A6E4-EA9C-7233-291D-E3

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Defence

Vacancy VN-0760099

Department of Defence

Closing Date:Sunday 20 July 2025

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/05046/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0771B18D-E9F8-0697-FB8A-E3F25E6BF4EE

Duties

The Role

The Landing Craft Branch LAND 8710 Program is looking for motivated EL 1 Contract Managers to join the LAND 8710 Program to provide advice and support, leveraging your commercial acumen, to our project teams undertaking complex procurement and contracting activities.

Reporting to the Program Director, the EL 1 Contract Managers will exercise a considerable degree of independence. They are accountable under broad direction to provide strategic contractual and procurement advice and support to the 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.

The EL 1 Contract Manager will be responsible for actively managing key stakeholder relationships and be able to meet relevant stakeholders' expectations and concerns to develop and communicate best practice procurement and contract management to achieve outcomes.

The EL 1 Contract Manager roles have people management responsibilities and will be required to exercise your people management skills and knowledge to lead a small, high performing team.

About our Team

Landing Craft Branch is accountable for acquisitions under the LAND8710 Program, including LAND8710-1 Landing Craft – Medium (LC-M), LAND8710-1B Amphibious Vehicle – Logistics (AV-L) and LAND8710-2 Landing Craft – Heavy (LC-H).

The Program Management Office (PMO) embedded within the branch is responsible for oversite and support across the LAND8710 program. The PMO is made up of professionals from various disciplines and comprises highly skilled and motivated Australian Public Service, ADF and contracted personnel.

Our Ideal Candidate

As EL 1 Contract Manager you will be responsible for:

- Contributing to a high performing team, and developing productive relationships with our project teams and industry;
- Driving commercial outcomes to comply with Commonwealth Government legislation and policy requirements, driving outcomes to uplift commercial acumen across the program, using strong commercial awareness, highly developed interpersonal skills, strong written skills verbal communication skills and knowledge of the Commonwealth Procurement Framework;
- Confident when negotiating with external suppliers and engaging with stakeholders from a variety of backgrounds and level of seniority;
- Possessing the ability to quickly acquire, a deep understanding of the One Defence Capability System (ODCS) and Defence Commercial Framework; and
- Committing to, promote and model the APS Values and APS Code of Conduct.

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	Paul D'Orival, 02 5108 8940
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0771B18D-E9F8-0697-FB8A-E3F

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Defence

Vacancy VN-0760116

Department of Defence

Closing Date:Sunday 20 July 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$120,303 - $135,701
Future Merit Locations	Richmond
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/05569/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4CDA6CCA-8581-B669-B523-E3F26033DF2F

Duties

The Role

Defence is seeking an Executive Level 1 Business Manager to join a focused and informed multidisciplinary team at Air Lift Systems Program Office (ALSPO) to bring and apply best practice business management acumen in support of Medium Air Lift aircraft and their supporting systems for Air Force.

The Business Manager holds a pivotal, multi-faceted role, overseeing strategic planning, resource allocation, and cultural development within a large and complex Program Office. This position is accountable for integrated strategic personnel planning, ensuring the organisation has the right structure and a skilled, knowledgeable team to achieve its goals. A significant aspect of this role involves sponsoring and managing the operationalisation of the Defence Culture Blueprint. This includes developing and implementing the ALSPO Cultural Intent and leading activities aligned with the blueprint's seven strategic pillars and compliance to Defence Values and Behaviours.

Key Responsibilities include:

- Leadership and co-ordination to manage and oversee effective reporting and outputs for workforce, administration and business management services including budget and personnel contract management.
- Applying workforce intelligence through analysis, planning and compliance in support of structural design, effective recruitment processes, on-boarding and training programs.
- Implementing strategies aligned to psychosocial health and well-being for Australian Public Service (APS) staff, and collaborates with the Commanding Officer (CO) for Australian Defence Force (ADF) members.
- Developing innovative solutions to resourcing constraints inclusive of change management activities.
- Building and maintaining a library of workforce and resource business intelligence artefacts to help senior management make informed decisions.
- Acting as liaison with Branch and other functional Groups across Defence to understand and implement broader strategic intent and ensure compliance and optimal performance across ALSPO.

About our Team

ALSPO delivers air mobility capabilities to support combat, humanitarian, diplomatic and peace-keeping operations. Our platforms and projects provide Air Mobility capability to Air Force through the delivery of sustainment services for the C-130J Hercules and C-27J Spartan aircraft.

Founded on a strong Air Force legacy ALSPO is resourced by ADF, APS and contracted support. The Defence Values underpin our behaviours and the organisation prides itself on an inclusive service delivery model. The team is resilient, adaptive and culturally capable and every individual acts with purpose for Defence and the nation. Our service values are the foundation to our identity.

Our team operates from RAAF Richmond; supportive of flexible work arrangements the position has the responsibility of being customer and personnel centric and will be required to work predominantly in location in Western Sydney.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Being an APS member, you are entitled to leading health and safety initiatives and wellbeing opportunities. Onsite you can make use of base facilities including the gym, tennis and basketball courts, pool and cinema and child care centre.

Our Ideal Candidate

To be successful in the role, you will:

- Be qualified, experienced and highly motivated with proven and demonstrated abilities to operate effectively within a complex organisation that is performance driven and capability focused.

- Display exceptional technical mastery in data collection, research and analysis, consolidation and reporting to create innovative and efficient business administration operations.
- Demonstrate high levels of behavioural mastery that enable the building of effective partnerships with key stakeholders and communicate with influence to drive and deliver effective outcomes. .
- Have developed strategic awareness and planning ability, where you can demonstrate understanding, translate and align the strategic intent and drivers of a complex organisation to the more tactical elements of everyday business.
- Have demonstrated leadership abilities where workforce outcomes led by you, were shaped, managed and delivered for complex activities.
- Have developed excellent written communication skills including the ability to be succinct and assured in messaging.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Meagan Cicognani, 02 4579 3454
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4CDA6CCA-8581-B669-B523-E3

Defence

Vacancy VN-0760152

Department of Defence

Closing Date:Sunday 20 July 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Administration / Contracting Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	East Sale VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05578/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=693E3A3D-9D58-B514-7669-E402E6199676

Duties

The Role

Are you looking to develop your contracting, administrative, finance and governance skills working with some of the largest complex programs in Australia? Secure your next role with us at Defence as an APS employee with generous employment benefits including professional learning opportunities. Air Training Systems Program Office (ATSPO) has roles available for APS 5 Administrative and Contracting Support Officers. These positions are based at the RAAF Base in East Sale Victoria in the heart of Gippsland.

In these roles, you will work with a team managing multiple commercial agreements for the delivery of Aviation Training Systems to the Australian Defence Force. The commercial agreements call for the delivery and maintenance of PC21 and B300 aircraft, Flight Training Devices (simulators) and Cockpit Procedural Trainers. The aircraft operate from Defence bases at East Sale, Perth, Williamtown NSW and Edinburgh SA. As an APS 5 in ATSPO, you will be given

the unique opportunity to work in a high profile program within a diverse team to deliver to the Australian Defence Force, systems that are at the leading edge of Defence capability.

About our Team

As part of the Joint Aviation Systems Division (JASD) within CASG, the Air Training Systems Program Office (ATSPO) is located in Regional Victoria at the RAAF Base East Sale with an office also located at Brindabella Park in Canberra. ATSPO offers a work environment with a unity of purpose, which recognises and utilises an individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast- paced environment as part of a diverse, inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team. ATSPO supports career development through a comprehensive professional development program and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our Ideal Candidate for this role should be able to:

- Advise and assist with contract administration tasks including the use of financial systems to undertake accounts payable functions and purchase order management whilst ensuring a high level of accuracy and compliance with legislation and policy.
- Demonstrate commitment to on-the-job training and participate in activities to build and maintain skills and systems knowledge, with a desire to continue to learn.
- Be team focused, support others and function in a collaborative environment.
- Have the ability to work within a high tempo environment and manage competing deadlines.
- Effectively communicate across various channels, including face-to-face, email and phone.
- Display well-developed oral, written communication and time management skills
- Display Defence values at all times.

Operating in a new, complex and constantly changing environment, you will actively adapt to seek innovative solutions and influence our stakeholders to achieve business outcomes. The ability to work independently, professionally, handle sensitive data and information, as well as the ability to adapt to competing priorities and have sound experience in the use of IT systems are considered essential. Individuals with a good understanding of contracting and accounts payable administration or a background in financial administration or customer service will be ideal for these roles. Experience using SAP or similar accounting systems is desirable but not mandatory.

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	Claire Bedford, 03 5169 8691
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=693E3A3D-9D58-B514-7669-E4(

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Defence

Vacancy VN-0760159

Department of Defence

Closing Date:Sunday 27 July 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Director, Australian Defence Consulting
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$139,681 - $167,659
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DFG/03681/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=62A80944-0B85-E9DB-7B73-E3F261DE4069

Duties

The Role

An exciting opportunity exists for a high-performing senior manager with experience in strategy consulting to drive strategic consulting projects within Defence's newly established internal consulting function.

As a Director within the Australian Defence Consulting (Defence Consulting) team, you will manage the delivery of end-to-end high quality strategic consulting projects that meet client needs. You will have the opportunity to shape Defence's approach to internal consulting, providing thought leadership and proposing innovative ideas and solutions. You will deliver market-quality work with a Defence DNA, combining the best of private sector consulting approaches within the Defence context. This is a unique opportunity to use your consulting skills for national outcomes free from the commercial goals of private consulting.

As part of the Defence Consulting management team you will be involved in developing its methods and tools, and influencing the work it does. As a Director in Defence Consulting you will be the delivery lead for engagements, defining the work plan, ensuring delivery to quality and working closely with stakeholders across the Department.

You will have advanced experience in core consulting capabilities such as problem solving, logical reasoning and creative thinking, underpinned by advanced client and stakeholder engagement skills and written and verbal communication skills.

A development culture is central to Defence Consulting, which is committed to building the skills and careers of our team and supporting business areas across Defence to build the capability to deliver work without the need for our support. Our Directors are central to both and will be driving how we upskill people across Defence and coaching and developing team members enabling them to have highly successful careers.

This is a consulting role unlike any other. If you are a driven individual motivated by delivering impact we offer a career path which combines the best opportunities consulting and Defence have to offer. As a Director you will be able to shape the work Defence does, the way it delivers and build the future for yourself and for Defence.

About our Team

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

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

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

Our Ideal Candidate

Our ideal candidate will bring:

- Experience building high-performing organisations with a positive culture.
- Highly developed stakeholder engagement and written and verbal communication skills.
- Skills in structured problem solving, with experience providing apprenticeship to teams to develop problem solving, logical reasoning and creative thinking skills and proficiency.

- A proven track record of delivering complex projects or other client deliverables to the highest quality and outcomes in a consulting environment.
- A demonstrated commitment to sharing knowledge, expertise and developing capability.
- The resilience to manage teams, manage expectations and deliver results in ambiguous, high-pace work environments.
- A passion and commitment for Defence's mission and outcomes.
- High levels of integrity and a commitment to act in accordance with the APS and Defence Values and Behaviours.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Andrew Frain, 0467 732 686
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=62A80944-0B85-E9DB-7B73-E3F

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Defence

Vacancy VN-0760167

Department of Defence

Closing Date:Sunday 20 July 2025

Defence People Group
People Services and Wellbeing

Job Title	Senior HR Advisor
Job Type	Full-Time, Ongoing
Location	Enoggera QLD, Brindabella Business Park ACT, Darwin NT, Edinburgh SA, Melbourne VIC, Penrith NSW, Perth WA, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05612/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D97E2177-C034-D142-7717-E402E6E83538

Duties

The Role

We are looking for experienced HR professionals to be responsible for supporting our customers in complex HR situations and drive outcomes across an integrated workforce.

We are seeking leaders with strong case management experience, accountable for the achievement of corporate objectives, compliance with legislative and governance requirements and be actively involved in driving best practice for the Australian Government.

In this role, you will use your demonstrated customer service experience and ability to build and maintain stakeholder relationships as well as support APS employees and their supervisors to manage complex HR matters relating to performance, behaviour, mental health and wellbeing, change, conflict and other employment aspects.

No two days are the same and key activities include:

- Provide APS people policy advice, integrating HR expertise to achieve appropriate outcomes for employees and managers.
- Building manager capability through strategies and initiatives to coach and enable managers to make informed HR decisions.
- Partnering with stakeholders and being proactive in growing and maintaining strong connections.
- Provision of advice and strategies for employees and managers experiencing interpersonal conflict and/or unacceptable behaviour to support resolution.
- Opportunities to develop and present information to groups at various forums.

Within this role, you may be responsible for a small team. There may also be an opportunity to travel to other sites to perform work requirements and to meet with stakeholders.

We have a number of roles available across our National HR Services Team and will also look to develop a merit pool for future vacancies.

About our Team

The National HR Services Team, within Defence People Group, provides complex HR case management across the employment lifecycle. We work with our customers to provide coaching and guidance to support the resolution of complex HR matters and provide advice and guidance on APS people policy and procedures. The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions.

We are trusted HR professionals to our customers and passionate about building organisational capability through people. You will support the Assistant Director by providing up to-date and relevant information on complex, critical or high profile matters. Your career development is also very important to us and you will have access to a range of professional development opportunities that will help you succeed in your role, and to build your career.

Our Ideal Candidate

You will be supported by a team with extensive experience and specialties, therefore we encourage applications from applicants that have demonstrated transferrable skills and importantly are committed to providing excellent customer service.

Our ideal candidate will have:

- A passion for, and experience in HR case management and providing HR Services to personnel and managers who are geographically dispersed.
- Outstanding customer service skills and be able to demonstrate that you can build relationships with key stakeholders to ensure the delivery of seamless HR services that continues to meet the changing needs of our customers.
- A solutions-focused approach and be able to demonstrate initiative, innovation and agility to ensure the Defence workforce is well positioned to deliver Government priorities.
- The ability to deal with challenging HR issues and change in a proactive, positive and dynamic way.
- Excellent communication skills whilst responding to a range of HR related enquiries, working collaboratively with others and actively engaging with stakeholders.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Hana Abousaid, 03 8626 4485
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D97E2177-C034-D142-7717-E40

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Defence

Vacancy VN-0760169

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Digital Group
Enterprise Systems

Job Title	Organisational Change Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/05520/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E97B4207-3291-98D8-426B-E402E749D61F

Duties

The Role

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age. DDG is building a team of Organisational Change Managers to ensure this new capability is understood, embraced and embedded.

Our successful candidates will work with various Programs and Projects across different technology and end-user domains to plan and deliver OCM activities including but not limited to, stakeholder analysis, engagement and communication, product training development and delivery, change impact analysis, benefits realisation assessment and ongoing change reinforcement.

About our Team

You will be supported by a chapter of other OCM professionals, including an SME OCM Chapter Lead to whom you will report. Your chapter will provide you with professional development and peer support to ensure your continual growth in the OCM career and of your general APS skills. The Department will be creating merit pools to fill vacancies across the Organisation over the next 18 months.

Our Ideal Candidate

Our ideal candidates will:

- Be comfortable working in fast paced project environments with competing priorities.
- Extensive experience in developing change management plans, change impact assessments, change readiness assessments, communication products and other artefacts in support of ICT projects.
- Experience in implementing change and communication plans for large digital transformations.
- Awareness and understanding of relevant industry best practice change management frameworks like Prosci.
- Ability to lead and support a small team, whilst also supporting the Change Chapter and the wider project management office to build trust and buy-in from across Defence. A commitment to continuous improvement.
- Excellent ability to engage and sustain stakeholder relationships and be a strong communicator in a diverse and complex environment.
- Sense of adventure and a drive to deliver.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Darren Krause, 0497 848 469
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E97B4207-3291-98D8-426B-E40

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Defence

Vacancy VN-0760175

Department of Defence

Closing Date:Monday 21 July 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$86,887 - $93,066
Future Merit Locations	Richmond
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05551/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=668537DB-733B-A821-C852-E402E77D63A7

Duties

The Role

The Contract Officer provides critical contract support to the C-27J Spartan, C-130J Hercules and Propulsions platforms. The role is responsible for conducting a wide range of commercial support functions, including the service delivery of contract documentation associated with contract change proposals, export controls, technical data and intellectual property, and governance and assurance activities.

You will be responsible for:

- Assisting with procurement planning, contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures.
- Drafting and delivering procurement and contracting documentation including templates, correspondence, reports, submissions, contract change proposals and other procurement and contract management documentation.
- Reviewing contracted services and documentation to ensure and verify correct charges and payments are applied.
- Analysing and evaluating cost estimates in the development of contractual artefacts including price variation submissions.
- Providing advice in relation to procurement, contracting, financial and administrative policies with a strong emphasis on compliance, governance and assurance.

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

About our Team

ALSPO delivers RAAF capabilities to support combat, humanitarian, diplomatic and peace-keeping operations. Our platforms and projects provide Air Mobility to delivery sustainment services for the C-130J Hercules and C-27J Spartan aircraft. Founded on a strong Air Force legacy ALSPO is resourced by ADF, APS and contracted support. The Defence Values underpin our behaviours and the organisation prides itself on an inclusive service delivery model.

The team is resilient, adaptive and culturally capable and every individual acts with purpose for Defence and the nation. Our service values are the foundation to our identity. Our team operates from RAAF Richmond; supportive of flexible work arrangements the position has the responsibility of being customer and personnel centric and will be required to work predominantly in location in Western Sydney. You will be at the cutting edge of innovation in Defence, supported by tailored Professionalisation Pathways to support your development and unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Being an APS member, you are entitled to leading health and safety initiatives and wellbeing opportunities. Onsite you can make use of base facilities including the gym, squash, tennis and basketball courts, pool and cinema. We highly encourage applicants to discuss the role with the contact officer.

Our Ideal Candidate

As part of a dedicated team providing services to the acquisition, transition and sustainment of the Air Lift and Training Systems capabilities, we are looking for someone with strong organisational and communication skills with the ability to respond appropriately to pressures and changing priorities, you will be able to demonstrate:

- Strong written and oral communication skills, including report writing.
- Excellent communication skills and relationship management skills.
- The ability to influence, negotiate and collaborate with stakeholders at all levels.
- An understanding of financial, costing and/or budgeting.
- A strong work ethic and a commitment to teamwork.
- Excellent organisation and time management with the ability to meet deadlines.
- Knowledge and experience in procurement and contracting systems.
- The ability to respond flexibly to changing situations, including using sound judgement under pressure.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	David Thompson, 02 4579 3896
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=668537DB-733B-A821-C852-E4(

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Defence

Vacancy VN-0760182

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Senior Researcher – RF Signal Processing Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/04125/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=14ED153C-9657-7D2E-4A25-E402E81A6524

Duties

The Role

We are looking for a highly motivated individual to work under limited guidance to conduct synthetic experiments and develop high fidelity real-time threat simulators to inform RF countermeasure and tactics development for the Royal Australian Air Force (RAAF).The individual will:

- Liaise with internal and external customers and stakeholders
- Support the airborne countermeasure development and validation work program
- Support Modelling and Simulation (M&S) objectives for the Air Electronic Warfare Cooperative Test and Evaluation Project Arrangement (Air CTE PA) with international partners
- Conduct analysis using high fidelity M&S
- Contribute to model development

About our Team

The Surveillance Systems (SS) Major Science and Technology Capability (MSTC) within DST Group’s Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance.

One of the key roles of the Science and Technology Capability (STC) is to apply multi-disciplinary approaches to research, sophisticated M&S, integrated HWIL testing and operation-relevant field experimentation to demonstrate how the survivability of current and future ADF platforms in modern battlefields can be enhanced through advanced RF EA strategies, tactics and techniques implementation.

The STC develops innovative S&T in RF EA that can be delivered by industry and transitioned into Defence capability to enhance the protection of ADF platforms from advanced RF threats in current and future battlefields.

Our Ideal Candidate

Our Ideal Candidate will be an enthusiastic researcher who has well developed leadership, communication and interpersonal skills. They will apply their experience and knowledge to advanced R&D in the areas of M&S and HWIL activities that are required for supporting this STC effort and has the following skills:

Experience and knowledge in at least one or more of the following areas:

- M&S using the MATLAB and Simulink products.
- Exposure to the threat modelling analysis program (TMAP), CHIMERA, or a similar simulation environment which aims to facilitate the exchange of models between developers.
- Software engineering techniques for easing the interchange of models and/or components between various M&S environments
- Domain knowledge and experience in radar systems
- Domain knowledge and experience in electronic warfare
- Domain knowledge and experience in guided weapons
- Domain knowledge and experience in RF countermeasures

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.

Mandatory Qualifications

Academic qualifications in one or more of the following related fields of research; or relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

- 4008 Electrical Engineering
- 4009 Electronics, Sensors & Digital Hardware
- 4013 Geomatic Engineering
- 4099 Other Engineering

Division 46 – Information & Computing Sciences

- 4602 Artificial Intelligence
- 4605 Data Management & Data Science
- 4606 Distributed Computing & Systems Software
- 4609 Information Systems

Division 51 – Physical Sciences

- 5108 Classical Physics

Notes

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

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To Apply

Position Contact	Byron Hatfield, 08 8393 4996
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=14ED153C-9657-7D2E-4A25-E4(

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

Defence

Vacancy VN-0760188

Department of Defence

Closing Date:Thursday 24 July 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Inquiry and Assessment Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	IGADF/05457/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A3BBFFDD-FA16-77DE-A6B6-E402E896A533

Duties

The Role

The Office of the Inspector-General of the Australian Defence Force (IGADF) has two exciting opportunities for motivated and professional candidates to join the inquiry teams within two sub-directorates.

The roles include:

- Undertaking initial triage and detailed assessments of complaints to determine validity, identify potential harms, and recommend appropriate resolution pathways aligned with IGADF procedures.

- Interviewing complainants, respondents, and witnesses professionally, demonstrating trauma-informed and sensitive communication practices.
- Drafting concise, evidence-based reports and recommendations, ensuring adherence to the Australian Government Style Manual and IGADF formatting standards.

About our Team

The Directorate of Inquiries and Investigations supports the IGADF to deliver their statutory functions. The sub-directorates seeking officers:

Assessments

The Assessments team reviews and evaluates submissions and referrals made to the IGADF concerning the military justice system. Submissions may relate to the conduct of ADF members, administrative processes, or broader systemic issues. Working under the Deputy Director, the team conducts triage and detailed assessments to determine the appropriate course of action—such as referral, inquiry or other resolution pathways. The work promotes transparency accountability, and procedural fairness across Defence.

Military Police Professional Standards (MPPS)

The MPPS team manages submissions and referrals concerning the conduct and professional standards of ADF Military Police. The team is responsible for assessing these matters and, where appropriate, conducting inquiries into allegations of serious or deliberate policing misconduct to determine whether a Military Police member remains fit and proper to serve. The work upholds the integrity and accountability of Military Police conduct across the ADF.

Our Ideal Candidate

- Demonstrate resilience, adaptability, and sound judgment suitable for sensitive oversight responsibilities.
- Have strong verbal and written communication skills, with the ability to effectively convey complex outcomes to diverse audiences.
- Has experience handling complex or sensitive complaint, including those requiring a trauma-informed approach.
- Demonstrated ability to effectively manage confidential and sensitive information.
- Demonstrated ability to interpret and apply relevant legislation, policies, and guidelines.

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	Nicole Cook, 02 5131 8253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A3BBFFDD-FA16-77DE-A6B6-E

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Defence

Vacancy VN-0760205

Department of Defence

Closing Date:Monday 21 July 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Senior International Policy Officer & Science Policy Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Eveleigh NSW, Edinburgh SA, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn, Eveleigh, Edinburgh, Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/05561/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5EA83594-EBD9-8498-E6F0-E40320267BC9

Duties

The Role

Your duties will include:

- Providing strategic advice to key stakeholders as it relates to Defence's international policy priorities and international engagement activities. This includes providing advice to DSTG's leadership on the scope and direction of international engagements, and support and guidance to Defence IS&T Counsellors and Minister Counsellors posted internationally.
- Managing a country portfolio of international engagement, including leading and managing a range of departmental and international stakeholder relationships, and representing DSTG at meetings related to international engagement.
- Producing briefing material on a range of DSTG activities to support Defence's strategic international policy and engagement objectives.
- Managing inbound and outbound international visits, dialogues, and events.
- Negotiating DSTG's international legal government-to-government arrangements.
- Preparing briefs and correspondence as required on issues relating to DSTG's capacity and capability to deliver scientific advice and innovative technology solutions for Defence and national security.
- Providing advice to senior management and stakeholders on the application of DSTG's resources and scientific developments to meet Defence requirements and support DSTG's senior leadership at various departmental and inter-departmental fora.
- Participating in work to anticipate and resolve science and technology issues from a Defence and scientific perspective to meet business objectives.

About our Team

The S&T International Engagement (S&TIE) team contributes to building capabilities for Defence through enabling Defence to obtain the research, innovation, knowledge and capabilities it needs from international partners. S&TIE achieves this by promoting strong international Defence Innovation Science and Technology (IS&T) partnerships and leveraging world-class capabilities.

S&TIE works to identify, facilitate and enable collaborative activities between DSTG and international partners through managing relationships, coordinating engagement activities and negotiating government-to-government bilateral and multilateral arrangements. The team also provides strategic guidance and works closely with DSTG's posted staff in embassies and high commissions overseas, including in the United States, United Kingdom, Japan, Republic of Korea and Singapore.

The S&TIE team comprises of Australia-based International Policy Officers as well as Minister Counsellors and Counsellors for Defence Science and Technology at Australian Embassies and High Commissions, who provide strategic guidance and advice on all international (IS&T) matters. The Science Strategy and Policy Directorate covers: Science Policy and Governance, National Science Policy and Science Strategy and Coordination.

Together, the SSP Directorate is DSTG's lead for influencing, coordinating and developing policies and strategies related to Defence innovation, science and technology, and national science policy. We develop strong relationships both within DSTG and Defence, as well as across government and with industry and academia. Our mission is to understand Defence's strategic context, develop approaches for DSTG to respond to this context, advocate for Defence science, and ensure world leading best practice shapes DSTG's policy and strategy approach.

Our Ideal Candidate

Our ideal candidate will have strong written and verbal communication skills and experience in preparing strategic advice. You will be engaging, collaborative and able to liaise with stakeholders from across Defence, other government agencies, industry and academic partners and international counterparts. For the S&TIE team the ideal candidate should also possess and maintain sound awareness of global affairs influencing IS&T.

You will have experience or an active interest in developing the skills required to draft and negotiate international government-to-government arrangements. Most importantly, you will be a flexible team player who understands the value of working across the team and in partnership with departmental and interdepartmental colleagues.

The ideal candidate for the SSP Directorate should also be able to manage short-notice, reactive tasks alongside more involved, longer-term pieces of work. The candidate should have experience preparing a range of different material, including briefing material, strategies and policy position papers.

They should be comfortable working in a fluid environment currently undergoing transformation where priorities and responsibilities can change at short notice. Whilst not a mandatory requirement, a background in a science related field or experience engaging across the Australian Innovation, Science and Technology Ecosystem would be advantageous for a role with SSP.

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	Benjamin Maloney, 02 5130 8369
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5EA83594-EBD9-8498-E6F0-E4(

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Defence

Vacancy VN-0760215

Department of Defence

Closing Date:Monday 14 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Assistant Director Business Support and Operations
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/05396/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=962BEEC9-48DE-D2AA-EA67-E4032137A19A

Duties

The Role

Accountable under broad direction to perform and achieve complex to very complex contract, administrative and business management outcomes within an integrated workforce. The role will require an in-depth knowledge and practical application of ministerial and media communications. The role requires a person with highly developed organisational skills, a drive for innovation, improvement and quality and a sound understanding of procurement and contract management in respect to contract deliverables and performance management. They will exercise a considerable degree of independence and perform a key leadership role within the team.

They will exercise sound decision-making and judgement to provide expert contract and business operational advice. They will have in-depth knowledge of the contractual function of the business 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 with internal, external and contracted stakeholders, and may coordinate and perform detailed or sensitive project advice and correspondence that impact on strategic, political or operational outcomes for Defence

About our Team

Estate Service Delivery Branch provides a national role for Service Delivery Division partner and customer engagement and agreements that provide a range of Base Services Contract services across the Defence estate. Product Directors within Estate Service Delivery support the delivery of customer service outcomes to the target levels by maximising responsiveness and effectiveness of services, and being the Service Delivery Division's single national specialist for the allocated products.

The Directorate of Estate Works Program Office (DEWPO) is accountable for product management including strategic engagement, product and service delivery planning including contract management, governance and performance and assurance functions.

DEWPO products include the National Program Services and Project Delivery Services management for the Estate Works Program across the Defence estate. DEWPO delivers a program of works aimed at restoring or sustaining capability and addressing safety and compliance requirements of facilities and infrastructure on the Defence Estate. The program also provides for minor development of new capability (Minor New Works) and for delivery of Sponsor Funded Works.

Our Ideal Candidate

We are seeking a dynamic individual with a proven track-record of excellence to join our team.

Here is what we are looking for:

- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Accountable to perform complex to very complex procedural, operational, administrative and business management activities that support the delivery of outcomes across Defence.
- Engage and negotiate with stakeholders on complex to very complex issues to influence and achieve business outcomes.
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area.

- Assess and evaluate administrative, business, corporate and policy initiatives, identify issues and implement appropriate procedures and work practices.
- Demonstrated experience in team management in a service delivery environment.
- Demonstrated ability to think critically, identify issues and deliver continuous improvement activities.
- Highly developed communication, organisation and negotiation skills.
- Exceptional stakeholder engagement and liaison skills.
- Experience in working collaboratively across large and dispersed team.
- Demonstrated experience in influencing the delivery of organisational change in a positive manner.
- Ability to thrive under pressure, perform in a high tempo environment, and demonstrate resilience and personal drive and accountability for results.

If you are a motivated and experienced professional looking to make a real impact, we encourage you to apply for this exciting opportunity.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jeffrey Kerr, 02 6132 7220
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=962BEEC9-48DE-D2AA-EA67-E4

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Defence

Vacancy VN-0760216

Department of Defence

Closing Date:Wednesday 16 July 2025

Joint Capabilities Group
Cyber Command

Job Title	Course Administration Officer
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$86,887 - $93,066
Future Merit Locations	Harman
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/04159/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BCB50BE7-4CB8-42FA-856A-E3D63405E15D

Duties

The Role

The Defence School of Space & Cyber (DSSpC) are seeking a highly motivated APS 5 Course Administration Officer to join our dynamic team. You will be accountable, under broad direction, to manage training course administrative requirements in support of cyber learning delivery. You will be working within the School operations team. The role is dynamic and requires strong organisational skills and a responsive approach to dealing with enquiries. The Operations team is an integrated team of ADF, APS and Industry support.

The APS 5 Course Administration Officer duties may include:

- Support the Course Management Lead & Operations Officer;
- Coordinate resource requirements in support of course delivery;
- Develop, review and maintain applicable course management documentation, registers and schedules;
- Coordinate and respond to course and operational enquiries;
- Act as a key point of contact for student enquiries;
- Stakeholder relationship management;
- Provide support to the wider DSSpC team as required.

About our Team

We are a diverse team of highly motivated individuals, representing a truly integrated workforce of ADF, APS and Industry Partners. Our mission is to educate the Integrated Force in order to enable the delivery of space and cyber effects in competition and conflict.

We commenced cyber-warfare training operations in 2023, with capability growth planned over the coming years, to meet the growing strategic demand. We value diversity, team work, work/life balance and focus on delivering outcomes for Defence. We work with industry, international partners and academia to foster capability development and generate national value for Australia.

We embrace innovation and change from what it always was to what it needs to be. Located at HMAS Harman, Canberra where we enjoy new contemporary training facilities, flexible working arrangements and free parking.

Our Ideal Candidate

We are seeking not only a capable professional but also someone with proven experience in training establishments or similar environments. You will bring strong administrative expertise and demonstrate confidence and adaptability to change as our capability continues to evolve.

The DSSpC values team members who are collaborative, proactive, effective communicators, and are ready to play a key role in advancing cyber capability. This is a unique opportunity to make a direct contribution, with your expertise helping shape Australia’s strategic and Defence objectives.

You will bring the following attributes and skills to the role:

- Strong written, interpersonal and verbal communication skills;
- Accountable for you actions, advice & decisions;
- Ability to work effectively both independently and as part of a multi-disciplinary team;

- Developed stakeholder management skills;
- Display professional behaviours aligned with leadership principles, including adaptability, flexibility, and initiative;
- Demonstrate a willingness to challenge traditional approaches and explore innovative solutions.

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	Mark Cantwell, 02 6115 2480
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCB50BE7-4CB8-42FA-856A-E3

Defence

Vacancy VN-0760218

Department of Defence

Closing Date:Monday 21 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Headquarters Operations Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/05082/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6DB90A22-36D2-905C-5B6F-E40321BAC688

Duties

The Role

The APS 6 Operations Support Officer (OSO) role works with limited direction as an integral member of the HQ Operations Team. The role is responsible and accountable for broad support in the provision of financial management, travel, recruitment, governance, compliance and Directorate process development.

Using excellent team skills, the successful applicant must thrive in a busy, integrated and dispersed environment using fully their positive attitude, high level of motivation, self-direction and independent problem solving skills.

In accordance with legislation, policy, Defence and Directorate process, the primary duties are:

- Management of the Directorate operating budget annual financial plans, budgets, and forecasts, ensuring alignment with DOTAM's strategic intent and goals.
- Provide general HR support to the Assistant Director DOTAM by undertaking the management of APS recruitment activities, movements, and organisational charts.
- Support to the management and coordination of tasks, ministerials and Defence documentation, ensuring clear and professional messaging is released from the DOTAM HQ.

About our Team

The Directorate of Operations and Training Area Management's (DOTAM's) main three functions are the operation and management of 41 Military Training Areas across Australia, the coordination of SEG support to major military exercises and the facilitation of Defence Domestic Operations in Australia.

The National Directorate works closely with the Services, providing quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas. The development of these areas ultimately ensures forces can enhance Defence capability and readiness, helping protect our nation.

DOTAM HQ is based at Campbell Park in Canberra. The Directorate is an integrated environment consisting of approximately 280 Defence personnel located nationally across four regions.

Working with the HQ and Regional teams, the HQ Operations team coordinates and supports the diverse business and governance activities of the Directorate, including centralised Tasking, Finance, Reserve and Records Management, HR and Recruitment support.

Our Ideal Candidate

Our ideal candidate will have flexible and positive attitude with a high level of motivation, self-direction and independent problem solving skills.

Essential skills are:

- High level organisational and administrative skills, combined with a high level attention to detail.
- Demonstrated ability to deliver high quality written material and advice.
- Exceptional team, stakeholder engagement and customer service skills.
- Excellent MS Suite skills including Excel, Word, Power Point, and Visio.

- Financial and budget management skills and experience.
- HR skills and experience in recruitment, personnel coordination activities using eRecruit, Webforms.
- The desire to learn and the ability to research, interpret and apply policy and procedures.
- Uphold the Defence and APS Values and the APS Employment Principles, and comply with the APS Code of Conduct.

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	Samantha Thom, 02 6203 6844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DB90A22-36D2-905C-5B6F-E4

Defence

Vacancy VN-0760225

Department of Defence

Closing Date:Monday 21 July 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Knowledge Management Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	$79,176 - $86,438
Future Merit Locations	Penrith
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	GWEO/05258/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B465E728-3A3D-C8E2-4A99-E4032249E975

Duties

The Role

Are you looking for a role that will give you both ownership of tasks as well as collaboration with your team on larger projects that offer scope for growth? As a Knowledge Management Officer in the Technical Data Unit, Directorate of Engineering, Systems Division in the Guided Weapons and Explosive Ordnance Group (GWEO) you will be supporting the acquisition and sustainment of guided weapons and explosive ordnance used by the Australian Defence Force.

This role is responsible for ensuring the Technical Publications Team meets its records and information management obligations and carries out information support related functions within the Technical Data Unit in accordance with Defence’s requirements and obligations.

The role will entail the control and management of electronic and physical records, publishing of data and data assurance activities, reviewing of technical publications, triaging requests for assistance and advice as well as the opportunity to develop the skills required for more complex publishing tasking. You would possess experience in the administration of information and records management within a regulatory framework, including well developed experience in Microsoft and Adobe applications. There may be some opportunity for interstate travel associated with this role.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The Directorate of Engineering mission is to assure, and assist in ensuring the safety and reliability of GWEO explosive materiel. An opportunity exists for an enthusiastic and motivated person to join our specialist Publication Team where the Knowledge Management Officer will be responsible for the administration support of a technical publications library. We are seeking an energetic, action oriented person who can deliver a range of information and records management outcomes.

You will work in a dynamic team that supports the engineering management systems for GWEO. You will be required to work with a number of systems in a multi-disciplinary environment of military, APS and contractor staff. The successful applicant will work in a small team administering the management of a server-client web based application, in the form of a technical manual library. You will require adaptability and determination to provide information and records management support to staff and we will invest in your training and development to ensure your time with us is rewarding, both personally and professionally.

Our Ideal Candidate

We are looking for an organised team player and a ‘people person’ that will engage with a variety of staff on records management practices and publication methodology. You will require the ability to respond positively to changing and competing priorities and quick turnaround tasking to support capability priorities. The role would suit a natural problem solver with professional customer service skills and an eye for detail.

Highly developed written communication skills will be required to develop internal processes and documentation, and maintain information and knowledge sharing platforms. This is a desk based position involving computer use and working with others towards shared goals in a collaborative and fun team environment. We are seeking a candidate with a background in publications management and/or records management and information & knowledge management who will strive to provide an outstanding level of customer service to our clients.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Julie Woods, 02 4738 4173
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B465E728-3A3D-C8E2-4A99-E4

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Defence

Vacancy VN-0760231

Department of Defence

Closing Date:Monday 21 July 2025

Air Force
Air Command Australia

Job Title	Aircrew Publications Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/05647/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A6536978-C11C-F53B-3057-E40323120584

Duties

The Role

The 9SQN Aircrew Publications Officer shall provide technical data knowledge supporting and enacting the publication management system for MQ-4C Triton Air Operational Orders, Instructions and Publications (OIP), ensuring Surveillance and Response Group (SRG) Military Air Operator's compliance with DASR GEN.AO.05, AAP 7000.003, Defence Aviation OIP Manual, and Air Force Information Management Manual (AFIMMAN).

About our Team

Surveillance and Response Group is an Air Force unit delivering multi-domain Airborne Intelligence, Surveillance and Reconnaissance (AISR), Integrated Air and Missile Defence (IAMD), and Air Navigation Support (ANSP) as one collegiate team, comprising over 2400 personnel. The Group Headquarters is located at RAAF Base Williamtown and RAAF Base Edinburgh. SRG delivers a broad range of capabilities through six operational squadrons, one training squadron, three control and one training unit. The majority of work is conducted in an office environment at RAAF Base Edinburgh – Adelaide. 9SQN Publications Officer will reside within 9SQN, reporting directly to 9SQN Executive Officer.

Our Ideal Candidate

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes.
- Strong organisational and interpersonal skills.
- Attention to detail.
- Ability to think strategically and problem solve.

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.

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

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To Apply

Position Contact	Daniel Bailey, 08 737 42275
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6536978-C11C-F53B-3057-E4C

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Defence

Vacancy VN-0760232

Department of Defence

Closing Date:Monday 21 July 2025

Air Force
Air Command Australia

Job Title	Fuel Capability Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$86,887 - $93,066
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	AF/05596/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5EA83594-EBD9-8498-E6F0-E40320267BC9

Duties

The Role

As the Fuel Capability Manager (FCM) you are responsible to the OIC ABLF for management of the Aviation Refuelling (AvR) Section and to carry out the duties of the Base Fuel Quality Control Officer for Aviation Fuel at RAAF EDN IAW the Defence Fuel Management System.

The FCM is responsible for management of AvR staff members (ADF, APS and Contractors), fleet management, emergency response management, coordination of training and awareness programs, inspections and audits, records management compliance assurance, stakeholder engagement and contract monitoring and execution. You will be required to undertake work that is moderately complex to complex in nature and operate under limited direction.

You will be accountable for organising your workflow and making independent decisions relating for area of responsibility and provide policy advice within your area based on policies and legislation. The role provides very limited opportunity for WFH.

The Workplace Environment Includes:

- Computer Use.
- Graphical/Analytical based.
- Sitting at desk.
- Lifting 0-15kg.
- Climbing, Bending, Squatting, Reaching, Push/pull.
- Manual dexterity/manipulation.
- Distance walking (i.e. large building or inter-building transit).
- Requirement to wear personal protective equipment (PPE).
- Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions.
- Dangerous Goods/ Equipment.

About our Team

Joining our team will allow you to work at RAAF Base Edinburgh, which is home to the Boeing P-8 Poseidon. We are a diverse team and benefit from interacting with a range of stakeholders.

Our Ideal Candidate

Our Ideal Candidate will have the following attributes and qualifications:

- Holds a recognised Australian Qualifications Framework (AQF) Level 5 (Diploma) qualification in a relevant technical domain or relevant skills and work experience to perform the role.
- Has strong verbal and written communication skills.
- Builds and sustains effective relationships in a team environment whilst displaying leadership and management qualities in managing personnel both APS, ADF and Contractors.
- Takes initiative and has the ability to manage multiple stakeholders to facilitate AvR operations.

- Demonstrates excellent organisational and time management, as well as attention to detail in maintaining oversight and coordination of a high volume of activities.
- Can complete moderately complex processes to ensure compliance with technical regulations, in a safety critical area including development and review of processes.
- Has confidence to recommend solutions to issues impacting on the achievement of desired outcomes.
- Can interpret and comply with legislative, policy and regulatory frameworks.

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 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Neal Hughes, 08 7374 4711
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5EA83594-EBD9-8498-E6F0-E4(

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Defence

Vacancy VN-0760234

Department of Defence

Closing Date:Monday 21 July 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Assistant Director Ministerial, Parliamentary and Cabinet
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	GG/05600/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C25D6B75-5CA1-3A5D-E182-E403238391A1

Duties

The Role

As an EL 1 Assistant Director within the Ministerial, Parliamentary and Cabinet Branch, you will guide the work of the entire Defence enterprise in its engagement with Parliament, Defence Ministers and the Cabinet.

These roles sit at the intersection of Defence’s work and Parliament, allowing you to work across the breadth of Defence portfolio issues and priorities. You will be a strategic advisor in Defence on

Parliamentary, Ministerial and Cabinet matters, and responsible for ensuring Defence delivers timely, high-quality advice that meets the highest standards of excellence, governance and accountability.

You will actively manage key stakeholder relationships with sophisticated communication and negotiation skills to achieve outcomes with a One Defence approach. You will be able to build and support high-performing teams, lead and be responsible for your team's work, and proactively identify risks and opportunities.

About our Team

The Ministerial, Parliamentary and Cabinet Branch directly supports Defence's portfolio Ministers, and the Defence enterprise in engagements with Parliament and the Cabinet. We coordinate and drive strategic outcomes in line with executive and Ministerial priorities.

The branch has four teams:

1. PDMS, Ministerial & Executive Engagement: ensures Defence portfolio Ministers and the Defence senior leaders receive information that is timely, high quality and consistent.
2. Ministerial and Parliamentary Support: provides administrative, fiscal and personnel support to the Defence portfolio ministers, their offices and staff, and coordinates Question Time Briefs and ministerial reporting.
3. Senate Estimates and Parliamentary Business: coordinates Defence's appearances before Senate Estimates and parliamentary committees and inquiries, and ensures the Defence executive is supported with high quality and timely information.
4. Cabinet Liaison Services: facilitates advice to Cabinet and Secretary-level meetings through carefully consulted, well-drafted, responsive Cabinet Submissions and associated products.

Our Ideal Candidate

We are seeking leaders with excellent stakeholder management skills to support Defence's strategic priorities. You will thrive working in fast-paced environments with varied work, show agility in managing competing priorities, are committed to delivering high quality outcomes on time, and enjoy working collaboratively to solve problems. Your professional advice will be trusted, and your ability to exercise the highest standards of confidentiality, probity, security awareness and sensitivity are paramount.

In this high-profile area our ideal candidates:

- model strategic awareness, excellent judgement, accountability and integrity.
- recognise the importance of accuracy and attention to details.

- are professional and capable representative of the division and Defence.

The Ministerial, Parliamentary and Cabinet Branch is a motivated, inclusive and professional team with diverse backgrounds and experiences – and welcome the same from applicants. You will enjoy being part of a positive, kind and supportive professional environment, and bring a constructive and collaborative style of leadership.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Katrina Edwards, 02 5108 5839
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C25D6B75-5CA1-3A5D-E182-E4

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Defence

Vacancy VN-0760237

Department of Defence

Closing Date:Monday 04 August 2025

Defence People Group
Joint Health Command

Job Title	Research Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/05627/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D8EC5605-E997-21DF-EB6A-E40323A6893E

Duties

The Role

The Directorate of Health Research seeks a motivated and organised EL1 Research Officer to deliver a significant and complex research activity, the ADF Life Course Study (ADFLCS). The ADFLCS is a longitudinal health research study that will monitor the health of ADF members during their time in service and transition to civilian life.

As the EL1 Research Officer, you will work with a variety of researchers and Australian Government agencies under the guidance of an EL2 to establish the various arms of this research study.

Your role will include:

- Planning and coordinating of the aspects of the ADFLCS, including development of appropriate research and data governance arrangements.
- Adherence to the standards that guide research conduct such as the Australian Code for the conduct of research.
- Engagement and communication with a broad range of stakeholders including expert advisory groups and ADF members.
- Ensure monitoring and reporting on research progress, expenditure.
- Draft high-level briefings for senior leaders and publications for publishing.
- Oversee and manage a small high performing team.
- Adhere to the APS Values, employment principles and code of conduct.

About our Team

Joint Health Command (JHC) is responsible for the delivery of military medicine and healthcare services to Australian Defence Force (ADF). Through the delivery of best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition. As part of Defence People Group, we make a direct contribution to the ADF’s operational capability and provide crucial support to the warfighter.

Health Protection and Policy Branch, has a broad range of functions including health surveillance, health research, development of prevention and health promotion programs, health policy and occupational psychology, that supports the Defence Health system and the health of ADF members.

The Directorate of Health Research is responsible for:

- Setting the strategic agenda for Defence health research.
- Reviewing and updating research governance structures processes so they align with best practice and the Australian Code for the responsible conduct of research.
- Conducting, commissioning and facilitating health research; including the establishment of the ADF Life Course Study.
- Creating internal and external research partners that enhance JHC's ability to deliver research and knowledge that enables Defence to achieve its strategic goals.
- Dissemination and translation of health research that improves the capability of the Defence Health System and the health of the ADF.

Our Ideal Candidate

Our ideal candidate is a highly motivated person who enjoys working independently and as part of a small, high performing research team, in a fast paced environment.

The candidate will have:

- A tertiary qualification in a health related discipline (e.g., Public Health or Epidemiology (highly desirable) or health science, allied health and medical disciplines).

- Possess excellent research management skills and experience in end-to-end delivery of research projects including the experience in research and data governance.
- Excellent communication skills, including the ability to explain complex technical ideas clearly and succinctly.
- Demonstrated ability to engage positively with broad range stakeholders and negotiate beneficial outcomes.
- Demonstrated people management skills and leadership of small high-performing teams.
- Be passionate about fostering evidence-based policy, programs and practice.
- Previous experience working in a Defence environment will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Donna Brennan, 02 6192 7781
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D8EC5605-E997-21DF-EB6A-E4

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Defence

Vacancy VN-0760242

Department of Defence

Closing Date:Monday 21 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Manager
Job Type	Full-Time, Ongoing
Location	Albury NSW, Bandiana VIC, Hmas Cerberus VIC
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/04690/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9B988546-C621-7AD1-23B9-E403241553A9

Duties

The Role

Your career is limitless as a public servant in Defence. With over 16,000 civilians, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. Base Managers are employed Australia-wide, enabling our three services Army, Navy and Air Force to do their job.

Our Bases vary significantly depending on the Services that they support. As a Base Manager, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support operational, training and other specialist functions.

It is an exciting role and environment, where no two days are the same, but on a typical day as a Base Manager, you will:

- Lead an integrated service delivery team responsible for overseeing the delivery of high quality services that enable Defence capability.
- Be in a high tempo leadership role with considerable independence and responsibility to engage with a wide and diverse range of stakeholders in order to achieve service delivery outcomes.
- Work closely with industry partners focusing on Defence projects and estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management procedures comply with relevant standards.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence’s aid to the civil community in times of crisis.

If you are looking for an exciting and dynamic workplace, a Base Manager role may be the perfect opportunity for you!

About our Team

At Security and Estate Group (SEG), we are not just a team - we are a family of passionate and dedicated professionals committed to protecting and advancing Defence's strategic interests. As part of the Associate Secretary Group, we are responsible for managing security clearances, the Defence industry security program, and providing security training and awareness. The South East Zone (SEZ) is a branch of the Service Delivery Division within the Defence Security and Estate Group (SEG).

SEZ provides essential, on-the-ground services and support to Defence personnel at locations across the Riverina, Victoria and Tasmania. Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture. If you are looking for an opportunity to make a real difference and contribute to a high-performance team, then SEG is the place for you. Join us today and be a part of something great!

Our Ideal Candidate

Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

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 with various military, civilian and contractor 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.
- Proven experience identifying and anticipating stakeholders' needs and expectations to achieve outcomes.

The ability to forward-plan a workload and the agility to re-prioritise at short notice.

In turn, we:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance processes.
- Support your future by contributing 15.4% Superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options.
- Offer a diverse range of funded development opportunities to help your professional growth.
- Provide generous leave opportunities including annual leave, sick/carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave during Christmas stand down.
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.
- Offer Salary sacrifice options.
- Offer Recognition and Reward programs.

If you are a motivated and experienced professional looking to make a real impact, we encourage you to apply for this exciting opportunity. Join our team and be a part of something great!

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	Elizabeth Patten, 03 5781 7670
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B988546-C621-7AD1-23B9-E4(

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Defence

Vacancy VN-0760251

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Web Project Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Edinburgh, Fairbairn, Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/04465/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=853CE63B-4DC8-3891-72B3-E403245784F7

Duties

The Role

The Web Project Support Officer will work closely with the project leads and engage with key stakeholders to assist in delivering the Defence Intranet Renewal Project throughout its key milestones. This role will require a hands-on approach to managing content migration, assisting with internal communications, and ensuring the smooth implementation of changes within DSTG.

The Web Project Support Officer will draw on their experience in working with digital projects, as well as their excellent collaborative and stakeholder management skills to:

- Assist in the migration of intranet content from the current DSTG SharePoint site to the new platform. This includes organising, categorising, and ensuring content is current and transitioned across in consultation with the relevant content/page owners and in alignment with project timelines.
- Help produce internal communication materials (e.g., emails, newsletters, intranet announcements) to alert staff about upcoming changes, system updates, and migration milestones.
- Provide administrative support to the project team, including scheduling meetings, coordinating tasks.
- Support the collection of user feedback on the new intranet platform, helping to identify any issues or improvements.

About our Team

The Web Project Support Officer role sits within the Defence Science Communications (DSC) branch within Defence Science and Technology Group (DSTG).

As a multidisciplinary team of trusted communication experts, DSC partners with internal and external stakeholders to produce diverse, dynamic and engaging communications that enables collaboration, shapes attitudes, builds relationships and promotes trust in Defence.

The digital team are the custodians of DSTG's internal and external digital channels, including its public-facing website and Intranet presence, which directly contribute the successful delivery of the overall organisational and DSTG-specific strategies. DSC's mission is to Champion Defence Innovation, Science and Technology (IS&T) through engagement and storytelling.

Our Ideal Candidate

The Web Project Support Officer will use a hands-on approach to managing content migration, assisting with internal communications, and ensuring the smooth implementation of changes within the group.

Additionally, the Web Project Support Officer will have a good level of experience in web content management, particularly with Intranets, and an understanding and appreciation of web standards.

The successful candidate will also have experience in working within multi-disciplinary teams and must work collaboratively and creatively to contribute to the timely delivery of key milestones within the project.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Hamish Dean, 0420 608 139
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=853CE63B-4DC8-3891-72B3-E4(

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Defence

Vacancy VN-0760261

Department of Defence

Closing Date:Thursday 24 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Director Service Delivery - NSW
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Williamtown NSW
Salary	$139,681 - $167,659
Future Merit Locations	Sydney, Williamtown
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	SEG/05200/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A1F6A5D2-9C47-324F-0A37-E4035C4BE8F2

Duties

The Role

The Director Service Delivery (DSD) NSW leads an integrated and regionally devolved workforce responsible for the delivery of base support and estate functions across a geographical region.

The DSD is responsible for the effective integration, coordination and provision of a wide range of estate services across the Defence base estate footprint as well as promoting effective integration and alignment of the regional services to ensure national consistency objectives, innovation reform and group outcomes are delivered.

The position is also an advocate and champion for other APS personnel within the allocated geographical area of their responsibilities including working closely with their peers across the group and broader enablers to support customer centred delivery and national outcomes.

Key responsibilities include reviewing team and business performance, identifying and capitalising on opportunities for continuous improvement and innovation.

About our Team

This key leadership position reports to the Assistant Secretary Regional Services within the Service Delivery Division of the Security and Estate Group. The Director Service Delivery – NSW is one of five Executive Leadership positions that are form the East-West Zone (East-West Zone covers the ACT, NSW, SA and WA regions).

The DSD-NSW is responsible for the geographically dispersed Base, Estate and Environment management teams responsible for the provision of base, office and estate support within NSW. These teams deliver customer focused outcomes through effective, integrated partnerships with senior members of the Australian Defence Force Services, customers, contract partners and other stakeholders. The team work in a dynamic, multifaceted and high tempo environment that brings rewarding challenges and a great sense of purpose.

Our Ideal Candidate

To be effective in this high profile role you will think strategically and work interdependently with other Defence functions, and be a strong team player focused on achieving effective outcomes. This will require highly developed communication and relationship management skills.

The successful candidate will have previously demonstrated:

- A high order of people leadership capability - DSD’s are responsible for leading a large and devolved service delivery team within their direct line of responsibility as well as effectively influencing and engaging with our contract partners to support the delivery of effective and integrated services and reforms.
- Effective and well developed stakeholder relationship skills - the ability to foster networks and build strong relationships across organisational boundaries is a critical skill required in this role.
- Capability to effectively drive and embed change and reform in their teams - the ability to influence change and well as embed and drive achieving results through their people.

Your recognized strengths will be:

- Ability to successfully lead and manage geographically dispersed teams, practicing inclusive leadership and collaboration at the team, branch and division levee.
- Have exceptional stakeholder engagement skills.
- Exceptional written and verbal communication skills, including the ability to negotiate and be persuasive.
- Demonstrate resilience and personal accountability for the quality, timeliness and delivery of results.
- Understand the political and strategic environment Defence and the Zones, Branch and Division operate.
- Curiosity, growth mindset and commitment to continuous professional development for both yourself and your teams.

- You will display initiative, good judgement and a positive, proactive approach. You are solutions focused, can ‘think on your feet’ and manage multiple complex and competing priorities in a calm and logical manner.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jason Armstrong, 0408 419 811
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A1F6A5D2-9C47-324F-0A37-E4(

Defence

Vacancy VN-0760269

Department of Defence

Closing Date:Thursday 24 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	SEG/05649/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C3439003-5C1B-3BC2-3E11-E4035D5FFBDE

Duties

The Role

The Security Advisor (APS 6) plays a key role in supporting managing security pass office functions and access to Defence properties. Tasks include undertaking auditing and compliance activities, providing technical advice on building access control systems, building access card creation and maintenance and reviewing relevant security policy and administrative procedures and developing instructional documents. The position requires close collaboration with a range of internal and external security stakeholders and Managed Service Providers that support Defence access control arrangements.

About our Team

The Directorate of Security Operations (DSO) is responsible for implementing and enhancing network access control systems across Defence nationally, including developing project plans for the management

of security system capabilities.

The National Pass Office (NPO) within DSO provisions Defence employees with the Defence Common Access Cards (DCAC). The NPO provides advice to all staff enquiries in accordance with the Defence

Security Principles Framework.

The NPO is responsible for the Defence DCAC Portal including portal improvements and Level 2 Help Desk functions. The NPO plays a critical role at planned major exercises during the year for Defence,

providing support and advice on the management of DCACs at major events.

The NPO engages with internal and external stakeholders such as the Physical Access Control System sustainment support team and manages the contract renewal of the Gallagher electronic access control

licence.

Our Ideal Candidate

We are looking for candidates with previous experience managing electronic security systems including Gallagher (or similar), Electronic Access Control, Pass Office functions and the creation and management of building access passes. A general understanding of Australian Government Protective Security Policy Framework.

Duties include:

- Providing and articulating technical and security advice for complex procedural, operational, and business support work within an integrated workforce.
- Working closely with and providing system requirements and operational functionality advice to the Defence Common Access Card (DCAC) portal team and assisting the Physical Access Control System (PACS) support team to ensure Defence’s functionality and security requirements.
- Providing professional policy advice for complex work and contribute to strategic planning, program and project development.
- Lead a team and be accountable to set work priorities and manage workflows.
- Stakeholder engagement in relation to complex issues and provide security advice.
- Escalating and coordinating support activities that affect system-related services.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Karen Clarke, 02 6132 7306
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3439003-5C1B-3BC2-3E11-E4(

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Defence

Vacancy VN-0760273

Department of Defence

Closing Date:Monday 21 July 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GG/05661/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=699667D0-DC44-5924-7EB5-E4035DFD4B1F

Duties

The Role

The roles in the Ministerial, Parliamentary and Cabinet Branch, sit at the intersection of Defence's work and Parliament, allowing you to work across the breadth of Defence portfolio priorities. You will guide the work of Defence in its engagement with Parliament, Defence Ministers and the Cabinet.

There are several positions with roles covering:

- Liaison with Defence portfolio minister offices and Defence Groups and Services, facilitating timely, high quality ministerial and parliamentary products.
- Management and coordination of internal business and ministerial and parliamentary workflow (including Ministerial brief requests, Question Time briefs, Questions on Notice, Cabinet submissions and other parliamentary products).
- Support for the smooth administrative operations of Ministerial Offices.
- Development and sustainment of relationships with internal and external stakeholders.

With support from your leadership, you will learn to navigate risk and complex issues in a role that allows rare perspective of political and organisational decision-making.

About our Team

The Ministerial, Parliamentary and Cabinet Branch directly supports Defence's portfolio Ministers, and the Defence enterprise in engagements with Parliament and the Cabinet. We coordinate and drive strategic outcomes in line with executive and Ministerial priorities.

The branch has four teams:

1. PDMS, Ministerial & Executive Engagement: ensures Defence portfolio Ministers and the Defence senior leaders receive information that is timely, high quality and consistent.
2. Ministerial and Parliamentary Support: provides administrative, fiscal and personnel support to the Defence portfolio ministers, their offices and staff, and coordinates Question Time Briefs and ministerial reporting
3. Senate Estimates and Parliamentary Business: coordinates Defence's appearances before Senate Estimates and parliamentary committees and inquiries, and ensures the Defence executive is supported with high quality and timely information.
4. Cabinet Liaison Services: facilitates advice to Cabinet and Secretary-level meetings through carefully consulted, well-drafted, responsive Cabinet Submissions and associated products.

Our Ideal Candidate

We are looking for people who are enthusiastic, have excellent stakeholder management skills, are committed to delivering high quality outcomes on time, thrive in fast-paced environments and, through excellent communication, are able to solve problems. Our people are accountable, have high integrity and understand that people are central to success. You will approach your role with accuracy, agility, flexibility, accountability and a commitment to delivering high quality outcomes in a complex environment.

Applicants must be able to obtain and maintain a minimum of a Negative Vetting Level 1 security clearance. The Ministerial, Parliamentary and Cabinet Branch is a motivated, inclusive and professional team with diverse backgrounds and experiences – and welcome the same from applicants. You will enjoy being a participant in a positive, kind and supportive professional environment, and bring a constructive and collaborative style of leadership.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Alexia Demetriou, 02 6265 2390
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=699667D0-DC44-5924-7E[illegible]5-E4(

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Defence

Vacancy VN-0760283

Department of Defence

Closing Date:Thursday 24 July 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Program Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$139,681 - $167,659
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/05666/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=153B03A8-16B1-A96B-9244-E4035F0CB9A3

Duties

The Role

Where no two days are the same, Electromagnetic Warfare and Intelligence Systems Land Systems Program Office (EWIS Land SPO) is looking for an experienced, enthusiastic and energised leader who will manage a diverse workforce of project, commercial, engineering and logistics professionals.

In this role, you will be accountable to the SPO Director for the analysis, performance measurement and governance of the Counter Explosive Hazards and Tactical Electronic Warfare Programs managed by the SPO. You will be directly accountable for managing all project, commercial and in-service support to Land Electromagnetic Warfare and Intelligence capabilities ensuring they remain safe and fit for purpose.

Essential to your success will be your ability to lead and draw together the multi-disciplined teams who work in the unit. Key attributes include outcomes-focus, ability to marshal geographically dispersed teams to draw on their specialist contributions and building and maintaining relationships with stakeholders across EWIS Land SPO, Defence and Defence industry. You will demonstrate pride in your ability to problem-solve and responsiveness to changing objectives, pressures, and priorities.

Please note: As a Negative Vetting 2 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. The successful candidates may be able to commence a role with a lower clearance however, failure to attain the NV2 security clearance may necessitate a role change. Please ensure you understand the eligibility requirements for security clearance by visiting AGSVA when considering these positions.

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

About our Team

EWIS Land SPO is a fast-paced workplace, in an innovative environment, that may be the perfect place for you to make your mark. We pride ourselves in having a positive, collaborative and inclusive workplace which is always striving to be high performing and high achieving. The SPO is responsible for the delivery of two highly complex programs; Counter Explosive Hazards and Tactical Electronic Warfare.

We are comprised of members from various geographic locations and disciplinary backgrounds with diverse skills working together to deliver and support capabilities to the ADF and external Government agencies. This includes Force Protection Electronic Countermeasures, Explosive Ordnance Disposal Robots, Deliberate Route Clearance as well as Tactical Electronic Warfare systems.

Electromagnetic Warfare and Intelligence Systems Branch in Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver, integrate and sustain intelligence and electromagnetic warfare capabilities into a wide range of air, land and maritime platforms and systems. We have a high performing culture and are faced with complex challenges in our role to defend Australia and its interests.

Our Ideal Candidate

The successful candidate will have a strong and broad understanding across all aspects of the project and product life cycle. They will have the ability to exercise judgement under pressure, an eye for detail, strong analytical skills, well-developed governance skills, applied business and commercial acumen.

As a confident communicator, who is collaborative, attentive and can effectively manage a geographically dispersed team, you will use your demonstrated skills and have a well-developed understanding and working knowledge of all of the following areas:

- Extensive experience in all aspects of project management and/or product management across multiple lifecycle stages including transition into sustainment, obsolescence forecasting and life-of-type analysis.
- Extensive experience spanning commercial acumen, strategic planning, complex stakeholder engagement and negotiation skills.
- A demonstrated experience of managing a budget and the multi-disciplinary workforce required to deliver prioritised outcomes.
- A proven ability to lead a geographically dispersed team to achieve quality outcomes in a high tempo environment.
- A strategic thinker who can demonstrate a high level of understanding of the National Defence Strategy, Integrated Investment Program and related Defence strategies and its impact for the acquisition, delivery and sustainment of capability.
- Highly developed communication skills, self-drive, and initiative with the ability to influence others both up and down the management chain to achieve tasks and business objectives.
- If you are high performing, enjoy stakeholder engagement, and can lead and develop a team to achieve outcomes, this is the job for you!

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

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

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To Apply

Position Contact	Vanessa Lowe, 02 5130 4806
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=153B03A8-16B1-A96B-9244-E40

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Defence

Vacancy VN-0760285

Department of Defence

Closing Date:Sunday 27 July 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05725/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C3EC88D1-F588-BEFC-AEE8-E4035F562459

Duties

The Role

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking a highly motivated and skilled Project Support Officer professional who is able to provide support in delivering business outcomes. Within the Project Management function an APS6 Project Support Officer is accountable under broad direction to perform and achieve complex project support 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 Project Support Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes.

They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

Key responsibilities include:

- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Contribute to the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Apply professional practices and project management methodologies.
- Identify risks and opportunities and take accountability in planning, decision making and priority setting.
- Work collaboratively with key stakeholders and team members by building effective relationships and participating in group activities.
- Support and contribute to the development of briefs, reports including government submissions documents for delegate and committee consideration.

About our Team

LC4S Branch under Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG, delivering and sustaining C4 technology to Army and the Joint Force. The Project Support Officer position is based within Russell Offices Canberra within the LC4S Program Management Office team that provides support to Projects & Products across the Branch.

Our Ideal Candidate

Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for a competent

professional but also a collaborator, contributor, communicator and a team player to be part of our highly integrated workforce.

Personal (interpersonal) skills:

- Outcome focused, highly motivated, organised and proactive team players.
- Well-developed and demonstrated project management skills and ability to contribute to and undertake strategic planning.
- Experienced in developing and implementing work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures to ensure it aligns with the strategic objectives.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders in relation to complex issues.
- Experienced in managing teams and harnessing skills across teams to deliver outcomes.
- Values team work and performs well in a diverse and integrated environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Petroula Saragas, 02 6212 0894
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3EC88D1-F588-BEFC-AEE8-E

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Defence

Vacancy VN-0760313

Department of Defence

Closing Date:Thursday 24 July 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Project Manager - Major Projects
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Wollongong NSW
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Canberra, Wollongong
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DIG/05696/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C3D83A4B-7216-BC4E-9A08-E4035FDB8307

Duties

The Role

Are you seeking an opportunity to support and enable Defence Intelligence Mission and shape the future of Defence Intelligence Group's (DIG) estate and infrastructure portfolio? Two APS 6 Project Manager vacancies are available to work onsite either in Adelaide, Canberra or Wollongong.

As the DIG Estate project manager you will:

- Use experience to apply project management methodologies to administrative and technical activities.
- Analyse capital investment proposals for estate and infrastructure across the DIG and oversee the implementation of infrastructure projects.
- Provide advice and recommendations on the effective use of the DIG estate in accordance with capability requirements and Defence strategic estate planning initiatives.

About our Team

Effective estate and infrastructure is critical for the Defence Intelligence Group (DIG) to be able to enable its people to deliver Defence capability. The DIG Estate directorate performs the critical interface function between the DIG business units and the Security and Estate Group (SEG) for all property matters.

Our Ideal Candidate

DIG is seeking an experienced and motivated project manager to join the Estate Planning & Property directorate located in Canberra, Adelaide or Wollongong to deliver Estate and infrastructure projects in co-ordination with multiple stakeholders across Defence and the National Intelligence Community.

To be successful in this role you will:

- Be experienced and proficient in project management methodology.
- Be results focused with the ability to work both independently and as part of a team.
- Demonstrate ability to elicit requirements and develop solutions to meet agreed outcomes.
- Have strong written and oral communication including demonstrate interpersonal skills and a proactive attitude to relationship building with relevant stakeholders.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Possess well-developed analytical and problem-solving skills.
- Demonstrate excellent attention to detail.
- Have the ability to operate with a strategic focus.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Name Withheld, 02 4223 6506
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3D83A4B-7216-BC4E-9A08-E4

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Defence

Vacancy VN-0760315

Department of Defence

Closing Date:Wednesday 23 July 2025

Defence Science and Technology Group
Land and integrated Force

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Edinburgh SA
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Edinburgh
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/05753/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=04EC5DCD-8795-8426-4CBC-E4039990CA04

Duties

The Role

Land & Integrated Force Division is seeking a highly motivated individual to join the Program Management Office (PMO) team. Under limited direction, as the Contract Manager you will support projects within the Division across all phases of the procurement lifecycle through assisting with development of relevant artefacts or providing guidance and support in accordance with policy and legislation.

We are seeking applications from high-performing individuals who has strong interpersonal and communication skills. You will be accountable to have maintained a well-developed understanding of the relevant legislative frameworks and Defence procurement and financial policies, with the ability to interpret and apply to project requirements.

Broadly, the responsibilities of this role will include (but are not limited to):

- Assist with building contract and procurement knowledge across the division through establishing processes and providing training as applicable;
- Assist with drafting contracting document as required;
- Provide guidance on simple and complex procurements, and ensure compliance with relevant legislative and local policy requirements;
- Establish best practice and look for continuous improvement opportunities;
- Engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve project outcomes;
- Monitoring and managing divisional contract administration, performance and risks;

- Ability to understand, analyse, identify solutions to complex contracts and commercial queries, and identify matters that require escalation.

About our Team

Land and Integrated Force Division delivers the innovation, science and technology programs in support of the Land and Joint domains. The team is responsible for understanding the highest priority S&T problems and challenges across the relevant Defence stakeholders and developing an integrated, balanced set of S&T programs to address these challenges.

Land and Integrated Force Division focuses on the following areas:

- Land Platforms
- Land System Integration, including Long Range Fires
- Defensive CBRN
- Special Operations
- Joint Operations Science & Technology
- Guided Weapons Explosive Ordnance
- Force Design & Integration
- Logistics & Health
- Strategic and Asymmetric Effects

Our Ideal Candidate

We are looking for someone who is a strong team player with a passion to contribute and drive a high performing team culture; the ability to demonstrate excellent attention to detail, high-level organisational skills, proactive and shows initiative.

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

- Ability to be an effective team member and build a positive culture;
- Highly effective interpersonal written and oral communication skills, including strong emotional intelligence, resilience and adaptability;
- Demonstrate ability to influence, negotiate and collaborate with stakeholders at all levels;
- High level of organisational skills, self-drive and initiative
- Ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables
- Commercial experience and/or the ability to develop and interpret commercial documentation under limited direction (preferably in Defence environment).

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Emily Ho, 08 7375 0227
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=04EC5DCD-8795-8426-4CBC-E4

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Defence

Vacancy VN-0760316

Department of Defence

Closing Date:Thursday 31 July 2025

NAVY
Head Navy Engineering

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	NAVY/05738/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=75A151CE-F53E-B336-CEC3-E4039922C7BC

Duties

The Role

The Naval Materiel Seaworthiness Assurance Agency (NMSwAA) works across the depth and breadth of Navy Capability from program inception all the way through to retirement. The APS6 Business Intelligence Officer will support the NMSwAA Officer-in-Charge - Information and Analytics in supporting, maintaining and developing NSMwAA's information analysis capability. They will maintain an up-to-date database of NMSwAA's materiel assurance data, using our online information management system, and analyse it to identify trends and issues across the entire Naval Enterprise.

They will work independently and will exercise initiative to provide detailed data analysis, technical, professional and policy advice regarding complex work and contribute to strategic planning, program and project management and policy development. As part of this work, they will engage with stakeholders within the team and across the naval enterprise to investigate and report on issues. They will also contribute to maintenance and future development of the information management system, and perform a range of business support functions.

About our Team

NMSwAA provides the Chief of Navy with justified confidence that Navy's maritime platforms can deliver the required capability to government. A significant part of our role is appreciating that Navy offers an extensive range of assets in some of the most rapidly developing areas in Defence. Our team, consisting of members from diverse backgrounds and experience, bring together an extensive knowledge and ability base from which we can drive forward our mission.

NMSwAA offers the opportunity to work, contribute and provide the Chief of Navy with risk-based assurance that Seaworthy Materiel is being delivered throughout a mission system's Capability Lifecycle. We offer competitive salary, flexible hours, generous leave, and flexible working arrangements to support work-life balance. We foster a culture of continual career development through professionalisation and training programs. This is an integrated team of Military and APS, with staff currently based in Sydney, Perth, Adelaide and Canberra.

Our Ideal Candidate

A high performing individual will have (or ability to sharpen) the following attributes:

- Ability to understand data architecture and taxonomy and use this knowledge to extract actionable information.
- Ability to acquire bespoke skill-sets and formulate best practice methodologies.
- Contribute to strategic planning, program and project management, providing advice on innovation and business improvement.
- Effectively communicate insight derived from analysist to support decision-making.
- Work effectively in a team by building productive working relationships.
- Willingness to seek clarity on the reasoning of decisions.

Eligibility

Security Clearance:

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

Notes

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

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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	Peter Vi, 02 6192 7706
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75A151CE-F53E-B336-CEC3-E4

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Defence

Vacancy VN-0760321

Department of Defence

Closing Date:Thursday 24 July 2025

NAVY
Head Navy Engineering

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/05740/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=92494F11-86AF-213C-9142-E4039990DBC4*

Duties

The Role

The Naval Materiel Seaworthiness Assurance Agency (NMSwAA) works across the depth and breadth of Navy Capability from program inception all the way through to retirement. The APS5 Business Intelligence Officer will support the NMSwAA Quality Manager in ensuring that NMSwAA's activities are done under a credible and defensible quality management system. They will contribute to development and review of tools and procedures, and gather and analyse data to assure that they are used effectively. They will also contribute to a range of administrative and business support functions, and will have the opportunity to shape the processes for these tasks, which will have a meaningful and lasting impact on the organisation. They will interpret and provide advice within the governance function area based on legislation, policy and procedures. They will undertake research and analysis, conduct reviews, assessments, and investigations and perform procedural, clerical, administrative support work to achieve results.

About our Team

NMSwAA provides the Chief of Navy with justified confidence that Navy's maritime platforms can deliver the required capability to government. A significant part of our role is appreciating that Navy offers an extensive range of assets in some of the most rapidly developing areas in Defence. Our team, consisting of members from diverse backgrounds and experience, bring together an extensive knowledge and ability base from which we can drive forward our mission.

NMSwAA offers the opportunity to work, contribute and provide the Chief of Navy with risk-based assurance that Seaworthy Materiel is being delivered throughout a mission system's Capability Lifecycle. We offer competitive salary, flexible hours, generous leave, and flexible working arrangements to support work-life balance. We foster a culture of continual career development through professionalisation and training programs. This is an integrated team of Military and APS, with staff currently based in Sydney, Perth, Adelaide and Canberra.

Our Ideal Candidate

A high performing individual will have (or ability to sharpen) the following attributes:

- Ability to understand data architecture and taxonomy and use this knowledge to extract actionable information.
- Monitor and report on governance compliance of the quality management system.
- Draft processes, standard operating procedures, work instructions and plans.
- Support internal reporting on key performance indicators, and track actions from recommendations of various activities and report on progress to senior leadership.
- Work effectively in a team by building and sustaining productive working relationships with others.
- Willingness to seek clarity on the reasoning of decisions.
- Ability to acquire bespoke skill-sets and formulate best practice methodologies.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Peter Vi, 02 6192 7706
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=92494F11-86AF-213C-9142-E40

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Defence

Vacancy VN-0760322

Department of Defence

Closing Date:Wednesday 23 July 2025

Strategy Policy & Industry
Defence Industry Policy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SPI/05779/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=01151952-7BAA-41B5-9DB0-E40399A4CE72

Duties

The Role

If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. As an APS 5 Policy Officer, you will work in the Transformation, Policy and Technology Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

So what does this mean for you?

You will be working on challenging policy activities that have a real impact on the future of Australia's Defence export control system. The work we deliver is driven by Government priorities and ensures that stakeholders are able to meet their obligations under Australia's export control laws.

You will have an opportunity to work with internal and external stakeholders from across government, industry, higher education and research sectors.

You will undertake complex policy research, analysis and development to deliver informed and timely outcomes for DEC Branch.

You will be trusted to use your skills and experience to develop creative solutions to challenging problems (with support from the rest of your team).

You will have the chance to do work that will diversify your skills and experience to help set you up for success in future roles in Defence or the APS – we are keen to understand what you want out of the role, and how we can help you get there.

The right person for this role will be a confident communicator, with an ability to build and sustain stakeholder relationships. They will be responsible for actively managing key stakeholder relationships to meet key business outcomes as required.

About our Team

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws.

The Transformation, Policy and Technology Directorate's purpose is to deliver business transformation to meet new objectives and adapt to the ever-evolving business landscape. This encompasses policy, process and technology changes underpinned by a strong program management and delivery framework. Transformation also involves a shift in mindset, culture and operations.

Our mission is to create additional value by collaborating and co-designing with key stakeholders to unlock potential in technology through automation and innovation, optimise processes and policies, maximise the use of employees and harness data to maximise the effectiveness and efficiency of Defence Export Controls services.

We are a small and supportive team of professionals that work closely to achieve outcomes. Our team is drawn from across Defence – we have diverse backgrounds, perspectives and experiences. We can offer you flexible working arrangements and will ensure you have the opportunity to pursue a range of formal and informal professional development opportunities to support your future career goals.

Our Ideal Candidate

Our ideal candidate will preferably have experience in policy development, a can do attitude, and an overall commitment to providing high quality support to deliver best practice policy

development.

Traits of people that will thrive in the team include:

- Highly motivated. We want someone who is keen to kick goals and takes the initiative to achieve results.
- Excellent judgement and problem solving skills. You will need these when dealing with complex situations or stakeholders.
- Great at building relationships. There are many different people who have a stake in the
- outcomes we are trying to achieve and you will need to be able to make relationships with them work.
- Good communication skills. We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.
- Flexible. Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.

- Desire to learn. Defence export controls is a unique function and it will take time to learn the existing legislation, regulations and policy framework.

However, if you are excited about this role but your experience does not align perfectly with the traits listed above, we still want to hear from you. We are interested in understanding your strengths, what you want to get out of the position, and what unique insights you can bring to the

team.

We also know that sometimes it is hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer with any questions you

might have to help you understand if this role is the right fit.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rosanna Domenici, 02 5130 2265
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=01151952-7BAA-41B5-9D30-E4(

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

Defence

Vacancy VN-0760328

Department of Defence

Closing Date:Thursday 24 July 2025

Security and Estate Group
Service Delivery Division

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/05713/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA397E28-7FEA-E17A-656F-E4039A3BD46F

Duties

The Role

Within the Project Management team, the APS 5 Security Advisor is to work under general direction and exercise judgement with respect to how procedures and guidelines are interpreted and applied. The Security Advisor is to have experience in managing projects and be capable of prioritising and managing tasks, monitoring workflow, and communicating issues that may impact on the work area. The Security Advisor is to demonstrate broad experience working in the areas of electronic and physical security, be a confident communicator, both verbally and in writing. The APS 5 will be required to undertake specialist research and analysis, conduct reviews, assessments and perform procedural, clerical, administrative support work with supervisor guidance to achieve results.

About our Team

The Directorate of Security Operations (DSO) provides physical security services and contracted access

control personnel across the Defence Estate. DSO is responsible for implementing and enhancing network

access control systems across Defence nationally, including developing project plans for the management

of security system capabilities.

The position supports security related projects associated with the National Defence Strategy and

Integrated Investment Program.

The position also plays a key role in addressing areas of noncompliance associated with the national

networked Gallagher Electronic Access Control System/s (EACS) and, developing and implementing a

strategic plan to network the EACS at existing and future Defence bases.

Our Ideal Candidate

An APS 5 Security Advisor will demonstrate an ability to develop and maintain internal and external relationships and respond to stakeholder needs and expectations.

The APS 5 should have:

- A well-developed understanding of project management in a security context.
- An ability to provide advice based on sound subject matter knowledge.
- Have a demonstrated ability to work under limited guidance,
- Identify problems or issues and resolve them or raise with management.
- Be capable of exercising judgement, making independent decisions and being accountable for outcomes.
- Be a confident communicator with well-developed written and verbal communication skills.
- Have the ability to target communications to diverse audiences.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Shane Byrne- Smith, 0456 775 111
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA397E28-7FEA-E17A-656F-E4

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Defence

Vacancy VN-0760334

Department of Defence

Closing Date:Wednesday 06 August 2025

Defence Intelligence Group
Intelligence Capability Group

Job Title	Intelligence People Strategy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DIG/05749/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=377A8B15-3821-569B-7971-E4039AB12664

Duties

The Role

Opportunity exists to join Defence Intelligence Group (DIG) and contribute to supporting Australia's national security and strategic objectives. We are seek motivated people with passion, creativity, good judgement and adaptability to achieve our missions. The positions will drive workforce initiatives that are specific to the Defence Intelligence Enterprise and enable the critical outputs for Defence.

The areas of focus for the roles available in the Intelligence People Function may include, but are not limited to:

- Strategic Workforce Planning to uplift Defence Intelligence Enterprise Workforce
- Implementation of Defence People System Initiatives
- Supporting Delivery of Workforce Professionalisation Plan
- Support Design and Implementation of Workforce Modernisation Activities. Applicants should be able to perform complex task and activities, work to agreed priorities and outcomes that support the Defence Intelligence Enterprise (DIE) workforce initiatives.

About our Team

The successful candidates will have an exciting opportunity to help shape of work of the Directorate and how it can best provide workforce capability functions in support of DIG and the wider DIE. You will have the opportunity to work as part of a motivated, collaborative, flexible team and engage with key stakeholders across the Group and other parts of the Defence Organisation.

Our Ideal Candidate

The ideal candidate will be highly motivated, well organised and have strong time management skills.

To succeed in this role, applicants will be required to demonstrate:

- High levels of administrative and organisational abilities;
- Display well-developed oral and written communication and time management skills;
- Effectively communicate across various channels, including face-to-face, email and phone;
- Excellent judgement, problem solving skills and initiative; Excellent Liaison skills;
- Ability to work independently and also be team focused and function in a collaborative environment; and
- Ability to handle highly sensitive information in accordance with government security requirements.

The APS 5 Intelligence People Strategic Officer 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 administration function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessments to achieve results

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Justine Cullen, 02 6192 7769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=377A8B15-3821-569B-7971-E40

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Defence

Vacancy VN-0760358

Department of Defence

Closing Date:Thursday 07 August 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Intelligence People Strategy Advisor
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Canberra ACT, Wollongong NSW
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DIG/05765/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=02EF3C71-A313-C3DF-F99B-E4044A1BBBE5

Duties

The Role

Opportunity exists to join Defence Intelligence Group (DIG) and contribute to supporting Australia's national security and strategic objectives. We are seek motivated people with passion, creativity, good judgement and adaptability to achieve our missions. The positions will drive workforce initiatives that are specific to the Defence Intelligence Enterprise and enable the critical outputs for Defence.

The areas of focus for the roles available in the Intelligence People Function may include, but are not limited to:

- Strategic Workforce Planning to uplift Defence Intelligence Enterprise Workforce.
- Implementation of Defence People System Initiatives.
- Supporting Delivery of Workforce Professionalisation Plan.
- Support Design and Implementation of Workforce Modernisation Activities.

The Intelligence People Strategy Advisor is accountable under broad direction to perform and achieve complex task and activities within an integrated workforce while working to agreed priorities and outcomes that support the Defence Intelligence Enterprise (DIE) workforce initiatives.

About our Team

The successful candidates will have an exciting opportunity to help shape of work of the Directorate and how it can best provide workforce capability functions, in support of DIG and the wider DIE. You will have the opportunity to work as part of a motivated, collaborative, flexible team and engage with key stakeholders across the Group and other parts of the Defence Organisation.

Our Ideal Candidate

The ideal candidate will be highly motivated, well-organised and have strong time management skills. There will be opportunities to nurture the partnerships we have with our stakeholders by advocating for transparency, collaboration and delivery with confidence.

To succeed in this role, applicants will be required to demonstrate:

- High levels of administrative and organisational abilities.
- Behaviours and actions that align with Defence Values and Behaviours.
- Ability to lead a team and contribute to building a cohesive team environment.
- Strategic and critical thinking to navigate ambiguity in a fast-paced environment.
- Display well-developed oral and written communication and time management skills.
- Excellent judgement, problem solving skills and initiative; Excellent Liaison skills.

- Ability to work independently and also be team focused and function in a collaborative environment.
- Ability to handle highly sensitive information in accordance with government security requirements.

The APS 6 Intelligence People Strategic Advisor 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 Intelligence People function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessments to achieve results.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Name withheld, 02 6192 7769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=02EF3C71-A313-C3DF-F99B-E4

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Defence

Vacancy VN-0760359

Department of Defence

Closing Date:Thursday 24 July 2025

Strategy Policy & Industry
Defence Industry Policy

Job Title	Defence Export Controls Compliance
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SPI/05742/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=069ACC41-89C6-8232-21F5-E4044A818DF7

Duties

The Role

The work of the Compliance and Regulation function in Defence is to examine, assess, inspect, monitor and investigate compliance and/or eligibility within applicable legislative, regulatory and policy frameworks. Engage and communicate with stakeholders, including contributing to and participating in, compliance promotion and education initiatives to inform and educate the regulated community on the requirements of relevant legislation and rules. Assess applications for the issue and renewal of licenses and permits, or the payment of financial benefits. Interpret, analyse and evaluate information and data to conduct regulatory, compliance and eligibility risk-based assessments.

Within the Compliance and Regulation function, an APS5 Compliance Assessment Officer is accountable under limited direction to perform and achieve complex compliance or eligibility assessment work within an integrated workforce. They are accountable to have and maintain a

well-developed understanding of compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

About our Team

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws. The Regulatory Compliance Directorate's purpose is to promote and measure industry and academia's compliance with Australia's export control laws, and assess, investigate and respond to non-compliance, as required.

Our mission is to deliver a framework introducing an audit and assurance function that measures the rate of compliance, which may be used to identify non-compliance. This is executed through assessment and investigation of suspected non-compliance that have been reported through either voluntary disclosures or referral from other agencies. We engage and collaborate with internal and external stakeholders, such as with the Australian Sanctions Office, Australian Border Force and the Australian Federal Police to monitor, disrupt and in some instance prosecute deliberate non-compliance.

Our Ideal Candidate

Our ideal candidate will preferably have experience in audit work, a can do attitude, and an overall commitment to providing high quality support to deliver best practice policy development.

Traits of people that will thrive in the team include:

- Highly motivated. We want someone who is keen to kick goals and takes the initiative to achieve results.
- Excellent judgement and problem solving skills. You will need these when dealing with complex situations or stakeholders.
- Great at building relationships. There are many different people who have a stake in the outcomes we are trying to achieve,, and you will need to be able to make relationships with them work.
- Good communication skills. We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.

Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Andrew Sheargold, 02 5130 4852
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=069ACC41-89C6-8232-21F5-E4(

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Defence

Vacancy VN-0760364

Department of Defence

Closing Date:Thursday 24 July 2025

Strategy Policy & Industry
Defence Industry Policy

Job Title	Engagement and Support Outreach Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SPI/05755/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D57EA131-54C2-8B87-A9B6-E4044AC31472

Duties

The Role

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws.

If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. As an APS 5 Outreach Officer you will work in the Engagement and Support Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

The right person for this role will be a confident communicator, with an ability to build and sustain stakeholder relationships. They will be responsible for actively managing key stakeholder relationships to meet key business outcomes as required.

DEC is part of the Strategy, Policy, and Industry (SP&I) Group within Defence. SP&I Group is keen to explore opportunities for public servants from all backgrounds. The work of SP&I Group

encompasses an array of roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects. Working within SP&I Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

About our Team

Outreach plays a pivotal role within the Engagement and Support team of Defence Export Controls (DEC). It is instrumental in driving Defence's strategic engagement objectives domestically, in the region and globally through the meticulous planning and coordination of national and international events. Outreach is also responsible for expanding DEC's global presences, building and maintaining international relationships, and driving initiatives that foster global collaboration.

Our Ideal Candidate

To be successful in this role, you will need to be able to:

- Demonstrate the ability to develop productive relationships with diverse stakeholders;
- Plan, coordinate and deliver online and in-person events;
- Liaise with internal and external stakeholders, including planning exercises and managing sensitivity with professionalism;
- Lead by example and contribute to team cohesion, setting priorities and maintaining high standards of service delivery;
- Demonstrate strategic thinking and problem solving skills;
- Stay adaptable and solutions-focused while supporting operational and organisational needs;
- Work independently with reasonable autonomy and accountability for the achievement of business outcomes; and
- Be accountable for ongoing self-improvement, professional development and active contribution towards business improvements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kymme Flanagan, 02 6249 0102
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D57EA131-54C2-8B87-A9B6-E4

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Defence

Vacancy VN-0760372

Department of Defence

Closing Date:Thursday 24 July 2025

Strategy Policy & Industry
Defence Industry Policy

Job Title	Customer Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SPI/05774/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=60D305FA-1E9C-B71B-5D65-E4044B5EEB26

Duties

The Role

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws.

If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. As an APS 5 Outreach Officer you will work in the Engagement and Support Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

The right person for this role will be a confident communicator, with an ability to build and sustain stakeholder relationships. They will be responsible for actively managing key stakeholder relationships to meet key business outcomes as required.

DEC is part of the Strategy, Policy, and Industry (SP&I) Group within Defence. SP&I Group is keen to explore opportunities for public servants from all backgrounds. The work of SP&I Group

encompasses an array of roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects. Working within SP&I Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

About our Team

The Customer Service Support Team (CSS) play a critical role in supporting the Defence Export Controls Branch and our industry partners in submitting export applications, navigating the export control framework and liaising with other teams to give timely guidance on a wide range of enquires from Industry, Academia and the general public. Support is provided via a general enquiries in box, and phone. CSS work closely with the other teams in the Engagement and Support Directorate to achieve business outcomes for the Defence Export Controls Branch and Defence Trade, Regulation and Industrial Collaboration Division.

Our Ideal Candidate

To be successful in this role you will need to be able to:

- Manage a wide variety of activities including answering emails and phone calls from external and internal stakeholders.
- Working independently with reasonable autonomy and accountability for the achievement of business outcomes.
- Prioritise workload under minimal direction.
- Demonstrate and apply the skills, knowledge and experience necessary to provide guidance and service for a range of complex activities.
- Work collaboratively, build and sustain effective relationships and working with Branch business teams.
- Communicate in a clear, concise and articulate manner.
- Be accountable for ongoing self-improvement, professional development and active contribution towards business improvements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kymme Flanagan, 02 6249 0102
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=60D305FA-1E9C-B71B-5D65-E4

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Defence

Vacancy VN-0760377

Department of Defence

Closing Date:Thursday 24 July 2025

Strategy Policy & Industry
Defence Industry Policy

Job Title	Senior Auditor / Compliance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SPI/05778/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4B7E184C-639B-ED2B-0C39-E4044BED4897

Duties

The Role

Within the Regulatory Compliance Directorate, there are numerous roles vacant including as an APS 6 Auditor or as an APS 6 Compliance Assessment Officer.

As an APS 6 Auditor you will work in the Regulatory Compliance Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia’s counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

Your role:

- Accountable to conduct audits of programs, processes, systems and functions to provide assurance that export risks facing Defence are addressed and managed.
- Plan, manage and conduct audits of export permit holders within timeframes and in-line with the Defence Export Controls Compliance Framework to achieve the regulatory compliance business objectives of DEC Branch.
- Design audit plans, develop papers and reports, and contribute to the development of audit processes and procedures to achieve audit objectives.

- Apply auditing standards, policies, procedures, strategies to determine appropriate course of action for complex audit activities around export control activities.
- Engage professionally with stakeholders on audit issues in order to provide and obtain information and discuss audit findings with stakeholders.
- Analyse evidence and data, identify audit findings, develop recommendations and contribute to the preparation of papers and reports against audit objectives of identified issues and risk.

As an APS 6 Compliance Assessment Officer you will work in the Regulatory Compliance Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

Your role:

- Under broad direction, perform complex compliance assessment work, in accordance with applicable legislation, policies and procedures and work to agreed priorities and outcomes.
- Accountable to provide detailed compliance assessment reports outlining outcomes and developing appropriate compliance responses.
- Develop, implement and review compliance assessment and regulatory procedures, practices and frameworks.
- Contribute to the maintenance and review of compliance case management systems.
- Build and sustain effective relationships with team members, management and internal and external stakeholders.
- Research, interpret and provide advice on regulatory compliance obligations based on professional judgement, evaluating risks and in the context of a complex and changing environment.

About our Team

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws. The Regulatory Compliance Directorate's purpose is to promote and measure industry and academia's compliance with Australia's export control laws, and assess, investigate and respond to non-compliance, as required.

Our mission is to deliver a framework introducing an audit and assurance function that measures the rate of compliance, which may be used to identify non-compliance. This is executed through assessment and investigation of suspected non-compliance that have been reported through either voluntary disclosures or referral from other agencies. We engage and collaborate with internal and external stakeholders, such as with the Australian Sanctions Office, Australian Border Force and the Australian Federal Police to monitor, disrupt and in some instance prosecute deliberate non-compliance.

Our Ideal Candidate

Our ideal candidate will preferably have experience in audit work, a can do attitude, and an overall commitment to providing high quality support to deliver best practice policy development.

Traits of people that will thrive in the team include:

- Highly motivated. We want someone who is keen to kick goals and takes the initiative to achieve results.
- Excellent judgement and problem solving skills. You will need these when dealing with complex situations or stakeholders.
- Great at building relationships. There are many different people who have a stake in the outcomes we are trying to achieve, and you will need to be able to make relationships with them work.
- Good communication skills. We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.

Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Andrew Sheargold, 02 5130 4852
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B7E184C-639B-ED2B-0C39-E4

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Education

Vacancy VN-0760514

Australian Research Council

Closing Date:Thursday 24 July 2025

Corporate and Enabling Services Governance and Corporate Reporting

Job Title	Assistant Director, Governance and Corporate Reporting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,401 - $128,580
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	ARC25-015
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MTg0NDQ3OTc3OTh-MS

About the Position

The Assistant Director position works within the Governance and Corporate Reporting team and is responsible for managing and delivering a range of the agencies corporate reporting requirements, including:

- ARC Corporate plan
- ARC Annual Report
- Annual performance statements and performance measure development and reporting
- Portfolio budget statements
- Branch Plans and operational reporting
- ARC’s planning and reporting framework.
- Assisting with other governance requirements as required such as internal audit and risk management.

Duties

Duties and Tasks

The Governance and Corporate Reporting Section is seeking an Assistant Director with experience or knowledge in corporate reporting and governance, or the ability to quickly gain this knowledge, to join the team. The role will include a range of governance activities, including:

- Plan and manage the drafting of the annual report, corporate plan, operational report, annual performance and portfolio budget statements.
- Develop and administer performance measures for corporate reporting in line with the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Provide high quality advice to Directors and Senior Leadership regarding the work of the team, including preparing highly complex written briefings and reports, drafting Ministerial briefs and providing input to parliamentary requests.
- Consult and collaborate with staff from across the ARC.
- Manage the planning and reporting framework and other supporting documents.
- Effectively manage a small team to achieve deliverables and grow employee capabilities.
- Assist with a range of other governance related activities (e.g. risk and audit) and administering the ARC’s governance and risk enterprise system.

Required Skills and Knowledge

Skills and knowledge required for this role:

- The ability to lead and successfully manage projects by developing clear plans to appropriately scope the required resources and timeframes to accomplish outcomes and confidently manage any issues that arise.

- Ability to identify and respond to strategic and legislative opportunities and challenges in an evolving environment.
- Proven ability to deliver highly clear, strategic written documents that meet stakeholder needs.
- Excellent judgement, strong attention to detail and an ability to manage multiple priorities and respond flexibly in a constantly changing work environment.
- High level relationship management skills, with the ability to build and sustain strong networks and relationships within the agency and external stakeholders.
- Demonstrated ability to motivate, guide and develop staff for high performance.
- Strong research and analytical skills, including the ability to collate and interpret highly complex information.
- Ability to understand the ARC’s role in the Australian research landscape and the associated strategic direction and priorities of the Agency.

Our Ideal Candidate

We are looking for a collaborative leader with excellent organisational and communication skills and an interest and/or experience in corporate reporting and governance.

You can be entrusted to make sound judgment calls, work with a broad range of stakeholders, and can perform your role with a high degree of accuracy.

You will have personal drive, agility, and the ability to think quickly and respond positively in an environment of change while managing both your work and that of your team’s effectively.

What you'll gain from the experience

You will have an opportunity to lead the crafting and development of key ARC corporate and governance documents, working with stakeholders across all areas of the agency, including with senior executives. You will build upon your understanding of legislative requirements, including the PGPA Act, enhancing your communications skills, while applying strategic planning and thinking to these important documents.

About our Team

The Governance and Corporate Reporting Section sits within the Corporate and Enabling Services Branch of the ARC, and is responsible for managing and delivering a range of the ARC’s

governance and corporate reporting requirements. We are a friendly and diverse team who work closely together and cooperatively across the agency. We enjoy delivering high quality products, whilst embracing innovative solutions and methods in achieving our goals and those of the ARC.

Diversity and Inclusion

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

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

Eligibility

- Must be an Australia citizen
- Undergo ID Verification Check
- Undergo Criminal History Check

Notes

About the Australian Research Council

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

To Apply

Position Contact	Xin Hou, (02) 6287 6672
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0760375

Department of Education

Closing Date:Wednesday 23 July 2025

People, Parliamentary and Communications
People Recruitment and Capability

Job Title	Senior Recruitment Officer (APS6)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,833 - $111,979
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	25/0379
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The Recruitment team is responsible for the administration of all internal and external recruitment activities. This includes advertising, developing candidate employment offers, facilitating pre-employment checks, onboarding functions, and management of the eRecruit system. The team also manages the department's Entry Level Programs and works closely with managers and participants to ensure a positive experience.

The Senior Recruitment Officer (APS6) is responsible for the effective delivery of accurate, timely and compliant recruitment services. The work is fast paced and varied and will require attention to detail and proven customer service skills.

The Senior Recruitment Officer will manage recruitment activities from advertising through to onboarding, ensuring adherence to best practice standards. The role will also liaise with stakeholders to resolve complex queries, and will support, mentor and coach team members to contribute to the strategic and operational delivery of recruitment services.

Duties

In this role, your responsibilities will include the following:

- Leading and managing end-to-end recruitment processes, assisting hiring managers to undertake recruitment processes and engage candidates.
- Establishing and maintaining effective internal and external relationships with stakeholders to understand business and recruitment needs, and to resolve complex queries.
- Supporting selection panel members to provide evidence-based decision making and merit-based selection outcomes.
- Managing recruitment outcomes, including pre-employment checks and onboarding documentation, providing quality assurance and commitment to candidate care.
- Providing leadership and working collaboratively to support team members, building capability and delivering team objectives.
- Applying knowledge of APS employment conditions and relevant recruitment policies, procedures and legislation, ensuring compliance.
- Driving improvements to recruitment policies, systems and processes to enhance outcomes, and support data-driven decision making and promote best practice.
- Ensuring records are maintained accurately through SharePoint and eRecruit.
- Contributing to strategic planning and the achievement of team and department objectives.

Eligibility

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

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

Notes

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

About the Department of Education

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

To Apply

Position Contact	Emily Kerwin, (02) 6121 5016
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0760476

Department of Education

Closing Date:Thursday 24 July 2025

Programs and Student Experience
Gender-based Violence Reform Strategy and Regulatory Enforcement

Job Title	Director, Strategy and Regulatory Enforcement
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$147,352 - $176,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	25/0373
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The Gender-based Violence Reform Branch is seeking experienced, passionate and driven individuals to join us in various roles, supporting the establishment of the Branch and spearheading transformative change across the higher education sector. The Branch's mission is to ensure that higher education providers are safe for all students and staff, and that they are effectively preventing and responding to gender-based violence (GBV).

Central to this effort is the establishment of the National Code to Prevent and Respond to GBV, a new regulatory framework designed to embed accountability, drive cultural change, and promote effective responses. Under the Code, higher education providers will be required to respond to GBV in a way that prioritises the wellbeing of students and staff and actively address the factors that drive GBV.

The **Director, Strategy and Regulatory Enforcement** will drive a proactive, evidence-informed, and outcomes-focused regulatory approach that promotes safety, accountability, and cultural change in tertiary institutions. This critical leadership role will drive regulatory influence, shape strategic regulatory approaches and drive legal enforcement activities to ensure providers comply with their responsibilities to create safe, inclusive, and respectful learning environments. The Director will drive the strategic review, analysis and advice on the application and impact of the National Code and connect broader policy objectives for transformational change to address gender-based violence.

Duties

In this role, your responsibilities will include the following:

- Leading the design, implementation, and evolution of the regulatory strategy to address GBV in higher education, aligned with national policy and legislative objectives.
- Defining clear regulatory expectations for prevention, response, and institutional governance in line with evidence-based practice.
- Providing high-level strategic advice to the Executive on emerging risks, legal trends, and opportunities.
- Interpreting complex legislation and regulatory instruments, translating them into actionable regulatory strategies and advice.
- Collaborating with legal counsel and external regulators to ensure consistent legal and regulatory enforcement across jurisdictions.
- Undertaking horizon scanning and regulatory foresight to identify emerging trends, risks, and opportunities relevant to the regulatory remit.
- Engaging with key stakeholders including government agencies, peak bodies, and institutions to drive reform and shape the future of GBV regulation.
- Facilitating an inclusive and positive team culture, provide strong leadership, and support team members in enhancing their capability and professional development, while ensuring employee engagement and wellbeing.

Eligibility

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

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

Notes

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

About the Department of Education

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To Apply

Position Contact	Larissa Hinds, (02) 6121 5790
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0760479

Department of Education

Closing Date:Thursday 24 July 2025

Programs and Student Experience
Gender-based Violence Reform Regulatory Operations

Job Title	Director, Regulatory Operations (EL2)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	25/0374
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The Gender-based Violence Reform Branch is seeking experienced, passionate and driven individuals to join us in various roles, supporting the establishment of the Branch and spearheading transformative change across the higher education sector. The Branch's mission is to ensure that higher education providers are safe for all students and staff, and that they are effectively preventing and responding to gender-based violence (GBV).

Central to this effort is the establishment of the National Code to Prevent and Respond to GBV, a new regulatory framework designed to embed accountability, drive cultural change, and promote effective responses. Under the Code, higher education providers will be required to respond to GBV in a way that prioritises the wellbeing of students and staff and actively address the factors that drive GBV.

The **Director, Regulations Operations** is responsible for leading the establishment and delivery of an effective regulatory scheme that will drive positive change to prevent and reduce gender-based violence in the higher education sector. The role will develop and oversee regulatory operations, ensuring good regulatory practice and effective management of risk. The role will work part of a collaborative team to support delivery of the regulatory strategy for the National Code.

Duties

In this role, your responsibilities will include the following:

- Leading the development and implementation of the regulatory operating model for the regulatory function, including compliance and enforcement policy and operating policies and procedures.
- Providing strategic and operational leadership, including setting priorities, mentoring staff, managing performance, and supporting a safe and healthy workplace.
- Leading regulatory operations, applying delegated powers in line with legislative mandates and applying precedent, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity.
- Developing and maintaining strong stakeholder relationships, working collaboratively with internal teams, fellow regulators, and external partners.
- Overseeing intelligence, audit, and quality control programs, managing risk, assessing threats, and ensuring operational consistency through clear policies and procedures.
- Delivering expert advice and high-quality outputs, including briefs, reports, and regulatory guidance to support executive decision-making and sector compliance with the National Code.
- Driving strategic initiatives and continuous improvement, including planning and implementing priorities, reviewing prevention and response plans, and contributing to policy development in complex and sensitive contexts.

Eligibility

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

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

- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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About the Department of Education

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To Apply

Position Contact	Larissa Hinds, (02) 6121 5790
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0760483

Department of Education

Closing Date:Thursday 24 July 2025

Programs and Student Experience
Gender-based Violence Reform Education and Engagement

Job Title	Director, Education and Engagement (EL2)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	25/0375
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The Gender-based Violence Reform Branch is seeking experienced, passionate and driven individuals to join us in various roles, supporting the establishment of the Branch and spearheading transformative change across the higher education sector. The Branch’s mission is to ensure that higher education providers are safe for all students and staff, and that they are effectively preventing and responding to gender-based violence (GBV).

Central to this effort is the establishment of the National Code to Prevent and Respond to GBV, a new regulatory framework designed to embed accountability, drive cultural change, and promote effective responses. Under the Code, higher education providers will be required to respond to GBV in a way that prioritises the wellbeing of students and staff and actively address the factors that drive GBV.

The **Director, Education and Engagement** will lead the development and delivery of education, engagement, and capacity-building strategies to support the implementation of a new national regulatory scheme to prevent and respond to gender-based violence (GBV) in the higher education sector. The role is central to driving system-wide cultural change through sector engagement, awareness-building, and the promotion of evidence-based best practice in prevention and response. Working across higher education providers, this role ensures institutions understand their obligations under the National Higher Education Code to Prevent and Respond to Gender-based Violence (the National Code).

Duties

In this role, your responsibilities will include the following:

- Leading strategic development and implementation of education and engagement initiatives to support implementation of the National Code across the higher education sector.
- Promoting best practice approaches to prevention and response, ensuring strategies are inclusive, trauma-informed, and informed by lived experience.
- Providing expert and strategic advice to the Executive on engagement risks, opportunities, and GBV initiatives.
- Developing clear regulatory guidance and oversee forums, communities of practice, and learning events to build sector capability and shared accountability.
- Collaborating across teams to ensure engagement insights inform regulatory strategy, risk assessment, and continuous improvement.
- Facilitating an inclusive and positive team culture, provide strong leadership, and support team members in enhancing their capability and professional development, while ensuring employee engagement and wellbeing.

Eligibility

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

- Citizenship: Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
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To Apply

Position Contact	Larissa Hinds, (02) 6121 5790
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0760268

National Gallery of Australia

Closing Date:Sunday 20 July 2025

Marketing, Communications and Visitor Experience
Creative Studio

Job Title	Exhibition Designer
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$72,803 - $79,139
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 4
Position Number	8003
Agency Website	https://nga.gov.au

Job Description

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

The National Gallery is seeking two roles as Exhibition Designers to join our dynamic team of Exhibition Designers within the Creative Studio team. Working in the Creative Studio team, the

roles provide exhibition design and project management support for temporary exhibitions, collection displays, touring exhibitions, the Sharing the National Collection initiative, and other brand and strategic initiatives.

You will work with internal teams including curatorial, conservation, exhibitions and marketing and externally with artists, contractors and suppliers to deliver high quality project outcomes. This role contributes to departmental management of exhibition furniture including logistics and record keeping as well as procurement of design related services.

The Creative Studio team is part of the Marketing, Communications and Visitor Experience portfolio who work to attract and engage diverse audiences, grow earned revenue to support the Gallery's work, position the brand, and create inspiring and memorable experiences for everyone who visits.

This Exhibition Designer reports to the Senior Exhibition Designer. These positions are full-time, non-ongoing employment opportunities for 12 month periods with potential to become on-going.

Duties

In accordance with the APS 4 work level standards, and reporting to the Senior Exhibition Designer, you will have the following responsibilities:

- Exhibition design from concept to completion, in collaboration with curators, conservators and exhibition staff to ensure the safe display of art within public settings
- Support procurement and management of external contractor and consultant services, undertaking tasks associated with exhibition design and production.
- With limited guidance, oversee the operation of specific exhibition projects and monitor and report on project gateways to achieve the sections strategic objectives and deadlines.
- Participate as an active and collaborative member of Exhibition Project teams, contributing to project planning and providing updates and advice in relation to exhibition design.
- Liaise and negotiate with external contractors, consultants, exhibiting artists, designers and staff to ensure exhibitions program design requirements are met.
- Responsibly manage risk and resources, including managing project budgets, negotiating for resources and monitoring expenditure.
- Other duties as required commensurate with your skills and abilities.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in Industrial, Interior Design, Graphic Design Architecture or a related discipline is essential or equivalent relevant work experience.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages), portfolio (maximum of 5 pages max, no more than 10MB total file size) along with a statement (maximum of two pages) that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0760304

National Gallery of Australia

Closing Date:Thursday 10 July 2025

Building Services and Infrastructure
Facilities Manager

Job Title	Security Operations Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 6
Position Number	1504
Agency Website	https://nga.gov.au

Job Description

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

The Security Operations Manager plays a critical role in managing and leading the security workforce, ensuring the effective delivery of day-to-day security operations. This position is central to the training, supervision, and performance management of security control room personnel, as well as the coordination of security for events and VIP visits. The role supports the National Gallery's security objectives by providing operational security advice, implementing security policies and procedures, and managing security projects and contracts.

This is an ongoing, full-time employment opportunity available within the Building Services and Infrastructure Department.

Duties

Workforce Management

- Lead and manage a diverse team of security personnel, including recruitment, performance management, and professional development.
- Develop and implement training programs to enhance staff capabilities and ensure compliance with security standards and policies.

Operational Oversight

- Oversee day-to-day security operations, including staff rostering, task allocation, and incident response.
- Coordinate security for events, exhibitions, and VIP visits, ensuring the safety of visitors, staff, and collections.
- Supervise the Security Control Room staff, including processing timesheets and leave applications.

Training and Development

- Design and deliver training programs on security procedures, emergency response, and customer service.
- Conduct regular performance evaluations and provide feedback to security personnel to foster continuous improvement.

Financial and Resource Management

- Ensure the Security Section’s budget and resources support operational needs and strategic objectives.

Industry Awareness and Representation

- Stay informed about security trends, risks, and best practices, and advise management on potential impacts to the National Gallery.
- Represent the National Gallery at inter-agency security forums and collaborate with external partners to enhance security capabilities.

Additional Responsibilities

- Act as Chief Warden in the absence of the Security Manager.
- Conduct post-event analysis to evaluate the effectiveness of security measures and identify areas for improvement.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Possess a Certificate II in Security Operations
- Hold a current First Aid Certificate

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0760332

National Gallery of Australia

Closing Date:Sunday 27 July 2025

Artistic Program
Learning

Job Title	Digital Learning Convenor
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$89,133 - $103,028
Future Merit Locations	Parkes
Office Arrangement	On Site;Hybrid
Office Arrangement Details	flexible working arrangements may be available
Classification	APS Level 6
Position Number	6009
Agency Website	https://nga.gov.au

Job Description

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

The Digital Learning Convenor develops and delivers online programs and resources within the Learning team for both education and public programs. This role works collaboratively to develop and deliver digital programs and learning resources for formal learning groups, including early childhood, primary, secondary and tertiary students, teachers and educators, as well as informal

learning groups. All programs facilitate active engagement with the National Gallery's collection and artistic program.

Working closely with the Digital Learning Manager, the Digital Learning Convenor collaborates with artists, curators, artist educators, program convenors, content producers, program partners and communities to

deliver online programs and resources that promote national engagement with the National Gallery collection and exhibitions program. The Digital Learning Convenor produces inclusive and accessible programs for diverse audiences that widen participation, spark curiosity and inspire new ways of thinking.

Program delivery will primarily take place onsite at the National Gallery in the Digital Learning Studio. Programs may also take place offsite in support of the touring exhibitions program. Program delivery will utilise the Portable Digital Learning Studio, broadcasting from exhibition spaces or the National Gallery Sculpture Garden.

The Digital Learning Convenor works closely with First Nations colleagues across the National Gallery to elevate the voices of First Nations artists and build knowledge and understanding of First Nations arts practices, cultures and perspectives.

The Digital Learning Convenor is responsible for all aspects of program delivery including: project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets; and supervision of casual and contracted event staff. This role is also responsible for aspects of program evaluation including seeking feedback, tracking engagement and reporting periodically on programs. The Digital Learning Convenor also works closely with colleagues in Marketing and Communications to promote events and build audiences.

After hours and weekend work is required on occasions. Weekend penalties or time off in lieu will apply.

This position reports to the Digital Learning Manager. This position of is a non-ongoing, part-time role with the Learning Team.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

Duties

In accordance with the APS 6 work level standards, you will:

- Develop and deliver accessible and inclusive online programs for a range of audiences including schools, children, young people, families, adults and access audiences.
- Collaborate with artists, curators, artist educators, program convenors, content producers, program partners and communities.

- Undertake all aspects of program delivery, including: project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff.
- Research, write and produce content for online learning resources.
- Supervise casual event staff and consultants.
- Support key stakeholder relationships with external program partners and community networks nationally.
- Undertake evaluation and participate in research that contributes to deeper understanding of audience needs and the impact and effectiveness of public programs.
- Work collaboratively as part of the Learning team and contribute to a culture of reflective practice

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Tertiary qualifications in Visual Arts/Art History/ education/ cultural studies and or other relevant qualifications or experience in a cultural field is desirable

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

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The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0760362

National Gallery of Australia

Closing Date:Thursday 31 July 2025

Chief Operating Officer

Job Title	Chief Operating Officer
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	In Office
Classification	Senior Executive Service Band 1
Position Number	0131
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/people-careers/

The National Gallery of Australia is seeking an outstanding Chief Operating Officer to lead its Corporate Services Division and help shape the future of one of the nation's most important cultural institutions.

As a key member of the executive leadership team, the COO provides strategic direction and enterprise-wide oversight across governance, risk, people, legal, ICT, procurement, and business enabling functions. This role ensures that the National Gallery meets its statutory obligations, operates with integrity and transparency, and is positioned for sustainable, future-focused success.

You will be a dynamic and forward-thinking leader with a strong track record in senior executive roles. With deep experience in organisational strategy, workforce culture, change leadership, and business partnering, you will bring energy, innovation and influence to a diverse and high-performing team. You'll exemplify the Gallery's values and foster a collaborative and ethical workplace culture that champions achievement, inclusion and trust.

Duties

- Providing expert governance and corporate advice and strategic input to the Director, Council, and Senior Management Group
- Developing strategic frameworks and leveraging corporate functions to drive the Gallery's strategic outcomes

- Leading enterprise-wide risk management and embedding a positive risk culture
- Ensuring compliance with relevant legislation and Commonwealth frameworks
- Overseeing all Corporate Services functions including Governance, HR, legal, ICT, procurement, and project management
- Building and sustaining a values-driven, high-performance workforce culture

You will bring business acumen, strong people leadership, exemplary communication skills and a deep understanding of government and corporate frameworks. Exceptional interpersonal and stakeholder skills will be essential, along with the ability to lead with purpose, inspire confidence, and deliver tangible outcomes in a complex and fast-paced environment.

This is a rare opportunity to shape institutional performance, build capability, and support the cultural and civic mission of a leading national institution.

Eligibility

To be eligible for this role you must:

- hold an Australian Citizenship, and
- satisfy a police check.

Notes

To apply, please **obtain** a **candidate pack**, by emailing **admin@amandaorourke.com.au** quoting **Ref No 1171** in the subject heading.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://nga.gov.au/about-us/people-careers/

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Environment and Energy

Vacancy VN-0760255

Clean Energy Regulator

Closing Date:Sunday 20 July 2025

Scheme Support
Transformation Data Innovation & Tools

Job Title	Data Analytics Technical Lead - Data Innovation & Tools
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 061/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Branch

The role of the Transformation Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient and effective regulator.

Branch objectives:

- Provide (a) advice, (b) support or (c) action on complex scheme implementation & design issues that are workable and enforceable.
- Influence the direction of potential new schemes or policies that align with the objectives and functions of the agency

- Support the Chief Data Officer (CDO) and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Increase confidence in the carbon and renewable energy markets by highlighting the role of our schemes and understanding the international context.
- To model best practice collaboration in delivering our outcomes.
- Create a renewed focus on synergising interdependencies, maturing governance, driving business transition and benefits realisation through the CER Change Program.

About the Section

The Data Innovation and Tools section supports the agency to unlock the potential of our data to drive innovation and compliance for the agency.

Specific responsibilities include:

- Support the Chief Data Officer and the agency in delivering the Data and Reporting Strategy to improve data governance.
- Support business areas to improve data transparency under the agency's open data policy.
- Promote and facilitate sharing of scheme data across Commonwealth agencies.
- Provide a point of liaison between the Digital Services branch and business areas on the delivery of data services infrastructure under the Data Services Roadmap.
- Build agency analytics capability, and utilise data analytics and geospatial analytics to:
- Support the integrity of agency schemes by detecting, predicting and preventing non-compliance.
- Provide insights and evidence to decision-makers and other stakeholders on the behaviour of our clients and the trends and outcomes in our schemes.
- Identify and deliver business improvements and efficiencies.
- Support innovative approaches to reduce regulatory burden, support self-service approaches, improve efficiency and encourage compliance with our schemes – by:
    - Working with business areas to identify, prioritise and implement innovative approaches to scheme and participant needs or problems.
    - Provide targeted skills and resources to consult on, design, build and/or roll out strategic initiatives that result in improvements to internal processes, data collection, client compliance, and communication related to scheme operations.

Duties

The Data Analytics Technical Lead is a senior technical role responsible for designing and delivering end-to-end data analytics solutions that support the agency's strategic and operational objectives. This role leads the architectural design of analytics platforms, ensures best practices are followed, and oversees the development and delivery of data products that meet business needs.

The successful candidate will work across programs to define and implement data architecture, engage with stakeholders to gather requirements, and mentor junior engineers and analysts to build internal capability.

Under broad direction, the Data Analytics Technical Lead will:

- Lead the design and implementation of end-to-end data analytics architecture across programs, ensuring alignment with agency strategy and standards.
- Oversee the development and maintenance of ETL processes and reporting pipelines using tools such as R, Python, SQL, and Azure Synapse.
- Ensure data governance, quality, and security practices are embedded in all analytics solutions.
- Engage with business stakeholders to gather requirements and translate them into technical specifications and actionable data products.
- Manage the delivery of data products that support strategic and operational decision-making across the agency.
- Provide technical leadership and guidance to junior data engineers and analysts, fostering capability development and continuous improvement.
- Promote and enforce best practices and processes in data engineering, analytics, and agile delivery.
- Collaborate with cross-functional teams to ensure integration and scalability of data solutions within the agency's digital ecosystem.
- Contribute to team leadership and people management, including performance development, mentoring, and workload planning for APS Level 6 and other team members.

Qualifications/Experience

The ideal candidate will have:

- Demonstrated experience in data architecture, analytics, and engineering, including the design and delivery of end-to-end data solutions in complex environments.
- Strong technical proficiency in R, R Studio, Python, SQL, Azure Data Lake, Azure Synapse, and Power BI.
- Proven ability to lead technical teams, mentor junior staff, and manage the delivery of data products aligned with business needs.
- Experience in engaging with stakeholders to gather requirements and translate them into actionable data solutions.
- Sound understanding of data governance, quality assurance, and security principles in a public sector context.
- Experience working in or with the Australian Public Service or other government agencies is highly desirable.
- Tertiary qualifications in Data Science, Computer Science, Statistics, Information Systems, or a related field are desirable, but not essential.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Michael Wojtaszak, 02 6159 3331
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0760317

Clean Energy Regulator

Closing Date:Sunday 20 July 2025

Scheme Support
Transformation Data Innovation & Tools

Job Title	Data Analyst - Data Innovation & Tools
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$90,534 - $95,099
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 5
Position Number	CER 062/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description *https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm*

About the Branch

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Branch objectives:

- Provide (a) advice, (b) support or (c) action on complex scheme implementation & design issues that are workable and enforceable.
- Influence the direction of potential new schemes or policies that align with the objectives and functions of the agency
- Support the Chief Data Officer (CDO) and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Increase confidence in the carbon and renewable energy markets by highlighting the role of our schemes and understanding the international context.
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About the Section

The Data Innovation and Tools section supports the agency to unlock the potential of our data to drive innovation and compliance for the agency.

Specific responsibilities include:

- Support the Chief Data Officer and the agency in delivering the Data and Reporting Strategy to improve data governance.
- Support business areas to improve data transparency under the agency's open data policy.
- Promote and facilitate sharing of scheme data across Commonwealth agencies.
- Provide a point of liaison between the Digital Services branch and business areas on the delivery of data services infrastructure under the Data Services Roadmap.
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    - Provide targeted skills and resources to consult on, design, build and/or roll out strategic initiatives that result in improvements to internal processes, data collection, client compliance, and communication related to scheme operations.

Duties

The APS Level 5 Data Analyst supports the development and delivery of data analytics solutions that inform strategic and operational decision-making across the agency. Working under limited supervision, the role contributes to data preparation, analysis, reporting, and the development of data products using modern analytics tools and platforms.

This role is ideal for someone with foundational experience in data analytics or engineering who is looking to grow their technical skills and contribute to meaningful public sector outcomes.

Under limited direction, the APS Level 5 Data Analyst will:

- Assist in the development and maintenance of data pipelines, ETL processes, and dashboards using tools such as Python, R, SQL, and Power BI.
- Support the preparation, cleaning, and transformation of data for analysis and reporting.
- Contribute to the development of data products and visualisations that meet business requirements.

- Work with senior team members to understand stakeholder needs and translate them into technical tasks.
- Apply data governance, quality, and security practices in day-to-day work.
- Document processes, data sources, and technical specifications to support transparency and reusability.
- Participate in agile delivery practices, including sprint planning, reviews, and retrospectives.
- Engage in continuous learning and development, including mentoring from senior staff and participation in training opportunities.

Qualifications/Experience

The ideal candidate will have:

- Foundational experience in data analytics, data engineering, or a related field.
- Proficiency in one or more analytics tools or languages (e.g., Python, R, SQL, Power BI).
- Understanding of data management principles, including data quality, governance, and security.
- Ability to work collaboratively in a team environment and communicate effectively with technical and non-technical stakeholders.
- Strong problem-solving skills and attention to detail.
- Willingness to learn and adapt to new tools, technologies, and methodologies.

Eligibility

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Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Joel Larwood, 02 6159 3180
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0760319

Clean Energy Regulator

Closing Date:Sunday 20 July 2025

Scheme Support
Transformation Data Innovation & Tools

Job Title	Data Project Officer - Data Innovation & Tools
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$90,534 - $95,099
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 5
Position Number	CER 063/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description *https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm*

About the Branch

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Branch objectives:

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About the Section

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Specific responsibilities include:

- Support the Chief Data Officer and the agency in delivering the Data and Reporting Strategy to improve data governance.
- Support business areas to improve data transparency under the agency's open data policy.
- Promote and facilitate sharing of scheme data across Commonwealth agencies.
- Provide a point of liaison between the Digital Services branch and business areas on the delivery of data services infrastructure under the Data Services Roadmap.
- Build agency analytics capability, and utilise data analytics and geospatial analytics to:
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- Provide insights and evidence to decision-makers and other stakeholders on the behaviour of our clients and the trends and outcomes in our schemes.
- Identify and deliver business improvements and efficiencies.
- Support innovative approaches to reduce regulatory burden, support self-service approaches, improve efficiency and encourage compliance with our schemes – by:
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    - Provide targeted skills and resources to consult on, design, build and/or roll out strategic initiatives that result in improvements to internal processes, data collection, client compliance, and communication related to scheme operations.

Duties

The APS Level 5 Data Project Officer supports the delivery of data-related projects within broader transformation or improvement initiatives. Working under limited supervision and in collaboration with a senior project manager, this role contributes to project coordination, stakeholder engagement, and change support activities.

This position is ideal for someone with foundational experience in project support or coordination, particularly in data or digital environments, who is looking to build their skills in project delivery and agile practices.

Under limited direction, the APS Level 5 Data Project Officer will:

- Assist in the planning and execution of data-related projects, ensuring tasks are completed on time and to quality standards.
- Support a senior project manager in managing project activities, communications, and reporting.

- Coordinate engagement activities such as workshops, training sessions, and stakeholder meetings.
- Facilitate agile delivery practices, including acting as a Scrum Master to support team collaboration.
- Develop and maintain project documentation including procedures, instructions, and status updates.
- Contribute to change management efforts to support the adoption of new tools, systems, or practices.
- Act as a liaison between technical teams and business areas to ensure clear communication and alignment.
- Participate in cross-team meetings and contribute to knowledge-sharing forums.
- Manage administrative tasks such as inbox monitoring, scheduling, and tracking deliverables.
- Assist in the selection and implementation of data tools and resources to support project goals.

Qualifications/Experience

The ideal candidate will have:

- Foundational experience in project coordination, delivery, or support roles.
- Familiarity with agile project management methodologies and tools (e.g. Scrum, Kanban).
- Understanding of change management and stakeholder engagement principles.
- Strong communication and collaboration skills, with the ability to work across technical and non-technical teams.
- Good organisational and time management skills, with attention to detail.
- Willingness to learn and adapt to new tools, technologies, and ways of working.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Kate Fenwick, 02 6159 3467
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0760331

Digital Transformation Agency (DTA)

Closing Date:Monday 21 July 2025

Digital Investment Advice and Sourcing
Whole of Government Contract Negotiations Whole Of Government Contract Negotiations

Job Title	Assistant Director, Whole of Government Contract Negotiations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	111_06/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

The Whole of Government Contract Negotiations Branch is looking for highly motivated and energetic individuals at the EL1 level to join the team. As a member of the whole-of-government contract negotiations team you will have the opportunity to contribute to the design of the overarching contracting framework as well as management and negotiations of whole-of-government ICT arrangements used by government agencies across Australia.

You will build relationships and contribute to the strategic relationship and stakeholder management of our whole-of-government arrangements.

Key duties

- Contribute to the development of the branch operational model, helping to establish and refine government-wide ICT negotiation frameworks, including implementation of recommendations from government reviews.
- Provide project, procurement and contract management support across the digital sourcing functions in accordance with Government legislation and policy.
- Develop and maintain strong relationships with internal stakeholders, including effectively managing stakeholder engagement with the Office of the CEO, Ministers Office, SES/Directors, the DTA operational teams and cohorts across all levels of government.
- External engagement and management of the government’s strategic ICT vendors, including working closely with Commonwealth and state and territory agency contacts.
- Support and contribute to whole-of-government contract negotiation outcomes, including research activities, governance, basic levels of data analysis for the government’s major ICT & digital vendors.

Eligibility

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

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

The roles may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Calan Mckay, 02 6120 8515
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0760343

Digital Transformation Agency (DTA)

Closing Date:Monday 21 July 2025

Digital Investment Advice and Sourcing
Whole of Government Contract Negotiations Whole of Government Contract Negotiations

Job Title	Negotiations Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,804 - $112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	112_06/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

The Whole-of-Government Contract Negotiations Branch is looking for highly motivated and energetic individuals at the APS6 level to join the team. As a member of the whole-of-government contract negotiations team you will have the opportunity to contribute to the design of the overarching contracting framework as well as management and negotiations of whole-of-government ICT arrangements used by government agencies across Australia.

You will build relationships and contribute to the strategic relationship and stakeholder management of our whole-of-government arrangements.

Key duties

- Contribute to the development of the branch operational model, helping to establish and refine government-wide ICT negotiation frameworks, including implementation of recommendations from government reviews.
- Provide project, procurement and contract management support across the digital sourcing functions in accordance with Government legislation and policy.
- Develop and maintain strong relationships with internal stakeholders, including effectively managing stakeholder engagement with the Office of the CEO, Ministers Office, Directors, the DTA operational teams and cohorts across all levels of government.
- External engagement and management of the government’s strategic ICT vendors, including working closely with Commonwealth and state and territory agency contacts.
- Support and contribute to whole-of-government contract negotiation outcomes, including research activities, governance, basic levels of data analysis for the government’s major ICT & digital vendors.

Eligibility

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

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

The roles may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

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To Apply

Position Contact	Calan Mckay, 02 6120 8515
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0760388

Austrade

Closing Date:Tuesday 30 June 2026

Various
Various Various

Job Title	Austrade S26 Temporary and Permanent Transfer Register 2025 - 2026
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$67,902 - $159,720
Future Merit Locations	Adelaide, Brisbane, Melbourne, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	5647_06/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This register is only open to ongoing Australian Public Service (APS) employees for permanent (at-level) and temporary (at level or with higher duties) section 26 transfer opportunities.

These opportunities may be based on the lands of the Kaurna People (Adelaide), Jagera and Turrbal People (Brisbane), Ngunnawal and Ngambri People (Canberra), Wurundjeri Woiwurrung people of the Eastern Kulin (Melbourne) and the Gadigal People of the Eora Nation (Sydney).

Duties

We are looking for flexible, adaptable, professional ongoing APS employees to contribute to the Department's work across a broad agenda. We are interested in individuals with expertise across all areas of the Department's work, both policy and corporate management.

To help us in achieving our goals, we maintain a register of interested applicants to help us fill temporary and permanent vacancies.

In the online application form, you will be able to express interest in roles from APS Level 3 to SESB1 and the skillsets most closely aligned with your experience. Employment opportunities may be offered as temporary or permanent section 26 transfers depending on business needs and requirements.

This register is intended for Ongoing, APS employees seeking temporary or permanent transfer employment opportunities to Austrade. External candidates not currently working within the APS, seeking temporary employment opportunities are encouraged to lodge their expression of interest on the Austrade Temporary Employment register.

We would like to hear from all professions, including but not limited to:

Accounting, Finance

Change Management

Communication, Media, Branding, Marketing

Service Delivery, Helpdesk functions

Economics, Statistics, Research, Data

Executive Assistant / Executive Officer

Grants Management, Assessment, Administration

Human Resources (HR) and People:

Education, Training, Workplace Relations Work Health Safety, Recruitment, Payroll, People Experience Diversity and Inclusion

Information Technology:

Info/Comm Tech (ICT), Information Management/ Content Management, Digital Services

Intelligence

Legal

Ministerial & Parliamentary

Policy:

Process mapping Regulation Reform Formulation and Development

Procurement, Contract

Project and Program Management

Property

Security

Trade and Investment:

International Education, Infrastructure, Healthcare, Agribusiness and Food, Mining and Resources, Tourism, Defence, Advanced Manufacturing, Energy Technology

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, Negative Vetting 1 or Negative Vetting 2 security clearance through the Australian Government Security Vetting Agency. Information about the security clearance process can be found here.
- **Pre-employment checks**- your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

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

To Apply

Position Contact	Peoplerecruitment@austrade.gov.au, Peoplerecruitment@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0760390

Austrade

Closing Date:Tuesday 30 June 2026

Various
Various Various

Job Title	Austrade Temporary Employment Register 2025 - 2026
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	5716_06/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Our Temporary Employment Register is open to anyone who would like to register an interest in temporary opportunities that may arise within Austrade. These opportunities may be based on the lands of the Kaurna People (Adelaide), Jagera and Turrbal People (Brisbane), Ngunnawal and Ngambri People (Canberra), Wurundjeri Woi-wurrung people of the Eastern Kulin (Melbourne) and the Gadigal People of the Eora Nation (Sydney).

We are looking for people with backgrounds in both public and/or private sectors who have a genuine interest in working with Australia's international partners to tackle global challenges, increase international trade and investment attraction opportunities, understand and

build client capability, protect international directions to keep our region stable and help Australian's overseas.

We welcome applications from those with diverse backgrounds including people with disability, Aboriginal and Torres Strait Islander peoples, those from non-English Speaking backgrounds and people from all ages and genders. We welcome applications from candidates with proficiency in speaking and writing a second language, including Japanese, Chinese, Indonesian, Arabic and Portuguese.

Duties

We would like to hear from all professions, including but not limited to:

Accounting, Finance

Change Management

Communication, Media, Branding, Marketing

Service Delivery, Helpdesk functions

Economics, Statistics, Research, Data

Executive Assistant / Executive Officer

Grants Management, Assessment, Administration

Human Resources (HR) and People:

Education, Training, Workplace Relations Work Health Safety, Recruitment, Payroll, People Experience Diversity and Inclusion

Information Technology:

Info/Comm Tech (ICT), Information Management/ Content Management, Digital Services

Intelligence

Legal

Ministerial & Parliamentary

Policy:

Process mapping Regulation Reform Formulation and Development

Procurement, Contract

Project and Program Management

Property

Security

Trade and Investment:

International Education, Infrastructure, Healthcare, Agribusiness and Food, Mining and Resources, Tourism, Defence, Advanced Manufacturing, Energy Technology

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, Negative Vetting 1 or Negative Vetting 2 security clearance through the Australian Government Security Vetting Agency.
- **Pre-employment checks**- your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

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

To Apply

Position Contact	Peoplerecruitment@austrade.gov.au, Peoplerecruitment@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0760257

Department of Foreign Affairs and Trade

Closing Date:Sunday 20 July 2025

Strategic Communications Division (SGD)
Policy Planning Branch (PLB) Historical Publications Section (HIS)

Job Title	Executive Level 1, Historian
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$123,163 - $137,768
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home
Classification	Executive Level 1
Position Number	0629/2025
Agency Website	

Job Description

https://dfat.gov.au/careers/Pages/careers.aspx

The chief function of the Historical Publications Section (HIS) in the Department of Foreign Affairs and Trade (DFAT) is the publication of the official documentary record of Australia's external relations, Documents on Australian Foreign Policy (DAFP). The project, which has been in operation for more than fifty years, comprises a now-completed first series covering the period 1937–49, a second series taking in the years after 1950 (continuing) and several volumes in a pre-1937 period (also continuing). The volumes are internationally respected and aim for the highest standards of scholarship, presentation and production.

The successful candidate will be capable of not only producing prescribed DAFP volumes but also providing Director HIS with editorial assistance where appropriate. They should also be capable of developing and contributing to other historical publications, including a history of the Department of Foreign Affairs and Trade and its antecedent agencies; conducting extensive research in government repositories; assisting with digitisation of the series on the DFAT website; sharing responsibility for administrative tasks, including secretariat duties for the Editorial Advisory Board and financial procurement; representing DFAT at domestic and international historical conferences; and taking carriage of information requests and other historical tasking in a timely and efficient manner.

Our Ideal Candidate

We’re looking for high-performing people with skills and experience relevant to the department’s enabling services operations.

Our ideal candidate will have:

- A PhD, preferably in Australian foreign policy/trade history;
- A demonstrated record of publication in the field including books, book chapters and articles in scholarly journals;
- Sound research skills related to the history of Australian trade and/or foreign relations with a particular focus on government archival sources held in the National Archives of Australia (NAA) and other repositories;
- Ability to produce sizeable and complex publications in a timely manner and to the highest scholarly standards;
- Written, oral and interpersonal skills of a high order and the ability to represent DFAT as required;
- Management skills, including a sound knowledge of budget and financial systems.

All employees of the department are expected to abide by the APS Values and Code of Conduct and the DFAT Values Statement.

For further information please refer to the Applicant Pack

Applications close at 11:30pm EAST, Sunday 20 July 2025

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

Your key duties will include:

- Researching, selecting and editing material from the National Archives of Australia (NAA) for individual volumes in the series Documents on Australian Foreign Policy;
- Providing editorial assistance and project support to Director HIS on other volumes commissioned in series;
- Assisting with the production of a major narrative history of DFAT covering the Department of External/Foreign Affairs and Trade from the 1940s to the 1980s;

- Assisting Director HIS with management of the secretariat services to the Editorial Advisory Board, which oversees the work programme of the Historical Section;
- Liaising with copy-typists, copyeditors, proof-readers, designers, typesetters and publishers as required;
- Providing prompt and accurate guidance to official and public enquiries about the history of Australia's foreign relations and the role of DFAT in formulating and implementing policy;
- Contributing to financial and procurement activities in the Section as required;
- Supporting liaison activities with comparable overseas projects and representing the project at international meetings of editors, academic seminars and within DFAT;
- Contributing where appropriate to the scholarly literature on the history of Australia's foreign relations.

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent)

PhD in Australian History (or related discipline) is required for this role.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Matthew Jordan, N/A
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

Health

Vacancy VN-0760180

Aged Care Quality and Safety Commission

Closing Date:Sunday 20 July 2025

Regulatory Operations Division
Risk Intake and Inspectorate Group Inspectorate

Job Title	Senior Inspector – Risk Based Monitoring (Worker Regulation)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	551_06/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=61190521-F267-4AED-798A-E402E74B6FA0

The Risk Intake and Inspectorate Group (RIIG) protects older Australians through proportionate response to provider, worker, financial, prudential and provider governance risks. To achieve this outcome, RIIG comprises two functions: Risk Intake and Analysis, that analyses risk and triages the appropriate response escalation; and Inspectorate that undertakes preventative and responsive monitoring of identified risks.

Risk Based Monitoring (Worker Regulation) is a section within RIIG. It is responsible for:

- Detecting and responding to aged care worker (aged care workers and responsible persons) risks, including assessing provider compliance with their obligations to ensure workers are complying with the Aged Care Code of Conduct
- Conducting both targeted and responsive risk-based monitoring of worker risks

- Embedding worker compliance with the Aged Care Code of Conduct across the aged care sector and increasing the accountability of providers for the quality of their workforce
- Building sector confidence in the Commission and fostering improvement in worker regulation.

Purpose of position:

The Senior Inspector – Risk Based Monitoring (Worker Regulation) is responsible for identifying and addressing risks related to aged care workers, ensuring providers meet their obligations and uphold workforce standards. The role involves both field and desk-based monitoring, engaging with workers, older people, and providers to gather evidence, manage risks, and restore trust.

The role supports compliance with the Aged Care Code of Conduct, strengthens provider accountability, and promotes confidence in the Commission's oversight of worker regulation.

As an Authorised Commission Officer under the Aged Care Act 2024, the Senior Inspector has the authority to conduct monitoring with or without consent and exercise a range of regulatory powers.

Duties

- Lead, or contribute to as part of a team, complex monitoring activities to assess compliance with the Aged Care Code of Conduct through field-based and desk-based engagement with workers, providers, and older people or their representatives using a risk-based approach to prioritising and responding to emerging issues.
- Exercise regulatory powers as an Authorised Commission Officer under the Aged Care Act 2024, including conducting monitoring visits with or without consent and gathering evidence in accordance with legislative requirements.
- Collect and analyse information and evidence, including conducting interviews, to assess non-compliance and identify risk trends in line with the Aged Care Code of Conduct and the Commission's risk management framework to inform regulatory decision-making.
- Prepare high-quality reports for regulatory delegates, which clearly articulate findings, risks, and recommendations for appropriate regulatory action.
- Support targeted worker monitoring programs to assure that compliance and enforcement actions are applied and documented.
- Support worker risk campaigns through effective field-based and desk-based engagement with stakeholders, including workers, providers and older people or their representatives.
- Provide guidance and support to less experienced inspectors and contribute to the development of team capability through mentoring, knowledge sharing, and reviews.
- Undertake additional Inspectorate duties and administrative responsibilities consistent with APS6 classification.

Eligibility

- High level critical, analytical and problem-solving skills and the ability to apply sound judgment skills to prepare comprehensive and evidence-based reports, provide well-reasoned decisions and concise recommendations.
- Highly developed written communication skills with ability to prepare clear, accurate and comprehensive assessments and recommendations.

- Highly developed verbal communication skills with demonstrated high-level negotiation, consultation and engagement skills, including the ability to build and maintain key internal and external stakeholder relationships.
- Demonstrated skills to identify risk and potential harm to older people receiving Commonwealth funded aged care and escalate findings within the Regulatory Operating Model.
- Demonstrated foundational cultural awareness to engage respectfully with Aboriginal and Torres Strait Islander peoples and apply culturally informed practices in assessments.
- Demonstrated skill in working with competing priorities and ability to manage workload effectively and accurately in line with agreed performance measure indicators.
- Shows ability to work independently, with minimal instruction, managing time effectively, organising tasks and multitasking under strict deadlines.
- Proven experience driving continuous improvement initiatives to enhance quality of team outputs and support broader strategic priorities.
- In-depth understanding of, or the ability to quickly acquire of, aged care legislation, statutory, regulatory, and policy frameworks including Aged Care Act 2024 and Regulatory Powers (Standard Provisions) Act 2014.
- Demonstrate professionalism and integrity by representing the Commission in public forums, upholding the APS Values and Code of Conduct, and operating within established legal, policy, and organisational frameworks.

Notes

- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Duncan Given, 02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=61190521-F267-4AED-79

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Health

Vacancy VN-0760202

Aged Care Quality and Safety Commission

Closing Date:Monday 21 July 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Sector Capability and Regulatory Strategy Sector Performance and Improvement

Job Title	Assistant Director (Evaluation)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	Executive Level 1
Position Number	20043117
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=2956AB2A-5E12-6316-E685-E402EA522C49

About the Team

The Sector Performance and Improvement section is part of the Regulatory Strategy and Policy Group. We contribute to the Commission’s strategic vision where older Australians trust and have confidence that aged care services protect and enhance their safety, health, well-being and quality of life. The evaluation team is tasked with evaluating the effectiveness of the Commission’s regulatory campaign activities.

About the Role

The evaluation manager role leads a small team to manage the evaluation of projects and programs, provide advice across the Commission on evaluation methodologies, and support evaluation procurement. Working in partnership with other relevant agencies and stakeholders to independently evaluate regulatory campaign activities, the role is busy and fast-paced. The evaluation manager ensures evaluation activities provide credible, evidence-based findings to identify opportunities for improvement and to inform decision making.

Duties

- Help shape the Commission’s evaluation strategy in accordance with organisation requirements.
- Lead the design and delivery of program evaluation:
    - Follow the Commonwealth Evaluation Policy and Principles to guide consistent, evidence-based evaluation of regulatory programs of work.
    - Design and implement fit-for-purpose Evaluation Plans to monitor and measure the effectiveness and impact of nominated programs and/or projects.
    - Collaborate with Commission and external stakeholders, as part of evaluation practice.
    - Demonstrate and promote the value and role of evaluation for the Commission by leading the presentation of evaluation findings in clear, concise, evidence-based reports that are accessible to a wide audience.
- Provide advice and assistance to other Commission staff undertaking or procuring evaluation and review projects.
- Identify and respond appropriately to risk.
- Work constructively with internal and external stakeholders and provide subject matter inputs to other areas of the Commission.
- Contribute to continuous improvement and innovation.
- Provide leadership and build the capacity of staff to undertake their roles efficiently and professionally and to meet expected standards of service and quality.
- Management responsibility for staff.
- Adhere to the APS Values and Code of Conduct.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience in program evaluation, auditing or research.
- Demonstrated knowledge and understanding of contemporary research and/or evaluation methods.
- Strong leadership skills with a proven ability to lead a team, drive innovation and a culture of collaboration and outcome delivery.
- Strong stakeholder engagement, relationship building and change management skills.
- Highly developed written and oral communication skills.
- Understanding of the Australian aged care system.
- Experience working in a regulatory environment.

Notes

- Salary offered will be between **$118,588 - $135,251** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by **21 July 2025** and **11:30 PM AEST**.

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

Specific questions about the roles can be directed to Claire Spindler by emailing claire.spindler@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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

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

Further information:

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

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

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

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Claire Spindler, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=2956AB2A-5E12-6316-E(

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Health

Vacancy VN-0760383

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Monday 21 July 2025

ACSQHC
ACSCHC National Standards

Job Title	APS6 Project Officer, General Practice Accreditation
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$98,327 - $110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20048798
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/about-us/working-us

The National Standards Program is responsible for the development and maintenance of safety and quality standards and of accreditation schemes in the acute and primary care sectors. This includes ongoing support and resource development for health services implementing the National Safety and Quality Health Service (NSQHS) Standards, applying the NSQHS Standards across health care settings and coordinating accreditation assessment processes and data collection.

The National Standards Program also provides a lead within the Commission on projects relating to primary care. This includes administering the National General Practice Accreditation (NGPA) Scheme and the development of national safety and quality standards for primary care and resources to support implementation of the standards.

This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to program committees, writing reports, briefings and other documents, analysing information and provision of advice on procedure and policy across the program areas.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress,

identifying problems and proposing possible solutions to support the administration of the NGPA Scheme.
2. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
3. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
4. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
5. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

- Strong conceptual, analytical and research skills, attention to detail, demonstrated sound judgement and innovative, problem-solving skills.
- Demonstrated project management skills and experience.
- Demonstrated strong writing skills, including the ability to write high-level documents including briefing papers, reviews, submissions and meeting papers.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- An understanding of Australia's health care system and key safety and quality issues relevant to the National Standards Program.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Rebecca Peters (02) 7232 5171.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Monday 21 July 2025.**

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Rebecca Peters, (02) 7232 5171
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0760366

Australian Digital Health Agency

Closing Date:Sunday 20 July 2025

Corporate Services Division
Integrity Branch

Job Title	Integrity Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0443_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations whilst supporting the pursuit of excellence in digital health.

Join our Integrity Unit and become a pivotal player in promoting ethical behaviours, transparency, and accountability across the Agency. The team is responsible for developing, implementing, and overseeing the Agency's Integrity Framework and leading a strengthened, best-practice, enterprise-wide approach to integrity.

Duties

As an APS6 Integrity Project Officer, you will be at the heart of our mission to uphold the highest standards of integrity. You will coordinate clear plans with specific activities and timeframes for project implementation drawing on your knowledge or experience working within legislation or regulatory frameworks, or a demonstrated ability to develop this.

You will administer, through educational and communication initiatives, our policies and procedures and ensure accurate and secure data migration and the oversight of IT and records management platforms.

As an integral part of our team, we're looking for someone who can:

- Coordinate the delivery of Agency wide integrity training programs and presentations.
- Coordinate the Agency's integrity communications strategy.
- Coordinate content for the Integrity Units SharePoint page and associated links and resources.
- Excellent written and verbal communication skills, including the ability to effectively develop and contribute to briefs, reports, and other high level written communications.
- Manage reporting and recording of integrity-related functions.
- Coordinate data analytics to educate and inform business processes and practices.
- Maintain an integrity policy register, and coordinate reviews and approvals as required.
- Coordinate administrative and record keeping business requirements.
- Ability to analyse data to inform compliance activity.

People who enjoy working in a collaborative environment, adapt quickly to changing priorities and show initiative in developing and managing their work program will thrive in these roles. These opportunities are ideal for people who have a policy, project management, IT or research background. Candidates with administrative or business management, learning and development or a regulatory background are also encouraged to apply.

Eligibility

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

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Accumulate flextime for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position is based in Canberra. To apply please submit your resume and a cover letter of no more than 2 pages outlining how you will address the requirements of the role.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Cameron Bray at cameron.bray@digitalhealth.gov.au.

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

Salary: This role offers between **$98,045 to $110,612** (depending on skills and experience) plus 15.4% superannuation per year.

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	Cameron Bray, (02) 5134 2849
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760410

Australian Digital Health Agency

Closing Date:Monday 21 July 2025

Corporate Services Division
Integrity Branch

Job Title	Integrity Assurance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0444_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering those high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise will contribute significantly to this mission, enhancing our operations whilst supporting the pursuit of excellence in digital health.

Join our Integrity Unit within the Governance Branch and become a pivotal player in promoting ethical behaviours, transparency, and accountability across the Agency. The team is responsible for developing, implementing, and overseeing the Agency's Integrity Framework and leading a strengthened, best-practice, enterprise-wide approach to integrity.

As the Integrity Assurance Officer, you will coordinate the Agency's Integrity Framework and support other operational functions such as fraud and corruption control, public interest disclosures, conflict of interest, and gifts, benefits and hospitality compliance.

Duties

As an integral part of our Integrity Unit, and to be successful in the role, we're looking for someone who can:

- Provide administration, management and record keeping support to the Agency's Integrity Unit including triaging enquiries, engaging with stakeholders, proposing solutions and coordinating responses or mitigation strategies.
- Contribute to the continuous improvement and delivery of Agency's Integrity Framework and suite of information, internal training products and reporting.
- As required, support the broader operational business and reporting requirements of the Integrity Unit.
- Collaborate with other areas of the Agency to identify integrity risks such as in procurement or contract management.
- Contribute to integrity-related compliance and assurance activities.
- Provide evidence-based and informed advice in integrity risk oversight and management across a range of programs or activities for the Agency.
- Understand APS procurement and contract management landscapes, practices and legislative requirements.
- High familiarity with Microsoft Office suite.

Qualifications

- Relevant qualification or demonstrated experience in government procurement, contract management, investigations or ethics (essential).
- Demonstrated experience in regulatory compliance, enforcement or administrative review (highly desirable).

Eligibility

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

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Accumulate flex time for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position is based in Canberra. To apply, submit your resume and a cover letter of no more than two pages outlining your experience and qualifications drawing your response on the criteria above. To assist in your application, please consider the APS 'Cracking the Code' STAR model found here 3. Applying for an APS job: cracking the code | Australian Public Service Commission.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Jeff Beaver at jeffrey.beaver@digitalhealth.gov.au.

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

Salary: This role offers between **$98,045 to $110,612** (depending on skills and experience) **plus 15.4% superannuation per year**.

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	Jeffrey Beaver, (02) 5134 2807
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760174

Australian Institute of Health and Welfare

Closing Date:Saturday 31 January 2026

Various Various

Job Title	AIHW Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$54,516 - $164,355
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	080_06/25
Agency Website	

Job Description

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

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

We offer a range of benefits including:

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

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

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Australian Institute of Health and Welfare (AIHW) is seeking talented people with various skills and experience who are interested in temporary (non-ongoing) work opportunities.

Data Analysts

The AIHW is always seeking talented and enthusiastic Data Analysts to provide data analysis and technical writing support to units across the organisation.

As a Data Analyst, you require an understanding of statistical and information work in a range of subject areas. You will have well-developed skills in statistical work and the ability to manipulate and interrogate databases using a range of software (including, but not limited to R, Python, and SAS). These positions also require strong oral and written communication skills, and very good organisational skills.

We encourage applicants from a wide range of skills and disciplines. This may include (but is not limited to) those with qualifications or relevant work experience in statistics, epidemiology, economics, demography, information technology and data science, health sciences, social sciences, predictive modelling or geospatial/GIS (geographic information system) mapping. The level at which these roles will be filled will depend on the skills and experience of the successful candidates.

Project Officer/Managers

The AIHW is seeking experienced Project Managers and Project Officers to support the delivery of our institute-wide statistical and data initiatives.

In these roles, you will contribute to the development, coordination, and implementation of key projects. Your ability to engage effectively with stakeholders, along with strong verbal and written communication skills, will be essential to your success.

We particularly welcome applications from individuals with experience in coordinating health and data related projects.

Other roles

The Temporary Register is also used to fill other roles within the institute. These include executive assistants, administrative or project support roles, and corporate support roles such as in Human Resources, Information Technology, Finance, or Media, Publications and Web. We encourage you to apply if you have skills, experience, or qualifications in these fields.

Eligibility

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

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

Notes

The register allows the institute to access suitable applicants at short notice for long and short-term work opportunities. Positions available through the register will be for a fixed term, up to 12 months, with possibly of 6 month extension and may be on a full-time, part-time, or casual basis, depending on the requirements of the institute.

You will only be contacted if a vacancy arises which requires your skills and experience. There is no guarantee that you will receive an offer of employment while your application remains on the register.

Applications on the register will remain active until 31 January 2026, or until you withdraw your application. Should you wish to remain on the register after this time, you will need to reapply.

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role and must be no more than 300 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	AIHW Recruitment Officer, 02 6244 1000
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0760227

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 20 July 2025

Office for Business Support Facilities & Engineering

Job Title	Administration Support Officer
Job Type	Casual, Non-Ongoing
Location	Yallambie VIC
Salary	$47 - $53
Future Merit Locations	Yallambie
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 3
Position Number	13189
Agency Website	https://www.arpansa.gov.au/

Job Description *https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MjU2MTY0NTUyOTI-MS9lZC*

Our organisation

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

The Facilities & Engineering section is a high-profile section within the Office for Business Support and is responsible for ARPANSA’s facilities management service, oversight of the stores, procurement and administrative functions, the provision of the mechanical & electrical engineering support for the Yallambie site, and leading and managing large infrastructure projects, all of which support the agency’s strategic objectives and compliance requirements. The section ensures the working environment is maintained to a high standard to maximise workplace productivity and promote workplace safety.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA's mission, leading as an employer of choice in all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian Community. A role at ARPANSA involves:

- Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.
- Opportunities to engage with national and international stakeholders, in a context that values leading practice science.
- The opportunity to pursue your interests while contributing to the Australian community.
- A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.
- Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

The primary purpose of the Administrative Support Officer role is to assist with the effective and efficient operations of the Facilities & Engineering section by providing high-quality administrative and clerical support. This includes managing daily office activities, handling inquiries, maintaining records and assisting with facility management tasks to ensure a safe and productive working environment. The role also provides backup administrative support to other sections/branches of the Agency as required. As stated on the first page, this position is casual.

Key accountabilities

- Undertake general and specific administrative tasks supporting the Facilities & Engineering section.
- Support the efficient and timely distribution and receipt of documents and equipment.
- Prepare and maintain accurate electronic and physical records.
- Assist with maintenance of procedural manuals and quality system documents.
- Capability to act as minute-taker for various agency/branch requirements.
- Maintain a flexible approach, supporting priority areas of the agency as directed.
- Provide excellent customer service to internal and external stakeholders.

Our ideal candidate - job specific capabilities

You will be a highly effective communicator who can convey information clearly and concisely to various stakeholders. You will possess strong organisational skills, enabling you to manage multiple tasks and prioritise effectively. A team player at heart, you are willing to collaborate with colleagues and contribute positively to a team environment. Adaptability is key, and you will demonstrate flexibility in adjusting to changing priorities and work demands. Attention to detail is paramount and you will exhibit a keen eye for accuracy and thoroughness in all tasks.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Eligibility

Selection criteria

The selection criteria for this role are:

1. Proven ability to perform a range of administrative tasks efficiently and accurately, including document preparation, minute taking, data entry, records management and coordination of office activities.
2. Strong written and verbal communication skills, with the ability to liaise effectively with internal and external stakeholders. This includes drafting correspondence, responding to enquiries, and contributing to team discussions.
3. Strong commitment to providing exceptional customer service, with a focus on addressing the needs of both internal and external clients professionally and promptly.
4. Proficiency in using office software and equipment, including word processing, data entry and managing communication systems.
5. Ability to work cooperatively in a team environment, contribute to shared goals, and support colleagues. This includes flexibility to adapt to changing priorities and willingness to assist across functions.

Eligibility

Employment with ARPANSA is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status required.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by ARPANSA.
- The CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Careers.

Your application will consist of resume, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

Merit pool

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

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our Enterprise Agreement. Thank you for your interest

– ARPANSA

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

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Lesley Sanders, 03 9433 2468
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0760243

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 20 July 2025

Office for Business Support Facilities & Engineering

Job Title	Administration Services Officer
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC
Salary	-
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	13634
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MjU1NTE5MzAwOTI-MS9lZ(

Our organisation

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

The Facilities & Engineering section is a high-profile section within the Office for Business Support and is responsible for ARPANSA’s facilities management service, oversight of the stores, procurement and administrative functions, the provision of the mechanical & electrical engineering support for the Yallambie site, and leading and managing large infrastructure projects, all of which support the agency’s strategic objectives and compliance requirements. The section ensures the working environment is maintained to a high standard to maximise workplace productivity and promote workplace safety.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA’s mission, leading as an employer of choice in all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian Community. A role at ARPANSA involves:

- Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.
- Opportunities to engage with national and international stakeholders, in a context that values leading practice science.
- The opportunity to pursue your interests while contributing to the Australian community.
- A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.
- Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

The primary purpose of the Administration Officer role is to support the effective and efficient operations of the Facilities section by providing high-quality administrative and clerical support. This includes managing daily office activities, handling inquiries, maintaining records and assisting with facility management tasks to ensure a safe and productive working environment. The role also provides backup support to other administrative team members as required.

Key accountabilities

- Administrative Support: Provide comprehensive administrative assistance to the Facilities section, including managing correspondence, scheduling meetings, drafting procedures and maintaining records.
- Facility Management: Assist in the coordination and management of facility-related tasks, such as maintenance requests, procurement and liaising with contractors. Able to provide a security escort for contractors as required.
- Data Entry and Reporting: Accurately enter data into relevant systems, generate reports and maintain up-to-date records of facility activities and inventories.
- Customer Service: Serve as a point of contact for facility-related inquiries, ensuring prompt and courteous responses to internal and external stakeholders.
- Compliance and Safety: Support the enforcement of safety protocols and ensure compliance with ARPANSA's policies and procedures related to facility management.
- Courier and Freight Activities: Coordinate and manage courier and freight activities, including the receipt, dispatch and tracking of packages and deliveries.

Our ideal candidate - job specific capabilities

You will be a highly effective communicator who can convey information clearly and concisely to various stakeholders. You will possess strong organisational skills, enabling you to manage multiple tasks and prioritise effectively. A team player at heart, you are willing to collaborate with colleagues and contribute positively to a team environment. Adaptability is key, and you will demonstrate flexibility in adjusting to changing priorities and work demands. Attention to detail is paramount and you will exhibit a keen eye for accuracy and thoroughness in all tasks. You will be proactive, independent, and someone who thrives in a dynamic work setting. This role may require manual handling not limited to but including lifting (up to 20kg), climbing, bending, squatting and sitting with repetition.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Eligibility

Selection criteria

The selection criteria for this role are:

1. Proven ability to perform a range of administrative tasks efficiently and accurately, including document preparation, data entry, records management, and coordination of office activities.
2. Strong written and verbal communication skills, with the ability to liaise effectively with internal and external stakeholders. This includes drafting correspondence, responding to enquiries, and contributing to team discussions.

3. Capacity to manage competing priorities, meet deadlines, and maintain attention to detail in a dynamic work environment.
4. Ability to work cooperatively in a team environment, contribute to shared goals, and support colleagues. This includes flexibility to adapt to changing priorities and willingness to assist across functions.
5. Demonstrated initiative in identifying and resolving issues, improving processes, and contributing to service delivery improvements.

Eligibility

Employment with ARPANSA is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status required.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by ARPANSA.
- The CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Careers.

Your application will consist of resume, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable

adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

Merit pool

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

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our Enterprise Agreement. Thank you for your interest

– ARPANSA

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

About the Australian Radiation Protection and Nuclear Safety Agency

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To Apply

Position Contact	Lesley Sanders, 03 9433 2468
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

Health

Vacancy VN-0759380

Department of Health, Disability and Ageing

Closing Date:Sunday 20 July 2025

Regulatory Practice and Support Division
Regulatory Engagement Branch Regulatory Assistance Section

Job Title	Revenue Management Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,336 - $110,937
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated with manager
Classification	APS Level 6
Position Number	25-RPSDIV-29270
Agency Website	

Job Description

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

We are looking for a detailed, organized and passionate individual to help manage the financial operations and management of client financial records. If you are looking to apply your financial and customer service skills to support essential government operations and make a meaningful impact, we would like to hear from you!

Duties

- Supervise and coordinate completion of activities in support of the TGA’s schedule of fees and charges and cost recovery model
- Supervise, lead and mentor team members including personnel management responsibilities
- Support Assistance Director with, and guide team to, issue annual charge invoices.
- Supervise receipt management activities ensuring receipting of payments is completed on a daily basis
- Supervise account management activities ensuring relevant financial processing functions such as account credits and refunds are submitted and/or approved in an accurate and timely manner
- Supervise debt management activities ensuring payment by instalment plans are assessed and approved, matters of insolvency are responded to and monitored, prepare cancellations for non-payment of annual charges for delegate approval and contribute towards preparation of debt management reports
- Respond to complex internal and external stakeholder enquiries and issues escalated for action

- Contribute towards identifying and implementing business process and system improvements
- Issue monthly statements of account and complete system-based reconciliations
- Provide surge support during peak periods of workload in all revenue management streams
- Actively develop effective relationships with internal and external stakeholders
- Contribute towards regular review of standard operating procedures to maintain relevance, efficiency and accuracy
- Provide regular and relevant contributions to section meetings, goals and broader organisational objectives by undertaking extracurricular projects and tasks as required
- Provide support to Assistant Director as required.

Eligibility

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

An applicant's suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close Sunday 20 July 2025 at 11:30pm AEST.

Applicants are asked to quote reference number 25-RPSDIV-29270 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse

backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Imran Goolam, 0251322370
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760063

Department of Health, Disability and Ageing

Closing Date:Friday 18 July 2025

Legal Division
Advice and Legislation Branch Freedom of Information Section

Job Title	APS Level 6 - Senior Case Officer - Freedom of Information - Advice and Legislation Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 6
Position Number	25-LDIV-29461
Agency Website	

Job Description *https://www.health.gov.au/about-us/work-with-us/current-vacancies*

Senior FOI Case Officers in FOI Section assist the Department of Health, Disability and Ageing (the department) to manage its obligations under the Freedom of Information Act 1982 (FOI Act).

Senior FOI Case Officers manage a caseload of routine and complex FOI requests and internal reviews for the department under limited supervision, and provide administrative assistance to Health, Disability and Ageing portfolio Ministers' Offices on FOI matters.

Duties

Responsibilities include:

Senior FOI Case Officers work under direction to:

- Manage a caseload of FOI requests and internal reviews to strict statutory timeframes.
- Liaise with Senior Executive Service (SES) and Executive Level 2 (EL2) decision makers to obtain processing instructions and draft decisions.
- Provide accurate FOI advice, anticipate challenges, and contribute to issues management in consultation with supervisors.
- Oversee triage and registration of new FOI requests and coordinate third-party consultations, where required.
- Ensure team compliance with relevant frameworks, decision-making processes, guidelines, and regulations.
- Develop and support strong working relationships with internal and external stakeholders, including representing the department at cross-agency levels.
- Supervise and develop APS4 and APS5 team members, including building capacity through training, coaching, monitoring and performance feedback, and encouraging career development.
- Promote continuous improvement and understanding of FOI and the Information Publication Scheme (IPS) by developing and delivering training and guidance materials.
- Undertake administrative duties in relation to FOI processing, including process improvement tasks.
- Assist with quality assurance and/or reporting tasks, such as preparing data for the Office of the Australian Information Commissioner or Senate Estimates briefs and assisting with process improvement tasks or projects.

Eligibility

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

An applicant's suitability for employment with Health 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.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-LDIV-29461 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. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Rebecca Cowen, 03 7041 0152
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760100

Department of Health, Disability and Ageing

Closing Date:Friday 18 July 2025

Legal Division
Advice and Legislation Branch Freedom of Information Section

Job Title	Executive Level 1 - Assistant Director - Freedom of Information - Advice and Legislation Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Executive Level 1
Position Number	25-LDIV-29460
Agency Website	

Job Description

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

Assistant Directors in FOI Section assist the Department of Health, Disability and Ageing to manage its obligations under the Freedom of Information Act 1982 (Cth). Assistant Directors work collaboratively to lead a medium size team of APS6, APS5 and APS4 FOI Case Officers and Administration Officers to process information access and amendment requests in accordance with statutory timeframes and established procedures. Assistant Directors in FOI Section also personally manage a caseload of more complex and/or sensitive FOI requests and reviews under limited supervision.

Assistant Directors in FOI Section build FOI capabilities, capacity, and quality within the department via training, coaching, quality assurance, and process improvement projects. Assistant Directors also provide executive support to the FOI Director and Principal Lawyer, including preparing performance and statistical reports, Senate Estimates briefs, and Ministerial correspondence.

Duties

Assistant Directors work with limited direction to:

- Lead and supervise APS6 FOI Senior Case Officers, APS5 FOI Case Officers, and APS4 FOI Administrative Support Officers to deliver high-quality FOI outcomes to statutory timeframes, including tracking case progress, monitoring team workflows, and allocating tasks.
- Ensure team compliance with relevant frameworks, decision-making processes, guidelines and regulations. Undertake quality assurance of FOI correspondence and decisions on access.
- Manage a case load of complex or sensitive FOI requests, internal reviews and Information Commissioner reviews within strict statutory timeframes. Coordinate third-party consultations, where required.
- Oversee triage and registration of FOI requests and proactively resolve scoping and processing challenges.
- Build FOI capabilities within FOI Section through training and coaching, managing performance, and promoting continuous learning and professional development.
- Provide guidance to Senior Executive Service (SES) leaders and Executive Level 2 decision-makers and action officers on FOI and IPS matters, including identifying risks, anticipating processing issues, and contributing to strategic issues management.
- Develop and maintain productive working relationships within the department and confidently represent the department when dealing with Minister’s Offices, portfolio agencies and external stakeholders.
- Promote continuous improvement and understanding of FOI and the IPS by developing and delivering training and guidance materials and leading process improvement tasks or projects.
- Prepare or supervise the preparation of reporting, including weekly reports to the SES leaders and Ministers’ Offices, Senate Estimates Briefs, Questions on Notice and mandatory reports to the Office of the Australian Information Commissioner (OAIC).

Eligibility

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

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-LDIV-29460 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total)

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Rebecca Cowen, 03 7041 0152
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760153

Department of Health, Disability and Ageing

Closing Date:Friday 01 August 2025

Job Title	SES Band 3 - Deputy Secretary (Multiple Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$393,016 - $456,637
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Candidate will be required to work onsite. Positions may be offered from working from home.
Classification	Senior Executive Service Band 3
Position Number	25-DEDIV-29537
Agency Website	

Job Description

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

We are seeking **two Deputy Secretaries** to join our leadership team, ideally one with experience in leading corporate services and another with experience in developing and delivering policies and programs.

As a Deputy Secretary at the department, your ability to think strategically and take a system-wide perspective will be critical. We are seeking people who are adept at generating and translating insights into practical and implementable actions and will be able to strengthen the department’s strategic policy capability.

Quality leadership is important to us. We are seeking experienced values-based leaders, who inspire, empower, and drive positive change. The successful candidates will be stewards of the department, the health, disability and ageing systems, and the broader APS. They will foster a culture of integrity, performance, and innovation.

Our ideal candidates will have proven their ability to build trust, foster collaboration, and sustain relationships in dynamic and complex environments. They are influential communicators who can translate complex and technical concepts for diverse audiences across the public and private sectors. They will have demonstrated excellent judgement in complex and sensitive environments, balancing risks and opportunities.

The Department is committed to attract, recruit, develop and retain First Nations staff. Our Reconciliation Action Plan supports opportunities and career pathways for Aboriginal and Torres Strait Islander staff as well as deepening our workforce's cultural understanding. We want to be a culturally safe department where our Aboriginal and Torres Strait Islander staff are empowered to achieve their full potential, and we benefit from the knowledge and experience of Australia's First Peoples in our policy and program work.

Duties

To be a strong contender, you will be expected to demonstrate the following capabilities:

- **Demonstrated high level policy skills** and an ability to understand Australia's health, disability and aged care systems, policies, procedures and key challenges.
- Demonstrated high level understanding of the content that supports **strategic development of enabling services.**
- **Executive management**, commitment to talent development, succession planning, and driving APS capability uplift.
- **Professional authority and credibility**, building leadership legitimacy through honest and authentic relationships.
- **Highly developed communication skills**, able to articulate a vision and priorities while addressing diverse stakeholder concerns through strong communication and representational skills, building trust with the public and stakeholders.
- **Pragmatic problem-solving skills** and a demonstrated ability to think systemically and long-term, anticipating future challenges and opportunities.
- **Exceptional results orientation**, resilience, and a positive approach to issue resolution, with a focus on nurturing relationships for an inclusive and collaborative approach.
- **People leadership and organisational management**, to build and sustain capability across the department for current and future needs.
- **Demonstrated stakeholder engagement**, effectively exchanging information, listening to, and learning from stakeholders.
- **Ability to inspire confidence** and operate effectively in dynamic and rapidly changing environments, including leading and supporting teams through change.
- **Keen intelligence, persuasiveness and influence** necessary for both formal and informal leadership.
- **Proactive approach** to professional and organisational development, with the ability to engender enthusiasm and professionalism in others.
- **Astute judgment and political awareness.**

Eligibility

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

An applicant's suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Negative Vetting 2 security clearance or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 25-DEDIV-29537 to assist when making an enquiry.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended up to 5 years.

Notes and How to Apply:

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 1004. If, after reading the selection documentation, you require further information please contact Tricia Searson at Executive Intelligence Group on (02) 6232 2200.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Tricia Searson at Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760223

Department of Health, Disability and Ageing

Closing Date:Wednesday 23 July 2025

Chief Digital Information Officer Division
Enterprise Portfolio Management and Commercial Branch Portfolio Management Section

Job Title	Executive Level 1 - Commercial Manager - Enterprise Portfolio Management and Commercial Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Surry Hills NSW, Melbourne VIC, Brisbane QLD
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Surry Hills, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements to be discussed
Classification	Executive Level 1
Position Number	25-CDIODIV-29470
Agency Website	

Job Description

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

The Commercial Manager will be responsible for overseeing contracts related to Digital Infrastructure and Services and products. The Commercial Manager will ensure that agreements with vendors, service providers, and internal stakeholders are properly managed, compliant, and aligned with the Departments goals.

Minimum requirements for this role include:

- Demonstrated contract/supplier management (or similar) experience in the public or private sector
- Ability to manage a small team and deliver competing priorities under limited direction and within tight timeframes
- Excellent written communication skills including sound attention to detail
- Demonstrated ability to manage stakeholder engagement verbally and through written communication.

Duties

The key responsibilities of the EL1 Commercial Manager are:

- Manages the commercial relationships between suppliers and ensures potential disputes or conflicts are raised and resolved.
- Negotiates and resolves contractual issues, including failure to meet contractual obligations.
- Ensures contracts are managed in accordance with the Department’s policies and frameworks.
- Identifies where change is required and plans for variations. Ensures, in consultation with stakeholders, that change management protocols are implemented.
- Manage a team in a dynamic environment to meet deadlines, improve processes and achieve organisational goals.

Eligibility

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

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-CDIODIV-29470 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Scott McCallum, 02 5132 2531
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760282

Department of Health, Disability and Ageing

Closing Date:Wednesday 30 July 2025

Medicines Regulation Division
Scientific Evaluation Branch Pharmaceutical Chemistry Variation Section

Job Title	EL2 - Director - Pharmaceutical Chemistry Variation Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC
Salary	$144,175 - $170,695
Future Merit Locations	Hobart, Canberra, Sydney, Brisbane, Darwin, Perth, Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	25-MRDIV-29402
Agency Website	

Job Description

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

The Scientific Evaluation Branch at the TGA are seeking an experienced regulatory scientist with a strong background in medicines regulation to fill the role of Director in the Pharmaceutical Chemistry Variation Section (PCVS). The successful candidate will be responsible for leading a team of scientific evaluators responsible for the assessment and approval of variations to prescription medicines.

Duties

- Engaging strategically in activities related to the maintenance and improvement to the regulatory framework.
- Ensuring that a high standard of evaluation is undertaken in a timely way by the section.
- Identifying and leading innovative solutions and providing leadership in supporting change.
- Provide high level leadership, direction, and management for the section to deliver agreed outcomes.

- Support and mentor staff in developing a high performing team, driving and promoting continuous business process improvement.
- Leading strategic planning for the section's work.
- Deliver priority projects, including ensuring that effective project management approaches are followed, and that progress and risks are appropriately reported and managed.
- Develop and maintain productive relationships with relevant stakeholders; represent the TGA at internal and external forums.
- Preparation of correspondence and replies to Parliamentary Questions, Ministerial, media and other briefing material where relevant.
- Modelling the professional work standards and behaviours outlined in the APS Values, Employment Principles and Code of Conduct.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- Candidates must hold a degree in science, preferably in chemistry, pharmaceutical science, or a related discipline, from an Australian tertiary institution, or comparable overseas qualification.

Notes

Applications close Wednesday 30 July 2025 at 11:30pm AEST.

Applicants are asked to quote reference number 25-MRDIV-29402 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions.
Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michael Harding, (02) 5132 4345
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760156

Office of the Inspector-General of Aged Care

Closing Date:Sunday 20 July 2025

Monitoring and Strategic Operations
Monitoring and Strategic Operations

Job Title	Senior Monitoring Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Hobart TAS, Darwin NT
Salary	$98,336 - $110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Canberra office (preferred); remote working arrangements available.
Classification	APS Level 6
Position Number	25-1
Agency Website	

Job Description

https://www.igac.gov.au/about-us/work-with-us/current-vacancies

Do you excel at solving complex problems? Are you ready to use your analytical skills to drive meaningful reform in Australia's Commonwealth funded aged care system? If you are passionate about shaping the future of aged care and improving the lives of older Australians, this is your opportunity to make a difference.

The OIGAC is an intelligence-led organisation, driven by the Monitoring and Strategic Operations team. The Senior Monitoring Officer, reporting to the Monitoring Manager, plays a crucial role in ensuring the effective monitoring of the Commonwealth-funded Aged Care environment. Through interrogating data and conducting research and analysis, this role is primarily responsible for identifying systemic issues and detecting emerging concerns to ensure the Inspector-General can make well-informed decisions.

Duties

- Data collection and analysis: Gathering and analysing data from key Government agencies and open sources to identify trends, anomalies, systemic issues and emerging concerns within the Commonwealth funded aged care system.

- Reporting: Producing high-quality outputs that provide actionable insights and support the decision-making process of the Inspector-General.
- Risk Assessment: Based on sound research, proactively identify, evaluate and prioritise risks in the aged care environment, assessing their likelihood and impact. Develop and recommend targeted mitigation strategies.
- Collaboration: Working closely with other team members and stakeholders to ensure comprehensive monitoring and analytic activities.
- Continuous Improvement: Remaining informed of the changing environment and using analytical methodologies to enhance the quality and efficiency of monitoring operations.

Eligibility

Our ideal Monitoring Officer will have:

- Demonstrated experience in conducting data driven research and analysis to identify key issues.
- Demonstrated experience leading and delivering insight driven outputs to support and influence executive decision making
- Highly developed communication skills to present complex information to a diverse audience.
- Sound project management expertise, with experience in determining priorities and meeting deadlines in a high-pressure environment.
- Experience establishing and maintaining collaborative relationships with internal and external stakeholders to achieve mutually beneficial outcomes.

Highly desirable

- Demonstrated proficiency in Microsoft Excel with the ability to adapt to and learn business analytic and data visualisation tools such as PowerBI or similar.
- An understanding of, or the willingness to acquire, a broad understanding of the Commonwealth funded aged care system.

To be eligible for employment in the OIGAC applicants must be Australian citizens. General suitability for employment will be assessed through preemployment checks.

We value the contribution that a diverse workforce brings and encourage applications from people with diverse experience and backgrounds including Aboriginal and Torres Strait Islander people, LGBTQIA+ individuals, people from culturally and linguistically diverse backgrounds, mature age individuals, and people with disability.

Notes

Some workers in this agency may be exposed to potentially distressing material. The degree of exposure to this material varies depending on the specific role. We encourage you to consider your personal circumstances and wellbeing when applying. If you have any concerns, please speak to the contact officer before submitting your application.

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

About the Office of the Inspector-General of Aged Care

Our vision is an aged care system in Australia, where every person receives kind, compassionate, high-quality care that promotes their rights, identity and independence. Led by the Inspector-General of Aged Care, the Office of the Inspector-General of Aged Care (OIGAC) is a non-corporate Commonwealth entity established in response to the Royal Commission into Aged Care Quality and Safety. Our purpose is to ensure integrity and accountability of the aged care system through independent, informed oversight. We drive meaningful change, by calling out serious barriers and holding up to the light, models that would create the meaningful improvement needed to achieve this vision.

To Apply

Position Contact	Anna Allard, (08) 7333 5518
Agency Recruitment Site	https://www.igac.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0760226

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 20 July 2025

Chief Information Officer
ICT Operations Desktop Support

Job Title	ICT Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$86,631 - $107,053
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 5;APS Level 6
Position Number	1249_06/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Chief Information Officer Division is an exciting, diverse, and dynamic division that drives the digital agenda for the department. Leading the delivery of the department's digital offerings and transformation, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the department,
- Define the department's digital landscape,
- Co-design digital experiences making it simpler to innovate, collaborate and communicate, and
- Drive the innovation and transformation of IT services.

The ICT Operations Branch is one of three branches sitting within the Chief Information Officer Division (CIOD) and is instrumental in the delivery of infrastructure and support to the department, running ICT for the enterprise. The Corporate and Digital Support Team, part of ICT Operations, provides frontline support and high-level customer service for level one corporate and technical assistance to staff and clients.

The Desktop, Asset and Executive Support team, also within ICT Operations, delivers high-level customer service and specialised technical support across various technologies and services to all department staff, including Ministerial offices.

Our ideal candidate

Our ideal candidates are motivated individuals who demonstrate enthusiasm and reliability through their diverse client interactions and customer experience

APS 5

- Strong problem-solving skills with the ability to address recurring issues across a wide range of end-user hardware and software.

- Experience providing Level 2 ICT Support, including triage and resolution of incidents, provisioning ICT equipment, and providing technical support for video conferencing systems.
- Excellent communication skills with the capability to explain technical ICT concepts and support end-users with a customer-focused approach.
- Commitment to continuous learning, including developing and sharing knowledge through documentation.
- Well-developed interpersonal skills, with the ability to work collaboratively within a team environment and all areas of the organisation.
- Experience with managing competing priorities and adapting to change within a service delivery environment.

APS 6

In addition to the above, ideal candidates will have:

- Experience in staff management, including development and coaching
- Manage relationships with stakeholders to achieve work area and departmental goals
- Identify and investigate inter-related issues to proactively resolve issues for VIP clients (Senior Executive and Ministerial staff)
- Experience with planning, scheduling and delivery of BAU and small-scale ICT activities within a team environment

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

APS 5

- Provide Level 2 ICT support to department staff for end-user hardware and software via phone, email, instant messaging, service requests or face to face onsite support.
- Provision and manage ICT equipment for department staff, ensuring accurate record-keeping of the ICT asset register.
- Provide technical support and consultation for video conferencing and digital collaboration services.
- Monitor and prioritise ICT tasks and incidents to meet service level agreements.
- Produce and maintain knowledge base articles of operational and technical practices for continuous improvement and auditing purposes.
- Collaborate with enablement teams to resolve ICT incidents and deliver high-quality customer service to department staff.
- Provide ICT support as part of an out-of-hours on-call roster.

APS 6

In addition to the above, the APS6 role/s will;

- Supervise and provide coaching and mentoring to junior staff within the team including technical upskilling
- Provide high level relationship management with the Executive and Ministerial Offices
- Working with the leadership team to identify areas to improve customer experiences

Eligibility

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

A minimum baseline security clearance is required, though some positions may require a higher-level security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Some positions may require a component of overtime and 24/7 on-call duties. Interstate travel may also be required to carry out certain duties.

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Will King, 0407 922 083
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0760241

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 20 July 2025

Chief Information Officer
ICT Operations ICT Service Desk

Job Title	ICT Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$70,180 - $85,027
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 3;APS Level 4
Position Number	1334_07/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Chief Information Officer Division is an exciting, diverse, and dynamic division that drives the digital agenda for the department. Leading the delivery of the department's digital offerings and transformation, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the department,
- Define the department's digital landscape,
- Co-design digital experiences making it simpler to innovate, collaborate and communicate, and
- Drive the innovation and transformation of IT services.

The ICT Operations Branch is one of three branches sitting within the Chief Information Officer Division (CIOD) and is instrumental in the delivery of infrastructure and support to the department, running ICT for the enterprise. The Corporate and Digital Support Team, part of ICT Operations, provides frontline support and high-level customer service for level one corporate and technical assistance to staff and clients.

The Corporate and Digital Support Team, part of ICT Operations, provides frontline support and high-level customer service for level one corporate and technical assistance to staff and clients.

Our ideal candidate

Our ideal candidates are:

- enthusiastic, eager to learn, and have a keen interest in developing a career in IT and customer service.
- will possess strong attention to detail, good communication skills and a proactive approach to problem-solving.

APS 3:

- A basic understanding of administrative processes is advantageous but not required, as full training will be provided.

- The ability to learn and use IT systems including ServiceNow, Aurion and Microsoft Office underpin these positions.
- Working to a roster

APS 4:

- Interest in multifunctional customer service roles, both corporate and digital
- Experience or ability to learn support tools (ServiceNow, remote support software)
- Ability to communicate technical issues and resolve them
- Methodical problem-solving and troubleshooting skills
- Willingness to learn, take ownership, and follow through
- Motivation to increase skills, knowledge, and capability
- Strong interpersonal skills; able to work well with all levels

Corporate and Digital Support hours of operation are from 8:00am to 5:00pm, Monday to Friday. It is an expectation that all staff participate in a rotating roster to provide coverage.

- Shift 1 - work hours are 8.00am - 4.30pm
- Shift 2 - work hours are 8.30am - 5.00pm

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

APS 3

- Monitor the team's service request queue and ensure prompt responses to Level One ICT or Corporate customer inquiries within Service Level Agreement (SLA) timeframes.
- Assist in identifying solutions to corporate and ICT challenges encountered by users and the business, including providing support for change activities and digital innovation.
- Maintain ownership of calls throughout their lifecycle, including follow-up actions with escalation teams.
- Provide input and update knowledge guides for users, as well as Standard Operating Procedure (SOP) documentation for administrators as required.
- Actively participate in team meetings by offering feedback, detecting problems, suggesting solutions, escalating issues, and seeking advice and assistance when necessary.
- Conduct research using available resources to obtain any required information.
- Advocate for the use of online channels and client self-service options.
- Support a team culture that emphasises continuous improvement in alignment with business objectives.

APS 4:

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- Advocate for the use of online channels and client self-service options.
- Support a team culture that emphasises continuous improvement in alignment with business objectives.

Eligibility

A minimum baseline security clearance is required, though some positions may require a higher-level security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

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

Notes

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

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

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

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

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia’s First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the

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	Will King, 0407 922 083
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0760262

Geoscience Australia

Closing Date:Tuesday 29 July 2025

Place and Communities Division
Oceans, Reefs, Coasts and the Antarctic Marine and Coastal Geoscience

Job Title	Marine Geologist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19141
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

Our team

The Marine and Coastal Geoscience (MCG) Section is within the Oceans, Reefs, Coasts and the Antarctic Branch. We are committed to providing trusted advice on the geography of Australia’s Oceans, Reefs, Coasts and the Antarctic to inform government and its stakeholders.

The role

We are seeking a Marine Geologist to provide expertise and advice in support of Australian government strategic priorities. This role involves leading the application of advanced geoscientific mapping methods to enhance our understanding of Australia's marine environment.

In this role you will:

- Lead the delivery of marine geoscience projects, including RAPi, ensuring outputs are delivered on time, within scope, and aligned with strategic priorities.
- Design and produce geoscientific data products to support assessments for offshore hydrogen, and carbon capture and storage.
- Apply advanced analytical techniques to map, characterise, and interpret marine geology, contributing to national resource assessments and foundational datasets.
- Provide accurate, objective, and timely scientific advice to government, senior management, and other scientific agencies on marine geoscience issues.
- Represent Geoscience Australia and Australian Government interests at national and international forums, promoting the agency’s scientific capabilities and strategic goals.
- Manage engagement with internal and external collaborators, stakeholders, and contractors to ensure effective communication and delivery of project outputs.
- Support the Director – Marine and Coastal Geoscience in setting the strategic direction of the section and undertake leadership duties as required.

To be successful in the role you will:

- Provide high level scientific leadership and advice in marine geology, supporting the strategic direction of the Marine and Coastal Geoscience Section and the Oceans, Reefs Coasts and Antarctic Branch.
- Have a deep understanding of the strategic drivers behind interdisciplinary programs like Resourcing Australia’s Prosperity including the need for collaboration across various scientific disciplines and stakeholders to achieve national priorities.
- Have a passion for marine geoscience, and an understanding of the unique issues and opportunities facing the marine and coastal science community. This includes being aware of current trends, emerging technologies, and key environmental issues.
- Build and sustain relationships with a range of stakeholders including internal and external stakeholders, government and the science community.
- Be an influential communicator, with excellent written and oral communication skills, supported by highly developed interpersonal skills.
- Proactively identify risks and issues around project delivery and provide solutions to mitigate them while maintaining effective performance.
- Be a team player who collaborates, actively shares knowledge, is open to developing new skills and takes personal responsibility for their work.
- Demonstrate a commitment to building a positive and inclusive culture in the team and branch.
- Exhibit public service professionalism and probity by adopting a principled approach and adherence to the APS Values and Code of Conduct

Desired skills, experience and/or qualifications

- **Qualifications and Experience:** Background in marine geology or a related field.
- **Communication Skills:** Excellent written and verbal communication abilities.
- **Leadership Abilities:** Proven experience in managing teams and mentoring or supervising staff.
- **Project Management:** Strong skills in designing, managing, and overseeing fieldwork projects, such as marine surveys.
- **Legislative Knowledge:** Familiarity with, or the ability to quickly learn, relevant legislation related to Australia's marine jurisdiction (e.g., Environmental Protection and Biodiversity Conservation Act 1999, Offshore Electricity Infrastructure Act 2021).
- **Science Translation:** Experience in translating complex scientific information to support decision making and policy development.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 750 words) outlining your motivations and suitability for the role.

If you have any questions regarding the role, please contact Donna-marie Audas on (02) 6249 5844 or email donna.audas@ga.gov.au

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Donna-marie Audas, (02) 6249 5844
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0760287

Geoscience Australia

Closing Date:Sunday 27 July 2025

Space Division
Positioning Australia National Geodesy

Job Title	Very Long Baseline Interferometry Team Lead
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19175
Agency Website	www.ga.gov.au

Job Description

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

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About us

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Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

Our team

The National Geodesy section sits within the Positioning Australia Branch of the Space Division at Geoscience Australia and we’re bringing the benefits of space-based technology down to earth, through our precise positioning capability. Our vision is to help Australia prosper by fostering a world-leading positioning capability accessible to all. For more about Positioning Australia, click the link below:

- About Positioning Australia | Geoscience Australia

The National Geodesy Section is responsible for ensuring that Australia has a state-of-the-art geospatial reference system that enables accurate and robust precise positioning. The team leads Australia’s international contribution to the sustainment of the Global Geodetic Reference Frame

and is responsible for a range of geodetic observation functions supporting Australia's geodetic capability, including remote Satellite Laser Ranging and Very Long Baseline Interferometry (VLBI) facilities, as well as Gravity modelling programs.

The role

The VLBI Team Lead role reports to the Director for National Geodesy. This role is classified at the EL1 level; for guidance on performance and behaviour expectations of an EL1, please refer to the Integrated Leadership System.

The VLBI Team Leader will:

- Lead Geoscience Australia's VLBI geodetic work program, in collaboration with the University of Tasmania AuScope VLBI project team.
- Be accountable for Geoscience Australia's delivery of data and information required to produce geodetic VLBI products and services, to required IVS standards.
- Manage and implement geodetic VLBI correlation and analysis workflows leveraging cloud computing facilities, including enhancements to improve efficiency and resilience,
- Work closely with key project partner, the University of Tasmania, to support sustainable and safe VLBI infrastructure operations.
- Manage project planning, reporting, budgeting, contracting and risk management for GA's VLBI activities, ensuring alignment with Positioning Australia program priorities.
- Engage and collaborate with key national and international stakeholders, including the International VLBI Service (IVS), to identify opportunities, achieve outcomes and facilitate cooperation.
- Develop and implement stakeholder engagement and communications plans to inform government and industry on the importance of VLBI activities to the global geodesy supply chain and global positioning
- Assist the Director of National Geodesy with other management and operational activities as required.

In this role you will:

- Apply your experience and knowledge of VLBI to lead GA's VLBI work program, in partnership with the University of Tasmania
- Set the direction of your team and your own work priorities to ensure the provision of timely and accurate advice and play a role in coaching, guiding and developing employees.
- Engage with the IVS and international community to ensure Australia is undertaking world class VLBI operations.
- Work collaboratively across the Positioning Australia program to ensure we meet our goal to provide accurate and reliable positioning to everyone.
- Work with colleagues internationally and within Australia on data standards to prepare for the implementation of open access data products and adoption of the FAIR data principles.
- Be accountable for the strategic direction of Geoscience Australia's VLBI program activities.

To be successful in the role you will:

- translate high-level goals and outcomes into appropriate tasks for others.
- identify critical information gaps and ask a range of questions to uncover valuable information.
- consult internal and external experts; tap into their technical and professional knowledge and experience to improve work outcomes.
- share appropriate information with staff and colleagues during times of change; help others adapt to ensure a smooth transition.
- build and sustain relationships; liaise with a range of stakeholders including other teams, peers, and colleagues across the organisation, and in other organisations.
- discern the differing and preferred working styles of individuals and factor this into the management of people and tasks.
- congratulate people on achievements and give timely recognition for good performance.
- provide clear, constructive, and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution.
- make time for people despite competing priorities; provide guidance and offer full support when required.
- demonstrate commitment to self-development and capitalise on opportunities to extend skills and knowledge; accept challenging new opportunities.
- focus on clear communication of key points, tailor communication style and language according to the audience’s level of knowledge, skill, and experience.
- adhere to the APS values and code of conduct and consistently behave in an honest, ethical, and professional way.

Required skills, knowledge, experience and/or qualifications

- Experience in the field of VLBI or in a related field of space geodesy or radio astronomy.
- Experience in leading teams and developing staff.
- Experience working collaboratively with a diverse range of stakeholders with different domains of expertise.
- Excellent communication and presentation skills, both written and oral.
- Experience with scientific and/or data analysis programming languages, and familiarity with high performance computing facilities.
- Experience with geodetic VLBI correlation and analysis would be desirable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)

- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Lisa Hall on (02) 6249 9009 or email lisa.hall@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit theAustralian Public Service Commission website.

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Notes

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

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To Apply

Position Contact	Lisa Hall, (02) 6249 9009
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0760423

Geoscience Australia

Closing Date:Tuesday 29 July 2025

Minerals, Energy and Groundwater Division
MEG Management Information Services

Job Title	Senior Software Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$139,836 - $174,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	19093
Agency Website	www.ga.gov.au

Job Description

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

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Duties

Our team

The Minerals, Energy and Groundwater Information Services (MEGIS) Section provides specialised technical capabilities to support key outcomes of the Minerals, Energy and Groundwater Division (MEG), including scientific computing and data analytics. The Geoscientific Computing Team under the Information Services Section has primary responsibility for the design, development and maintenance of complex scientific workflow software for data modelling, processing and visualization. The team collaborates closely with geoscientists to deliver high value data-intensive projects, such as geophysical data processing and modelling, and geoscience data mapping using machine-learning. The team uses high performance computing platforms including cloud services (AWS) to develop and operate a wide range of scientific software systems.

The role

The Senior Software Engineer will join the Geoscientific Computing Team in MEGIS to plan, architect, develop, test, deploy, document, and maintain a diverse range of software applications using languages such as Python, C, Java, JavaScript, and shell scripting. This role involves collaborating with geoscientists to deliver software solutions, provide user support, implement scientific algorithms, and automate workflows. Additionally, the engineer will take on a leadership role in designing and implementing AI/ML frameworks and solutions, developing innovative algorithms that enhance scientific capabilities while ensuring scalability and maintainability within existing systems.

In this role you will:

- design, build and implement scientific software algorithms for data processing, modelling and visualisation, in collaboration with domain experts/scientists and stakeholders;
- collaborate in an Agile environment where you will plan, design, build and test scientific computing software in suitable languages such as Python, Java Script and Linux Shell scripting;
- implement best practice software engineering standards including continuous integration/delivery, refactoring, unit-testing, and automation;
- design, build, and maintain a robust AWS cloud infrastructure and various environments while adhering to Infrastructure as Code (IaC) principles;

- effectively utilise version control systems such as GitHub and Bitbucket for source code management, tracking and code reviews to ensure best practice software engineering standards;
- prepare and update systems documentation, including user guides and developer manuals;
- utilise BitBucket Pipelines for Continuous Integration/Continuous Deployment (CI/CD) workflows, enhancing the efficiency of software deployment and testing processes;
- support the team as a valued member, and take on scientific computing tasks assigned by, and under the guidance of the team lead;
- actively mentor and support team members by sharing your expertise
- facilitate knowledge transfer through regular technical discussions, code reviews, and pair programming sessions.

To be successful in the role you will demonstrate:

- strong problem-solving skills, with the ability to identify issues and explore innovative solutions;
- resilience in dealing with uncertainty and change, while effectively communicating with colleagues;
- proactive solicitation of feedback to ensure high-quality deliverables and continuous improvement;
- effective communication of information, both verbally and in writing, ensuring clarity and conciseness;
- dedication to adhering to professional standards and ethical conduct, aligning with APS values and codes of conduct;
- initiative in designing and building cloud-based HPC environments to support large-scale, compute-intensive workloads;
- experience creating intuitive, user-friendly front-end web applications that deliver a seamless user experience;
- accountability for timely and accurate completion of tasks, with a focus on driving progress;
- a collaborative mindset, fostering positive relationships with stakeholders and team members

Required skills, experience and/or qualifications

- Proven experience with software development, specifically Python programming language and open-source libraries
- Knowledge of best-practice software development standards, including unit testing and the creation of user guides and documentation
- Comprehensive hands-on experience building and maintaining AWS environments, including HPC clusters and scalable storage solutions
- Experience designing and developing intuitive front-end web applications using modern JavaScript frameworks (React, Angular) and responsive design principles
- Proficiency in using Terraform for Infrastructure as Code (IaC) to build and maintain AWS cloud infrastructure
- Experience in developing RESTful APIs that effectively interact with front-end web applications, ensuring seamless data exchange and enhancing user experience
- Proficiency in containerisation technologies, particularly Docker, to create portable and scalable application environments that facilitate consistent deployment across various platforms
- Experience in building and maintaining Continuous Integration and Continuous Deployment (CI/CD) workflows and processes, ensuring efficient and automated software delivery

- History of driving positive change and improvements in stakeholder workflows and organisational culture
- Demonstrated success in collaborating within multi-disciplinary teams, highlighting strong interpersonal communication and support for team members and stakeholders
- Commitment to implementing change that yields positive outcomes for stakeholder workflows and organisational culture
- Desirable: Experience with AI/ML concepts and frameworks, along with their practical applications in software solutions

To Apply

Please visit thecareers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Mick Ilovski on (02) 6249 9531 or email mick.ilovski@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit theAustralian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Notes

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Mick Ilovski, (02) 6249 9531
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

This notice is part of the electronic Public Service Gazette PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf
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Industry, Science, Energy and Resources

Vacancy VN-0760453

Geoscience Australia

Closing Date:Wednesday 30 July 2025

Place and Communities Division
National Location Information Branch National Geospatial Data

Job Title	Assistant Director, Vector Foundation Data
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	19151
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

Our team

The National Location Information Branch is responsible for the delivery of a range of national foundation geospatial data, product and services; as well as the design and delivery of the Digital Atlas of Australia.

We are a team of approximately 80 Australian Public Service and contracted staff dedicated to delivering integrated and trusted FAIR (Findable, Accessible, Interoperable and Reuseable) data and services to the nation. We are looking for a skilled and highly motivated individual to join and be an integral component of our focused team, to assist the Director in optimising our current data program and also help grow the capability substantially. If you are a geospatial professional who wants to make significant and lasting improvements to the national geospatial landscape then come and join our team.

The role

The Assistant Director, Vector Foundation Data, will assist in leading and managing a team of approximately 11 Australian Public Service employees. You will be responsible for assisting in the efficient and effective design and delivery of the National Foundation Geospatial Data program with a focus on priority high value datasets to be seamlessly integrated and shared through the Digital Atlas of Australia and other mechanisms.

You will report directly to the Director of National Geospatial Data and work closely with other Directors in the National Location Information Branch as required, as well as key stakeholders from Place and Communities Division, wider Geoscience Australia, across multiple levels of government and industry to ensure the provision of single source national foundation geospatial data, and programmatically deliver outcomes wherever possible. A key area of optimisation is the provision of foundation geospatial data and product to both the Defence and the Emergency Management communities.

You will be required to routinely apply complex analytical skills, be able to effectively prioritise, have excellent time management, make informed risk-based recommendations for your Director and Branch Head, communicate compelling arguments in plain English (verbally and in writing) and assist in managing budgets.

Working under broad direction, In this role you will:

- assist in managing the National Foundation Geospatial Data Directorate;
- assist in designing and delivering Geoscience Australia's National Foundation Geospatial Data program;
- work closely with key stakeholders to deliver priority high value, trusted national data in a range of ways, including integrating and sharing data into the Digital Atlas of Australia;
- assist in optimising the National Foundation Geospatial Data program's associated agreements to ensure a priority outcomes are delivered on time, within budget, and ideally achieve programmatic efficiencies;
- use your excellent geospatial knowledge, skills and expertise to successfully assist in directing the cross-functional team, help the Director identify opportunities, understand second and third order effects, and optimally engage with both technical and non-technical stakeholders;
- communicate succinctly and compellingly in plain English in written and verbal forms, including acting as spokesperson and delivering presentations to a range of stakeholders;
- work collaboratively within the National Location Information Branch; the Place and Communities Division; Geoscience Australia; and with our stakeholders across all levels of government, industry, academia and the community;
- be proficient in risk assessment and management;
- assist the Director in developing and managing budgets and work plans, including effective and efficient employment of, and deliverables from, contractors or service providers;
- assist the Director in anticipating and establishing priorities, monitoring progress and work to deliver required National Foundation Geospatial Data outcomes;
- ensure customer service standards are met, and address customer feedback from a variety of sources;
- assist the Director in identifying, negotiating and enabling innovative solutions to meet Project, Program and organisational outcomes;
- assist the Director in providing leadership in implementing and promoting a culture of change and continuous improvement; and
- represent Geoscience Australia to advance the organisation's interests in cross-agency, inter-jurisdictional, international and other forums.

To be successful in the role you will:

- assist the Director in providing technical leadership to ensure the successful design and delivery of a Geoscience Australia National Foundation Geospatial Data program;
- improve mutually beneficial outcomes for nested geospatial data partnerships with other government agencies;
- assist the Director in developing and sustaining a high functioning, motivated and focused cross-functional team of APS staff and contractors who love what they do and are enabled to do it well;
- seek out and assist the Director in leading opportunities to improve currency, coverage and quality of National Foundation Geospatial Data;

- assist the Director in working in close partnership with the Digital Atlas of Australia team to seamlessly integrate and share geospatial data through the Digital Atlas of Australia;
- maintain an awareness of best practice geospatial data creation, curation, lifecycle management, Integrated Geospatial Infrastructure, Digital Twins and associated ICT;
- become a highly valued member of the National Location Information Branch and Geoscience Australia; and
- adhere to the APS values and code of conduct and consistently behave in an honest, ethical and professional way.

Advantageous skills, knowledge, experience and/or qualifications

- Geospatial proficiency with demonstrable expertise in helping deliver complex geospatial data projects and/or programs
- Demonstrable expertise in assisting in the project management of medium (>$20M) sized project/s or larger
- Demonstratable expertise in stakeholder engagement, particularly across government and industry
- Experience in assisting in leading diverse teams
- Expert communication skills, both written and oral. This includes the ability to translate the technical into a compelling argument for the not technical
- You must possess and utilise a positive, delivery focused mindset
- Whilst we are focused on leveraging your geospatial knowledge, skills and experience, a detailed geospatial background, particularly utilising Esri products and services, and/or tertiary qualifications in geospatial sciences are highly desirable
- A note on security: Whilst the minimum security classification for this position is baseline, higher classifications are both desirable and maintainable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Nerida Wilson on (02) 6126 8769 or email nerida.wilson@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit theAustralian Public Service Commission website.

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Notes

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

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culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Nerida Wilson, (02) 6126 8769
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0760382

IP Australia

Closing Date:Tuesday 22 July 2025

Job Title	Senior Examiner of Plant Breeder's Rights
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	$119,737 - $134,764
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	Executive Level 1
Position Number	1407
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Plant Breeder's Rights (PBR) Section is responsible for the examination, granting and registering of PBR which is one of the four intellectual property rights administered by IP Australia. To achieve this, the Section is responsible for exercising the appropriate powers, authority and delegations under the *Plant Breeder's Rights Act 1994* and working with a range of stakeholders on both the domestic and international fronts.

The Section is also responsible for contributing to policy and legislative changes, identifying and implementing business improvement initiatives, to help ensure operations are delivered as efficiently and effectively as possible, in line with evolving administrative practices and technologies.

The Senior Examiner supports the Chief of PBR in the effective leadership and management of the PBR team, examination processes and the realisation of the corporate objectives of the PBR and Oppositions Group (POG).

The Senior Examiner leads by example, sets clear expectations, and inspires workplace performance and innovation through personal drive and strong alignment to APS values. The

successful occupant will monitor and manage examiner performance and ensure the PBR Section delivers high quality products and services to customers. The Senior Examiner will also provide coaching and training to new examiners and directly manage examiners under limited direction.

Duties

A Senior Examiner in PBR will contribute to the leadership and management of an examination section under limited direction, to deliver on strategic and operational priorities at all levels. Duties include:

- Working collaboratively with the section management team to effectively lead and manage the operation and direction of the section and deliver the section's commitments
- Leading a team of PBR examiners to cultivate a high-performance, inclusive, and safe culture through mentoring, performance management, and goal alignment.
- Supporting the facilitation of collaborative learning via a range of media and learning approaches including designing and implementing training activities.
- Providing on-the-job PBR examination training, guidance and coaching to trainee examiners and contributing to their competency-based assessment process.
- Assessing trainee examiner performance, providing feedback, and encouraging trainee examiners to reach personal, section and corporate goals in a hybrid environment.
- Undertaking field examinations and assessments of new plant variety applications, and contributing to PBR team responsibilities, including the preparation of the Plant Varieties Journal.
- Reviewing and supervising examination work as well as routine support within the Section.
- Contributing towards Group and Corporate projects and deliverables and representing the section in various fora.
- Providing advice on technical and complex IP matters to stakeholders in the context of plant breeding, intellectual property protection and international IP conventions.

The Senior Examiner must understand the legislative environment, analyse/interpret relevant legislation, ensure operational practices are aligned, and liaise with stakeholders on these matters. They must also deliver operational and strategic outcomes within a complex environment.

Knowledge of plant breeding, the agricultural sector and/or a related area, and the ability to travel regularly to undertake field examinations for plant varieties is a mandatory requirement for this position.

Eligibility

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

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

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

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

Notes

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

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

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

About the IP Australia

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

To Apply

Position Contact	Anish Singh, (02) 6283 7915
Agency Recruitment Site	https://careers.ipaustralia.gov.au

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760435

AirServices Australia

Closing Date:Sunday 20 July 2025

Job Title	Payroll Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$79,978 - $89,690
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	3 days in the Canberra Office
Classification	APS Level 4
Position Number	502102
Agency Website	

Job Description

https://careers.airservicesaustralia.com/caw/en/job/502102/payroll-officer

- **Full time permanent position – Recognition of Prior Service & LSL available**
- **National aviation leader—keeping Australia safe in air and on ground.**
- **Career opportunity in a friendly, collaborative team environment**
- **Canberra based - Hybrid - WFH 2 days per week.**

The Payroll Services team delivers end-to-end payroll processing, reporting, compliance, and system support across Airservices Australia.

As a Payroll Officer within the Payroll Operations team, you'll support both Tier 1 and Tier 2 tasks as outlined in the Payroll Service Catalogue. Reporting to the Payroll Services Lead and working within a collaborative team environment, you'll be responsible for a mix of routine transactional work and moderately complex payroll activities, all contributing to the accurate and timely delivery of payroll services.

Duties

- Process Tier 1, Tier 2 payroll transactions, provide advice, and resolve related queries, while building knowledge of Tier 3 activities.
- Execute payroll tasks efficiently, ensuring full compliance with legislation, policies, and procedures.
- Prioritise and manage workloads to meet deadlines while actively contributing to continuous improvement initiatives across Payroll, Corporate, and Shared Services.
- Provide mentoring and support to the Transaction Payroll Officer.

Eligibility

- Ability to work an effective member of a Team whilst contributing to a positive team culture.
- The capacity to work independently with limited guidance from senior team members.
- An aptitude for working through problems and identifying solutions.
- The capacity to work towards deadlines with a high level of accuracy and attention to detail.
- Ability to manage and organise tasks in the context of competing priorities.
- Demonstrated customer service focus and ability to build and maintain effective working relationships.
- Demonstrated understanding and experience in the use of HRIS systems.

Notes

Should you require any further information please contact Cortnie Taylor – Talent Partner via email Cortnie.Taylor@airservicesAustralia.com

Airservices recognises prior service and/or continuity of service for Long Service Leave purposes in accordance with the *Long Service Leave (Commonwealth Employees)*

Security Clearance

To be eligible to apply, you must be an Australian Citizen or a Permanent resident as an Airservices Background check is required for this role. Please refer to the security check requirements successful applicants will be required to undertake as part of the recruitment process.

How to Apply

To apply for this position please lodge an application online before ***Applications close 11.55 pm (AEST) Sunday, 20 July 2025.***

About the AirServices Australia

To Apply

Position Contact	Cortnie Taylor, 0483 387 747
Agency Recruitment Site	https://careers.airservicesaustralia.com/caw/en/job/502102/payroll-officer

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760415

Civil Aviation Safety Authority Australia

Closing Date:Thursday 24 July 2025

Corporate Services
Information Technology

Job Title	Service Desk Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	$78,663 - $85,322
Future Merit Locations	Canberra, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 4
Position Number	3893
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Do you have a love for IT and looking to get in at the ground floor? Are you passionate about helping people? Are you looking for an opportunity to join a great team? Enjoy a challenge? Do you love problem solving? Can you work remotely away from the team? Then, this is the role for you!

We are looking for the right person to join a tight-knit and highly motivated team that is the first point of contact for CASA's IT requirements. We offer a competitive salary, training opportunities and great benefits.

The Service Desk Support role reports to and assists the Senior Service Desk Analyst in the Services and Support Team and works in close collaboration with Desktop Support and staff in the IT Branch.

The role forms a key part of CASA's ICT environment and is responsible for providing first level technical expertise to service and support the operation and maintenance of CASA's technology environment.

This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Under general supervision from the Senior Service Desk Analyst, the Service Desk Analyst role is responsible for:

- Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
- Provide pro-active, friendly, fast and efficient services and resolution of ICT related issues to CASA staff via phone, email and face to face.
- Problem solving complex IT Issues and problems.
- Working independently, assisting 2nd and 3rd level support with troubleshooting of identified issues.
- Identifying and documenting incident trends and problems.
- Provide limited onsite Desktop Support to office staff.
- Supporting projects, business as usual activities and process improvements.
- Assisting with the development and maintenance of knowledge-based articles.
- Providing professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
- Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.
- Work supportively and cooperatively with colleagues within IT Branch and CASA to achieve shared outcomes.
- Engage with colleagues within IT Branch and CASA in a sensitive and equitable manner.
- Promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate should be able to demonstrate the following:

- Demonstrated ability to provide high levels of customer service.
- Recent call center or service desk experience would be an advantage.
- Demonstrated ability to work autonomously and within a team environment.
- Demonstrated ability to work pro-actively.
- Knowledge and understanding of current and emerging technologies.
- Knowledge of, or experience in ServiceNow and Microsoft technologies would be an advantage.
- Knowledge of, or experience in Cloud support would be an advantage.
- A qualification in Information Technology would be an advantage but not required.
- Flexibility and the capacity to exercise judgement, intelligence, discretion, and independence for performing their CASA work responsibilities.
- The ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non-technical ICT concepts.

Eligibility

Eligibility Requirements

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance if required.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mike Gazzard, 0431 303 465
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760416

Civil Aviation Safety Authority Australia

Closing Date:Thursday 24 July 2025

Corporate Services
Information Technology

Job Title	Service Desk Analyst - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	$78,663 - $85,322
Future Merit Locations	Canberra, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 4
Position Number	3893
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Do you have a love for IT and looking to get in at the ground floor? Are you passionate about helping people? Are you looking for an opportunity to join a great team? Enjoy a challenge? Do you love problem solving? Can you work remotely away from the team? Then, this is the role for you!

We are looking for the right person to join a tight-knit and highly motivated team that is the first point of contact for CASA's IT requirements. We offer a competitive salary, training opportunities and great benefits.

The Service Desk Support role reports to and assists the Senior Service Desk Analyst in the Services and Support Team and works in close collaboration with Desktop Support and staff in the IT Branch.

The role forms a key part of CASA's ICT environment and is responsible for providing first level technical expertise to service and support the operation and maintenance of CASA's technology environment.

This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Under general supervision from the Senior Service Desk Analyst, the Service Desk Analyst role is responsible for:

- Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
- Provide pro-active, friendly, fast and efficient services and resolution of ICT related issues to CASA staff via phone, email and face to face.
- Problem solving complex IT Issues and problems.
- Working independently, assisting 2nd and 3rd level support with troubleshooting of identified issues.
- Identifying and documenting incident trends and problems.
- Provide limited onsite Desktop Support to office staff.
- Supporting projects, business as usual activities and process improvements.
- Assisting with the development and maintenance of knowledge-based articles.
- Providing professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
- Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.
- Work supportively and cooperatively with colleagues within IT Branch and CASA to achieve shared outcomes.
- Engage with colleagues within IT Branch and CASA in a sensitive and equitable manner.
- Promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate should be able to demonstrate the following:

- Demonstrated ability to provide high levels of customer service.
- Recent call center or service desk experience would be an advantage.
- Demonstrated ability to work autonomously and within a team environment.
- Demonstrated ability to work pro-actively.
- Knowledge and understanding of current and emerging technologies.
- Knowledge of, or experience in ServiceNow and Microsoft technologies would be an advantage.

- Knowledge of, or experience in Cloud support would be an advantage.
- A qualification in Information Technology would be an advantage but not required.
- Flexibility and the capacity to exercise judgement, intelligence, discretion, and independence for performing their CASA work responsibilities.
- The ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non-technical ICT concepts.

Eligibility

Eligibility Requirements

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance if required.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mike Gazzard, 0431 303 465
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760393

Museum of Australian Democracy - Old Parliament House

Closing Date:Tuesday 22 July 2025

Interpretation and Curatorial Curatoria

Job Title	Senior Curator - Centenary Projects
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$115,443 - $125,832
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	Executive Level 1
Position Number	NP
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs to mark the anniversary. The Centenary program will support the sharing of First Nations' histories and stories, in the voices of First Nations peoples, as they relate to Australian democracy.

The Senior Curator will work closely with First Nations stakeholders, including the MoAD First Nations Advisory Committee, to develop and deliver content for MoAD audiences across exhibitions, public programs and digital platforms. The role will require sophisticated stakeholder management skills, including the ability to represent MoAD with a high level of professionalism orally and in writing.

The Senior Curator will lead a small team of curatorial staff and will work collaboratively with colleagues across the organisation to deliver centenary project outcomes. The Senior Curator will work closely with other mangers in the Section to manage the team, budgets, and work programs to ensure the timely delivery of quality projects.

Duties

Under the direction of the Head, Curatorial and Interpretation, the Senior Curator – Centenary Projects will be required to:

• Deliver a First Nations exhibition for the centenary of Old Parliament House in 2027.

• Research, write and develop content for onsite, online and outreach programs and lead pro-active collecting efforts.

• Manage a small team of specialist staff to deliver high quality outputs. Support staff development.

• Work closely with MoAD's First Nations Centenary Advisory Committee community representatives, consultants and other internal and external stakeholders at all levels.

• Adhere to First Nations cultural protocols to ensure appropriate ways of engaging with Indigenous cultural material and interacting with Indigenous peoples and communities.

• Represent the museum in a range of formats and forums including through writing and verbal presentation including to the media.

• Work collaboratively with all sections of the museum as a member of the section's senior leadership team to support centenary projects.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a Non-Ongoing Specified Task opportunity until the end of the Centenary project in 2027.

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 Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Ashley Tenison, 02 6270 8148
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Prime Minister and Cabinet

Vacancy VN-0760256

Aboriginal Hostels Limited

Closing Date:Sunday 27 July 2025

Frontline Services
Trilby Cooper Hostel, Kalgoorlie, WA

Job Title	Assistant Hostel Manager
Job Type	Full-Time, Ongoing
Location	Kalgoorlie WA
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	VN0760256
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited's (AHL) vision is to improve the quality of life and opportunities for First Nations people through their national network of hostels. AHL hostels are like a home away from home for people needing to travel for access to services or for work and education opportunities. They provide comfortable, culturally safe and affordable accommodation, three meals a day and a welcoming environment for those who stay.

We are looking for a reliable and motivated Assistant hostel Manager to join our team in Trilby Cooper Hostel, Kalgoorlie, WA and help create a safe, clean, and welcoming environment. This position is open to all candidates and if you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

The Opportunity

Working closely with the local community, you will support people staying in hostels and ensure residents can connect with all services they require during their stay. AHL is proud to be one of the largest employers of First Nations people in the Australian Public Service (APS).

Duties

The Role

AHL Assistant Hostel Managers are responsible for the day to running of their hostels.

This is a hands-on role and will see you working closely with the team to provide a safe, clean and welcoming environment.

The Ideal Person

Great Assistant Hostel Mangers come from a wide range of backgrounds.

While experience in a similar industry is important, a really successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanour. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

People with a strong understanding of Aboriginal and Torres Strait Islander cultures, and issues affecting First Nations people are well suited to this opportunity and First Nations people are encouraged to apply.

Eligibility

- provide evidence of Australian Citizenship
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet Fitness for Duty requirements (prior to engagement)
- hold or obtain relevant qualifications

Notes

What We Offer:

- **Competitive Pay & Benefits:** $75,022 - $81,775 per annum You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. Work pattern for this role currently incorporates 10 days of work in a fortnight including one weekend per fortnight (50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday).
- **Remote Locality Allowance:** Employees are entitled to the payment of $2,179/annum with eligible dependants or $1,376/annum without eligible dependants.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

Complete the **Application Form** available from our website Work with us | Aboriginal Hostels Limited

Email your **current Resume** and completed **Application Form** to jobs@ahl.gov.au by 11:59pm AEST on **Sunday 27 July 2025**

Please include your name and the job reference **(VN0760256)** in the subject of your email

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support

residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0760118

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 July 2025

Partnerships and Engagement Group
Collection Access and Family History

Job Title	ABI Indexer (Affirmative Measures)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	APS Level 5
Position Number	78_06/25
Agency Website	https://aiatsis.gov.au/

Job Description *https://aiatsis.gov.au/about/work-us/current-vacancies*

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

- providing access to the AIATSIS Collection and supporting clients undertaking Family History research
- marketing, communication, content production and publishing
- facilitating the return of Aboriginal and Torres Strait Islander cultural heritage material held overseas
- developing AIATSIS commercial revenue streams and partnerships to further our mission.

About the Program Area

The Collection Access and Family History Unit sits within the Partnerships and Engagement Group. The Unit manage services and policies for culturally appropriate access to the AIATSIS collection and Indigenous family history research.

Role Summary

The ABI Indexer will work closely with the Family History Unit Manager to undertake indexing activities for the Aboriginal and Torres Strait Islander Biographical Index (ABI). ABI Indexing practice provides access to the content of select items held in the AIATSIS collections and makes the retrieval of information as accurate and meaningful as possible. ABI record content aims to be culturally and emotionally respectful and while each indexer may approach the practice with different subject knowledge and experience, you must always work with sensitivity, impartiality, and best judgement.

Duties

- selecting, evaluating, and indexing materials in the AIATSIS collections for the ABI.
- apply appropriate criteria and terms using AIATSIS name authorities, AIATSIS thesauri and following ABI policy and procedures.
- establish Indigenous personal and family names where applicable following AIATSIS name authority protocols and maintain and update ABI policies and procedures.
- perform other tasks as required.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders, and networks.
- understands Aboriginal and Torres Strait Islander stakeholders and the dynamics of engaging with them respectfully.
- understands the heritage, cultural and intellectual property rights of Aboriginal and Torres Strait Islander peoples and communities as they apply to research.
- understands the impact of attitudes, beliefs, and past experiences of Aboriginal and Torres Strait Islander peoples in the engagement and consultation process.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have a high level of demonstrated cultural competency that ideally includes experience working with Aboriginal and Torres Strait Islander peoples. You will have strong research skills with the ability to prioritise tasks and work to deadlines.

You will come with the following skills, experience and attributes:

- professional qualifications in Librarianship and/or Information Studies recognised by the Australian Library and Information Association or experience as an indexer.
- ability to select and index materials and enter bibliographic and biographical information and subject terms sensitively, accurately, and efficiently, using a Library Management System or a relational database templated within the library context.
- ability to undertake research using authoritative online and print references from the AIATSIS collection, libraries and other organisations to verify information.
- demonstrated ability to undertake research and communicate effectively both verbally and in writing.
- ability to prioritise tasks and work to deadlines efficiently and effectively, whilst maintaining excellent attention to detail.
- ability to work as part of a team and undertake a wide variety of tasks adapting to unit priorities in a flexible manner as required.
- demonstrated experience working and communicating sensitively and effectively with Aboriginal and Torres Strait Islander people as these roles require a high level of cultural competency.
- demonstrated ability to recognise and use initiative to solve problems in a creative manner.
- exemplary accuracy and organisational skills and the ability to work under limited supervision.
- information management knowledge and/or experience working with collections will be highly regarded.

Notes

Applications close **11.30pm** Sunday 27 July 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

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	Jatham Staudinger, 02 6129 3956
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0760119

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 July 2025

Partnerships and Engagement Group
Collection Access and Family History

Job Title	ABI Indexer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	APS Level 5
Position Number	85_06/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

- providing access to the AIATSIS Collection and supporting clients undertaking Family History research
- marketing, communication, content production and publishing
- facilitating the return of Aboriginal and Torres Strait Islander cultural heritage material held overseas
- developing AIATSIS commercial revenue streams and partnerships to further our mission.

About the Program Area

The Collection Access and Family History Unit sits within the Partnerships and Engagement Group. The Unit manage services and policies for culturally appropriate access to the AIATSIS collection and Indigenous family history research.

Role Summary

The ABI Indexer will work closely with the Family History Unit Manager to undertake indexing activities for the Aboriginal and Torres Strait Islander Biographical Index (ABI). ABI Indexing practice provides access to the content of select items held in the AIATSIS collections and makes the retrieval of information as accurate and meaningful as possible. ABI record content aims to be culturally and emotionally respectful and while each indexer may approach the practice with different subject knowledge and experience, you must always work with sensitivity, impartiality, and best judgement.

Duties

- selecting, evaluating, and indexing materials in the AIATSIS collections for the ABI.
- apply appropriate criteria and terms using AIATSIS name authorities, AIATSIS thesauri and following ABI policy and procedures.
- establish Indigenous personal and family names where applicable following AIATSIS name authority protocols and maintain and update ABI policies and procedures.
- perform other tasks as required.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders, and networks.
- understands Aboriginal and Torres Strait Islander stakeholders and the dynamics of engaging with them respectfully.
- understands the heritage, cultural and intellectual property rights of Aboriginal and Torres Strait Islander peoples and communities as they apply to research.
- understands the impact of attitudes, beliefs, and past experiences of Aboriginal and Torres Strait Islander peoples in the engagement and consultation process.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have a high level of demonstrated cultural competency that ideally includes experience working with Aboriginal and Torres Strait Islander peoples. You will have strong research skills with the ability to prioritise tasks and work to deadlines.

You will come with the following skills, experience and attributes:

- professional qualifications in Librarianship and/or Information Studies recognised by the Australian Library and Information Association or experience as an indexer.
- ability to select and index materials and enter bibliographic and biographical information and subject terms sensitively, accurately, and efficiently, using a Library Management System or a relational database templated within the library context.
- ability to undertake research using authoritative online and print references from the AIATSIS collection, libraries and other organisations to verify information.
- demonstrated ability to undertake research and communicate effectively both verbally and in writing.
- ability to prioritise tasks and work to deadlines efficiently and effectively, whilst maintaining excellent attention to detail.
- ability to work as part of a team and undertake a wide variety of tasks adapting to unit priorities in a flexible manner as required.
- demonstrated experience working and communicating sensitively and effectively with Aboriginal and Torres Strait Islander people as these roles require a high level of cultural competency.
- demonstrated ability to recognise and use initiative to solve problems in a creative manner.
- exemplary accuracy and organisational skills and the ability to work under limited supervision.
- information management knowledge and/or experience working with collections will be highly regarded.

Notes

Applications close **11.30pm** Sunday 27 July 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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	Jatham Staudinger, 02 6129 3956
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0760293

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 20 July 2025

Office of the Deputy CEO
SES and Integrity Unit

Job Title	Assistant Director SES & Integrity Unit (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	73_06/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group

The Office of the Deputy CEO (ODCEO) provides efficient, effective and contemporary services to key business areas, it supports the delivery of transformation and business improvement projects and other general governance and reporting functions across the agency.

About the Program Area

The SES and Integrity Unit sits within the ODCEO, providing high-level advice and support to the CEO and Deputy CEO on SES recruitment, remuneration and employment conditions in addition to managing behavioural complaints, workplace disputes, allegations of suspected breaches of the APS Code of Conduct and other ad hoc integrity-related matters.

Role Summary

The Assistant Director SES and Integrity Unit will work closely with the Deputy Chief Executive Officer/Chief Operating Officer in a small team to manage SES recruitment, code of conduct, and integrity matters across the Institute.

Duties

- managing SES recruitment and mobility.
- managing behavioural complaints, workplace disputes and Code of Conduct matters.
- providing strategic and operational advice to senior management.
- managing the Institute's Conflict of Interest policy and process.
- promoting integrity, compliance and the highest ethical standards within AIATSIS.
- reviewing agency systems and processes as directed and providing recommendations.
- developing and delivering training packages.
- other tasks deemed necessary by the DCEO.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- displays moral courage, including speaking out when observing inappropriate behaviour.
- shows sensitivity and respect for culture in responding to individual needs and circumstances
- actively learns from Aboriginal and Torres Strait Islander peoples about their culture and supports others to do so
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders and networks

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have high level persuasive communication skills with the ability to communicate effectively with staff at all levels. You will have a strong understanding of recruitment, code of conduct and integrity principles in an APS environment.

You will come with the following skills, experience and attributes:

- working knowledge of Australian Public Service recruitment principles, the Public Service Act and subordinate legislation as well as other legislation that impacts on APS employment.
- experience in triaging and managing workplace disputes, including complaint handling and assessing suspected breaches of the APS Code of Conduct.
- ability to communicate effectively with staff at all levels and be able to write briefs, policies and other formal documents.
- strong understanding of Aboriginal and Torres Strait Islander peoples and communities with experience communicating and consulting effectively and respectfully.

Notes

Applications close **11.30pm** Sunday 20 June 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

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	Carlyn Waters, 02 6246 1170
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

Prime Minister and Cabinet

Vacancy VN-0760295

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 20 July 2025

Office of the Deputy CEO
SES and Integrity Unit

Job Title	Assistant Director SES & Integrity Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	86_07/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group

The Office of the Deputy CEO (ODCEO) provides efficient, effective and contemporary services to key business areas, it supports the delivery of transformation and business improvement projects and other general governance and reporting functions across the agency.

About the Program Area

The SES and Integrity Unit sits within the ODCEO, providing high-level advice and support to the CEO and Deputy CEO on SES recruitment, remuneration and employment conditions in addition to managing behavioural complaints, workplace disputes, allegations of suspected breaches of the APS Code of Conduct and other ad hoc integrity-related matters.

Role Summary

The Assistant Director SES and Integrity Unit will work closely with the Deputy Chief Executive Officer/Chief Operating Officer in a small team to manage SES recruitment, code of conduct, and integrity matters across the Institute.

Duties

- managing SES recruitment and mobility.
- managing behavioural complaints, workplace disputes and Code of Conduct matters.
- providing strategic and operational advice to senior management.
- managing the Institute's Conflict of Interest policy and process.
- promoting integrity, compliance and the highest ethical standards within AIATSIS.
- reviewing agency systems and processes as directed and providing recommendations.
- developing and delivering training packages.
- other tasks deemed necessary by the DCEO.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- displays moral courage, including speaking out when observing inappropriate behaviour.
- shows sensitivity and respect for culture in responding to individual needs and circumstances
- actively learns from Aboriginal and Torres Strait Islander peoples about their culture and supports others to do so
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders and networks

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have high level persuasive communication skills with the ability to communicate effectively with staff at all levels. You will have a strong understanding of recruitment, code of conduct and integrity principles in an APS environment.

You will come with the following skills, experience and attributes:

- working knowledge of Australian Public Service recruitment principles, the Public Service Act and subordinate legislation as well as other legislation that impacts on APS employment.
- experience in triaging and managing workplace disputes, including complaint handling and assessing suspected breaches of the APS Code of Conduct.
- ability to communicate effectively with staff at all levels and be able to write briefs, policies and other formal documents.
- strong understanding of Aboriginal and Torres Strait Islander peoples and communities with experience communicating and consulting effectively and respectfully.

Notes

Applications close **11.30pm** Sunday 20 July 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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	Carlyn Waters, 02 6246 1170
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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

Prime Minister and Cabinet

Vacancy VN-0760337

Department of the Prime Minister and Cabinet

Closing Date:Friday 31 October 2025

Net Zero Economy Agency
Various Various

Job Title	Net Zero Economy Authority Talent Pool - APS Section 26 Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$80,505 - $175,016
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements may be considered in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	PMC/2024/105 (Extension)
Agency Website	

Job Description

https://www.netzero.gov.au/

Employment Type

This register is only open to ongoing Australian Public Service (APS) employees interested in an ongoing (permanent, at-level) or non-ongoing (temporary) transfer opportunity.

About the Net Zero Economy Authority

The Net Zero Economy Authority (NZEA) is established by the Net Zero Economy Act 2024 as a statutory agency. Its mission is to empower the regions, workers and communities most affected by Australia's transition to a net zero emissions economy to anticipate and respond to the risks and opportunities of the transition.

The authority is a new government agency in the Prime Minister's Portfolio. It is led by an independent board and Chief Executive Officer.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition in 2025 to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

Currently, as part of PM&C, non-SES NZEA employees are covered by the employment conditions under the PM&C Enterprise Agreement 2024-27.

Find out more about Who We Are on https://www.netzero.gov.au/

Duties

What we do

The authority pursues its mission by:

- Engaging with regions, workers and industries affected by the transition to net zero to develop and deliver strategies to facilitate economic development and adjustment.
- Mobilising supports for workers impacted by the transition to net zero, such as workers in closing power stations, including by administering the legislated Energy Industry Jobs Plan.
- Helping to facilitate investment in new and decarbonised industries, especially where this creates jobs and economic opportunities for regions affected by the transition to net zero.
- Communicating and engaging with regions, workers and industries affected by the transition to net zero to build understanding of, and engagement with the change and associated government supports.
- Informing and influencing government policy so that it is responsive to the objective of an orderly and positive transition to a net zero economy.

Who are we looking for?

This is an exciting time to join as you'll be helping to shape the Authority.

We are seeking expressions of interest from highly motivated, adaptable individuals with a wide range of expertise and transferable skills to join us. If you have a background in (but not limited to) investment facilitation, policy, First Nations and community engagement and workplace relations, then we want to hear from you. A strong interest in Australia's transition to net zero and the challenges facing regions and their communities, industry and government is also desirable.

Flexibility and adaptability will be important, noting some roles may evolve over time as the authority develops. We are looking for dynamic people with experience in any of the functions listed below.

- Accounting and Finance
- Communications
- Data analysis
- Human Resources
- Policy (analysis, advice, design, implementation)
- Program & Project Management
- Stakeholder Engagement and Coordination

We are committed to building an inclusive and culturally diverse workforce. We actively encourage applications from across our community including Indigenous Australians, people with disabilities, those who identify as LGBTI+, people with diverse linguistic and cultural backgrounds, mature aged employees and carers.

If you have any questions regarding the recruitment process, please contact the NZEA HR Team at NZEAHR@pmc.gov.au **Eligibility**

- Applicants must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At NZEA (PM&C), to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- 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. All NZEA (PM&C) staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be assessed through our pre-employment screening checks, such as a National Criminal History Check, and will be subject to a six-month probation period.

Candidates should be aware that:

- This is an employment register used to fill a variety of vacancies across the authority and you will only be contacted regarding your application if an opportunity arises that matches your skills and experience.
- Submitting an application does not guarantee you will receive an offer of employment.
- At level, ongoing and non-ongoing transfer opportunities may be offered, under section 26 of the Public Service Act 1999.
- Flexible working arrangements (such as remote work, part time work) will be considered on an individual basis, based on the operational requirement of the role and individual preferences.

Notes

A job at the Authority offers:

- a respectful, inclusive and safe workplace where you are supported to perform at your best;
- fulfilling work that contributes to improving the lives of all Australians, with on the job development and networking opportunities difficult to match elsewhere;
- attractive remuneration package including generous employer superannuation contributions and allowances; and
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions.

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

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	NZEA HR Team, NA
Agency Recruitment Site	https://www.netzero.gov.au/

- 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

Prime Minister and Cabinet

Vacancy VN-0760340

Department of the Prime Minister and Cabinet

Closing Date:Friday 31 October 2025

Net Zero Economy Agency
Various Various

Job Title	Net Zero Economy Authority Talent Pool - Temporary Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$80,505 - $175,016
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements may be considered in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	PMC/2024/106 (Extension)
Agency Website	

Job Description

https://www.netzero.gov.au/

Employment Type

This Temporary Employment Register provides all members of the community with the opportunity to register interest for upcoming employment opportunities at the Net Zero Economy Authority.

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, plus one extension of up to 6 months (totalling a maximum contract period of 18 months).

About the Net Zero Economy Authority

The Net Zero Economy Authority (NZEA) is established by the Net Zero Economy Act 2024 as a statutory agency. Its mission is to empower the regions, workers and communities most affected by Australia's transition to a net zero emissions economy to anticipate and respond to the risks and opportunities of the transition.

The authority is a new government agency in the Prime Minister's Portfolio. It is led by an independent board and Chief Executive Officer.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition in 2025 to being a separate entity from PM&C, at which time, all

employees will transfer under Machinery of Government (MoG) changes to the authority.

Currently, as part of PM&C, non-SES NZEA employees are covered by the employment conditions under the https://www.pmc.gov.au/resources/pmc-enterprise-agreement .

Find out more about Who We Are on https://www.netzero.gov.au/

Duties

What we do

The authority pursues its mission by:

- Engaging with regions, workers and industries affected by the transition to net zero to develop and deliver strategies to facilitate economic development and adjustment.
- Mobilising supports for workers impacted by the transition to net zero, such as workers in closing power stations, including by administering the legislated Energy Industry Jobs Plan.
- Helping to facilitate investment in new and decarbonised industries, especially where this creates jobs and economic opportunities for regions affected by the transition to net zero.
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- Informing and influencing government policy so that it is responsive to the objective of an orderly and positive transition to a net zero economy.

Who are we looking for?

This is an exciting time to join as you'll be helping to shape the Authority.

We are seeking expressions of interest from highly motivated, adaptable individuals with a wide range of expertise and transferable skills to join us. If you have a background in (but not limited to) investment facilitation, policy, First Nations and community engagement and workplace relations, then we want to hear from you. A strong interest in Australia's transition to net zero and the challenges facing regions and their communities, industry and government is also desirable. Flexibility and adaptability will be important, noting some roles may evolve over time as the Authority develops.

We are looking for dynamic people with experience in any of the functions listed below.

- Accounting and Finance
- Communications
- Data analysis
- Human Resources
- Policy (analysis, advice, design, implementation)
- Program & Project Management
- Stakeholder Engagement and Coordination

We are committed to building an inclusive and culturally diverse workforce. We actively encourage applications from across our community including Indigenous Australians, people with disabilities, those who identify as LGBTI+, people with diverse linguistic and cultural backgrounds, mature aged employees and carers.

If you have any questions regarding the recruitment process, please contact the NZEA HR Team at NZEAHR@pmc.gov.au **Eligibility**

- Applicants must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At NZEA (PM&C), to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- 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. All NZEA (PM&C) staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be assessed through our pre-employment screening checks, such as a National Criminal History Check, and will be subject to a six-month probation period.

Candidates should be aware that:

- This is an employment register used to fill a variety of vacancies across the authority and you will only be contacted regarding your application if an opportunity arises that matches your skills and experience.
- Submitting an application does not guarantee you will receive an offer of employment.
- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.
- Flexible working arrangements (such as remote work) will be considered on an individual basis, based on the operational requirement of the role, and individual preferences.

Notes

A job at the authority offers:

- a respectful, inclusive and safe workplace where you are supported to perform at your best;
- fulfilling work that contributes to improving the lives of all Australians, with on the job development and networking opportunities difficult to match elsewhere;
- attractive remuneration package including generous employer superannuation contributions and allowances; and
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions.

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To Apply

Position Contact	NZEA HR Team, NA
Agency Recruitment Site	https://www.netzero.gov.au/

This notice is part of the electronic Public Service Gazette PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf
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Prime Minister and Cabinet

Vacancy VN-0760073

National Indigenous Australians Agency

Closing Date:Monday 28 July 2025

Eastern Group
South Queensland Region Toowoomba

Job Title	Assistant Director - Engagement, South Queensland Region
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Toowoomba QLD
Salary	$126,342 - $143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2025/094
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=B60E9358-5C10-2854-BA17-E3F1AD211674

The NIAA fosters a collaborative, culturally respectful, and inclusive environment, where diverse perspectives are valued, and Indigenous voices are central to decision-making.

Working at the Toowoomba sub regional office of the NIAA offers a unique and meaningful opportunity to engage directly with communities and make a tangible impact. Here's what makes it special:

- you'll work on the ground with Aboriginal and Torres Strait Islander communities, building relationships and supporting locally led solutions
- you'll see the real-world impact of policies and programs and collaborate with local service providers, Indigenous organisations, and community leaders
- you'll help ensure that government initiatives are responsive to local needs and culturally appropriate
- regional roles involve multifaceted responsibilities, from program delivery and stakeholder engagement to policy feedback and community consultation
- you'll gain broad experience and develop a deep understanding of regional and remote issues and have greater autonomy to make decisions that reflect local priorities
- your insights can shape national policy by feeding back community perspectives to central teams
- it's a great environment for those who thrive in hands-on, people-focused roles and want to grow their career in public service.

The Engagement Assistant Director role is a leadership position focused on building strong, respectful partnerships with First Nations communities and stakeholders. You will:

- lead community engagement with Aboriginal and Torres Strait Islander communities to support self-determination and local priorities
- manage a regional engagement team, including mentoring, coaching, and performance oversight
- develop and maintain partnerships with stakeholders across government, community, and the private sector
- provide strategic advice on policy and program delivery, including preparing briefings and correspondence for ministers and senior executives
- support the implementation of the National Agreement on Closing the Gap and other government priorities
- ensure cultural safety in the workplace and in all community interactions.

Duties

This role is ideal for someone who thrives in community-facing leadership, enjoys strategic thinking, and is committed to First Nations empowerment.

Our ideal candidates have:

- strong stakeholder engagement and relationship-building skills
- demonstrated experience working with First Nations communities in a culturally sensitive and respectful way
- the ability to navigate complex policy and program environments, with sound analytical and problem-solving skills
- proven leadership and team management experience
- high emotional intelligence and interpersonal skills
- a passion for driving positive outcomes for First Nations peoples
- adaptability and are responsive to changing priorities
- a commitment to community-led approaches and cultural understanding.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Melissa Hurley, 02 6152 3927
Agency Recruitment Site	https://niaa.nga.net.au/?jati=B60E9358-5C10-2854-BA17-E3F1AD21167

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Prime Minister and Cabinet

Vacancy VN-0760433

Office of the Official Secretary to the Governor-General

Closing Date:Monday 21 July 2025

Job Title	Facilities Coordinator
Job Type	Full-Time, Ongoing
Location	Yarralumla ACT
Salary	$93,707 - $107,574
Future Merit Locations	Yarralumla
Office Arrangement	On Site
Office Arrangement Details	Office arrangements may be negotiated
Classification	APS Level 6
Position Number	029
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

As part of the Property and Projects Branch, the Facilities Coordinator is responsible for maintaining property holdings and infrastructure to the standards as required by the *Environmental Protection and Biodiversity Conservation Act 1999* and the Office's heritage strategy and management plans.

The position will manage maintenance contracts, undertake minor maintenance tasks, as well as be responsible for tasking the maintenance staff and coordinate the oversight and implementation of works necessary for the upkeep of the Government House property to agreed standards. The position also includes management of the agency fleet and official driving duties and manage the logistic support for official events both vice regal and otherwise including large public events hosted by the Office.

The Office is proactive in ensuring a high level of safety standards and the occupant of the position will be required to undertake and keep current with required safety training. The occupant will need to be a self-starter, be able to work with limited supervision, have good team management and communications skills, work well tasking and delegating, as well as work co-operatively as part of a team, and be able to ensure the training of staff and the application of safe work practices. The occupant will need to adopt safe work practices at all times and is required to provide direction to and mentor junior staff members.

Duties

- Manage day-to-day building operations at a prominent site with heritage significance including repairs and maintenance, and capital works.
- Respond to site requests and issues, providing initial assessments and resolution where possible.
- Lead a small team of staff to coordinate in house delivered services and manage a large body of contractors who perform outsourced trades.
- Responsible for all aspects of contract management for property related contracts, including but not limited to liaising with external contractors to schedule all planned and reactive maintenance, scope works, site coordination and supervision, reporting requirements, and compliance.
- Utilise and introduce new technologies around building management systems and smart technologies.
- Develop and maintain facility related policies, guidelines, and standard operating procedures, including to monitor facility performance metrics, reviews and reports as required.
- Efficiently manage a budget with a focus on ensuring efficient and effective long-term facilities management.
- Act as Chief Fire Warden and oversee emergency management, protocols, and plans.
- Participate in on-call roster and emergency response outside of standard hours.
- Provide events management and logistics support to the Office for events, both small and large scale. This includes but is not limited to furniture moves and AV set up.
- Participate in event delivery in terms of parking and traffic management support.
- Operate and ensure all machinery and equipment is maintained in good working order and serviced regularly and assist with equipment replacement.
- This position requires an ability and willingness to work occasional weekends and non-standard hours, in addition to being physically capable of performing site inspections and small maintenance taskings.
- Undertake the role of Vehicle Fleet Manager and Flag Marshall.
- Other duties as directed to assist the Office to meet operational requirements.

Eligibility

Applicants must be Australian Citizens.

National Criminal Check and a Baseline security clearance, as a minimum.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee’s substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Geordie McGuiness, 0457705223
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0760277

Workplace Gender Equality Agency

Closing Date:Sunday 13 July 2025

Workplace Gender Equality Agency
Executive Management Team

Job Title	3 x Executive Manager roles
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$142,760 - $162,629
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	Various
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

Executive Manager Opportunities (Executive Level 2) - 3 Positions Available

- **Communications & Campaigns Executive Manager**
- **Data & Analytics Executive Manager**
- **Operations Executive Manager**

Duties

Our Executive Managers are instrumental in shaping the strategic direction of the Agency, driving initiatives that accelerate progress toward gender equality in Australian workplaces. These roles offer the opportunity to lead impactful work at a national level.

We're seeking leaders who can:

- Inspire and lead high performing, engaged teams.
- Bring deep expertise to deliver on our strategic priorities.
- Collaborate as part of a unified Executive team to advance Agency-wide initiatives.

To learn more about each role and the application process, please refer to the **Application Packages on our website.**

Eligibility

To learn more about each role and the application process, please refer to the **Application Packages on our website.**

Notes

Note: Agency Eligibility Criteria:

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 baseline security clearance level for the role. **Baseline security** clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012.

This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Janette Dines, 0294327000
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0759973

Services Australia

Closing Date:Monday 21 July 2025

Various

Job Title	SAP Software Engineer / Senior SAP Software Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$85,559 - $109,518
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2025-1031
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

About the job

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

About the role

SAP Software Engineers and Senior SAP Software Engineers assist with/develop software and technical designs for the realisation of development solutions. They design, create, test, support and maintain applications and frameworks involved in the software development life cycle. They utilise their understanding of software development methodologies and project and program

management frameworks and policies to provide technical advice and guidance to less experienced staff.

Working under general direction the successful candidate will exercise initiative and make decisions based on judgement, skills and knowledge. They consider competing priorities when planning/managing their work, contributing to/managing changes in workplace practices and business improvement strategies.

Senior SAP Software Engineers will manage a small team.

We’re looking for Software Engineers with a range of SAP skills and experience including but not limited to the following:

- SAP S/4 Hana
- SAP HR (ABAP)
- SAP FI (ABAP)
- SAP CRM (ABAP)
- SAP Fiori/UI5
- SAP BTP
- SAP Successfactors

Duties

SAP Software Engineer

- Undertake a range of analysis, design, software development, prototyping, testing and maintenance activities under guidance from senior software engineers.
- Provide maintenance and support within the assigned area of responsibility.
- Provide advice and support to colleagues regarding technical aspects of software support, maintenance and development.
- Collaborate with stakeholders to ensure effective and timely resolution of production issues and implementation of projects.
- Create software and technical designs for the realisation of medium complexity custom development solutions or conversion and migration solutions.
- Draft technical documentation for review by senior staff.
- Manage and prioritise workloads to meet business objectives in specified timeframes.
- Monitor and escalate actions to investigate and resolve problems in systems, processes and services.

Senior SAP Software Engineer

- Propose and facilitate innovative solutions to meet enterprise and user requirements.
- Undertake analysis, design, development, prototyping, testing and maintenance activities.
- Provide go-live support and maintenance for developments and comprehensive technical support to senior staff.
- Collaborate with stakeholders to ensure effective and timely resolution of production issues and implementation of projects.
- Define software and technical designs for the realisation of high complexity custom development solutions or conversion and migration solutions.
- Develop and analyse documentation for review by senior staff including technical documentations and progress reports.
- Escalate issues as identified suggesting alternative approaches to resolve problems in systems, processes and services.

- Manage a small team including setting local priorities, managing resources, and assisting with the development of work plans.

Eligibility

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

Please note that some roles may require the successful applicant to hold or be able to obtain and maintain an Australian Government national security clearance at the Negative Vetting 1 level. These positions will be identified on an individual basis.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Sharni Devine, 02 5163 4053
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760103

Services Australia

Closing Date:Monday 21 July 2025

Technology and Digital Programs
Various

Job Title	SAP Software Engineer Expert
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$118,465 - $131,268
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	EXT-EL-2025-1032
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

About the job

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

About the role

Software Engineer Experts lead software development projects and design high-quality solutions, providing technical leadership to their team/s. They'll manage software design, development and implementation activities, and evaluate and resolve highly complex issues within the development and production environments.

You'll have demonstratable experience in programming best practice, ensuring adherence to relevant standards, guidelines and methods for system development.

You'll collaborate with stakeholders, playing a key role in fostering partnerships, providing strategic advice and optimising the effectiveness of projects within their area of responsibility. You'll drive the implementation and integration of projects at the operational level.

You'll work autonomously under the broad direction of senior staff with decision-making highly dependent on your own judgement. In performing a leadership role, you'll identify and drive innovation, manage and lead change, and have an active role in contributing to, and implementing the agency's strategic direction.

We’re looking for Software Engineers with a range of SAP skills and experience including but not limited to the following:

- SAP S/4 Hana
- SAP HR (ABAP)
- SAP FI (ABAP)
- SAP CRM (ABAP)
- SAP Fiori/UI5
- SAP BTP
- SAP Success Factors

Duties

- Undertaking technical design, development and implementation of ICT solutions, including highly complex custom SAP solutions.
- Performing high-level analysis of technical requirements to support project and break fix deliverables with proposed solutions.
- Maintaining and supporting existing system/technology to support day-to-day operations.
- Providing support to development teams to ensure high quality solution realisation, ensuring compliance with endorsed software development methodologies.
- Managing application releases and ensure go-live production support and maintenance of the team’s developments.
- Preparing and reviewing a range of written material including technical and corporate documentation.
- Effectively collaborate with a broad range of internal and external stakeholders to achieve outcomes, resolving conflict using appropriate strategies.
- Proactively sharing knowledge and expertise, providing assistance and mentorship to less experienced colleagues through coaching, mentoring and succession planning to increase performance, engagement and retention.

Eligibility

Security Clearance level required:

Baseline (or ability to obtain and maintain).

Some roles may require Negative Vetting 1.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work

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

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To Apply

Position Contact	Rajesh Mishra, 02 5163 3648
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760178

Services Australia

Closing Date:Friday 18 July 2025

Communications
Marketing Communications Content Design and Delivery

Job Title	Director, Content Design and Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Brisbane QLD, Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC, Robina QLD, Sydney NSW
Salary	$137,090 - $163,028
Future Merit Locations	Sydney, Robina, Perth, Melbourne, Hobart, Canberra, Brisbane, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	EXT-PAOEL-2025-1101
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au/

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians to access health and social security payments and services. Communications Division provides innovative, best practice strategic communication advice and support, enabling effective reach to the right people, using the right channel, at the right time.

We’re looking for a Content Design and Delivery Director to shape and deliver web content experiences across servicesaustralia.gov.au and more. You’ll join an inclusive and diverse team that thrives on solving hard problems.

We foster a collaborative culture where people learn, grow and innovate—even through the most challenging times. In this role, you’ll lead a team to design and refine content that makes every step in the customer journey clear and easy to understand.

A key part of this is championing the agency's four principles: simple, helpful, respectful and transparent. You'll work closely with business partners across the agency and Australian Public Service (APS), bringing together different perspectives to deliver content that works better for everyone.

As a leader, you'll manage staff, drive innovation and lead change. With a broad skillset and deep experience, you'll take initiative and guide your team with confidence and independence.

Duties

- Leading and mentoring a high performing content team—driving innovation and supporting change.
- Setting strategic direction, prioritising work, and overseeing resourcing and quality assurance for content delivery.
- Contributing to a coherent vision and experience strategy. Aligning business, brand, messaging and design strategies across external communication and marketing.
- Designing and iterating content and messaging within user flows—testing clarity, tone and structure to improve the user experience.
- Championing our content design system—providing expert guidance on brand voice, content standards, terminology, and user interface copy patterns.
- Collaborating across the agency and APS to deliver consistent user-centred content.
- Preparing and delivering high-level briefings, reports, corporate documents and specialist advice.
- Representing the agency and division at meetings and interagency forums.

Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Scott Anderson, 0411 670 982
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760201

Services Australia

Closing Date:Monday 21 July 2025

Face to Face Services
Central and Northern Queensland

Job Title	Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Ingham QLD
Salary	$68,830 - $84,996
Future Merit Locations	Ingham
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1071
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you're working in Ingham you will be eligible for fortnightly district allowance. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will help your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Carley Tydings, 0437 837 815
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760254

Services Australia

Closing Date:Monday 21 July 2025

Face to Face Services
South West NSW

Job Title	Service Centre Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bourke NSW, Walgett NSW
Salary	$85,559 - $92,324
Future Merit Locations	Bourke, Walgett
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location
Classification	APS Level 5
Position Number	EXT-APSL-2025-1075
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

We are seeking motivated, developing leaders to join our team and become the face of Australian Government services within the community.

Service Centre Managers are part of the local and Service Zone leadership team. They are responsible for managing a team of service officers providing a range of agency's services. Service Centre Managers play an important role in supporting staff to provide high quality customer services and maximising customer outcomes.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have

access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you're working in Bourke & Walgett, you will be eligible for fortnightly district allowance. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will lead a team in helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

Our ideal candidate will show their work-related capability/experience undertaking relevant leadership duties.

Duties

- Manage the day-to-day running of the Service Centre including setting priorities and managing resources.
- Manage and support staff including performance, attendance, health and wellbeing.
- Serve customers and advise on payments, programs, and services.
- Raise issues that impact on performance or customer service.
- Draft a range of written materials. This could include things like emails, reports. and written communication with customers or other organisations.
- Establish and build respectful relationships with local community groups, businesses or other organisations.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Denise Cramp, 0439 428 502
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760267

Services Australia

Closing Date:Monday 14 July 2025

Face to Face Services
Central and Northern Queensland

Job Title	Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Weipa QLD
Salary	$68,830 - $84,996
Future Merit Locations	Weipa
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1070
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you're working in Weipa you will be eligible for annual remote locality fares and fortnightly district allowance. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will help your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Elizabeth Bowie, 0475 059 442
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0760314

National Disability Insurance Agency

Closing Date:Sunday 20 July 2025

Chief People and Wellbeing Officer
Workforce Data Insights and Culture Branch Strategic Workforce Planning

Job Title	APS6 Organisational Design
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Brisbane QLD, Deakin ACT, Richmond VIC, Surry Hills NSW
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	1592_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA is seeking to fill an APS6 Organisational Design role within the Workforce Data, Insights and Culture Branch. Reporting to the Organisational Design Assistant Director, you'll work closely with stakeholders across the Agency to shape workforce structures that support capability, alignment, and strategic outcomes.

You’re a strategic thinker with a passion for building effective, inclusive workforce models. You bring strong experience in organisational design and workforce planning, and you’re confident interpreting data to inform evidence-based decisions. You value collaboration, inclusion, and the NDIA’s commitment to supporting people with disability.

We’re looking for someone with:

- Expertise in organisational design and classification frameworks
- Experience conducting APS and SES role evaluations
- Strong analytical and problem-solving skills
- Proven ability to lead and support change initiatives
- Excellent stakeholder engagement and communication skills
- Confident using Microsoft Office applications, with the ability to navigate digital systems and tools in an accessible and inclusive way.

Desirable qualifications include formal training in HR, Business Administration, or Organisational Design, and certifications in project or change management.

Duties

Where you can add value

As part of a high-performing team, you’ll contribute to the NDIA’s mission by applying your expertise in organisational design and workforce planning functions to support a future-ready workforce.

Key responsibilities include:

- Analysing current and future workforce needs to recommend appropriate organisational structures
- Providing specialist advice on organisational design, including role evaluations and broadbanding requests
- Conducting assessments to identify areas for improvement and recommend structural changes
- Managing the development and maintenance of core role statements aligned with NDIA job families
- Supporting change management strategies to enable successful implementation of design initiatives

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Harry Toulacis, 03 5272 7528
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760330

National Disability Insurance Agency

Closing Date:Sunday 20 July 2025

Reviews and Information Release Division
External Review Branch

Job Title	APS6 Case Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Adelaide SA, Brisbane QLD, Geelong VIC, Richmond VIC, Perth WA, Surry Hills NSW, Parramatta NSW
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from Home arrangements to be discussed with Line Manager
Classification	APS Level 6
Position Number	1713_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The External Review Branch sits in the Reviews and Information Release Division in the NDIA and are looking to fill multiple APS6 Case Manager vacancies in the Branch.

The External Review Branch manages all external review applications lodged with the Administrative Review Tribunal (ART) and aims to improve the experience of current and prospective participants in the NDIA by resolving disputes in a timely and consistent manner.

Duties

Where you can add value

Duties include:

- Maintaining a considerable level of contact with internal and external stakeholders, providing detailed technical, professional, policy, operational support and advice in relation to complex, difficult or sensitive issues.
- Undertaking end to end case management activities, with appropriate line manager input and oversight.
- Resolving matters through case management of ART applications in relation to reviewable decisions in section 100 of the NDIS Act 2013, including NDIS plan and access decisions.
- Undertaking case management of complex ART matters, undertaking analysis and developing options for early resolution.
- Obtaining necessary information and advice for the effective resolution of ART matters.
- Applying alternate dispute resolution methods and advocacy skills, resolving applications and reviews, in keeping with the model litigant principles.
- Attending Case Conferences, Conciliations and Hearings conducted by the ART.
- Preparing documents detailing resolution options and outcomes at Case Management meetings.
- Assessing and responding in priority and risk matters, including risk that impact the participant, Scheme sustainability and the NDIA.
- Preparing and building participant plans to reflect funded supports.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Geoff Roberts, (02) 6229 9121
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760350

National Disability Insurance Agency

Closing Date:Tuesday 15 July 2025

Chief Operating Officer
Office of Accessibility and Inclusion

Job Title	APS6 First Nations Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Elizabeth South SA, Modbury SA
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	1765_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 4.3 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 690,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

The Office of Agency Accessibility and Inclusion (OAAI) Branch implement programs focused on increasing the Agency's inclusion and diversity practices.

OAAI supports the Agency to increase levels of inclusion, employment, and engagement for diversity groups, such as People with Disability, First Nations Peoples, Gender Equality, People from Culturally and Linguistically Diverse backgrounds, Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual, Brotherboy, and Sistergirl plus people (LGBTIQASB+), and the Mature-Age and Inter-Generational Workforce.

OAAI work alongside employees with disability and line managers to ensure required workplace adjustments are in place to enable people to participate and contribute their best to the Agency. The Branch also ensures workplace accessibility by leveraging technology, leading the Agency's Accessible Systems Strategy as well as providing assistive technology tools and user support for all staff.

OAAI lead the delivery of the NDIA Inclusion and Diversity Framework, individual Inclusion Plans and associated strategies, staff networks, people experience and culture initiatives and the NDIA Values. Through the leveraging of data analytics and management of all staff surveys including the APS Census, the team measure staff engagement and work with stakeholders to understand and act on results.

Duties

A new role awaits

The NDIA’s Diversity, Equity and Inclusion (DEI) team is committed to building a workforce and workplace that is culturally safe, inclusive and empowering for Aboriginal and Torres Strait Islander employees.

The **APS6 First Nations Liaison Officer** will play a crucial role in shaping and delivering strategies to support the recruitment, retention, development and wellbeing on First Nations employees within the NDIA.

Where you can add value

The First Nations Liaison Officer will:

- Design, develop, and implement inclusion and diversity strategic documents, guidelines, policies, and work plans across the First Nations diversity group within the Agency.
- Develop detailed and comprehensive written communications, resources, and awareness material, promoting, and increasing inclusion of diversity across the workforce.
- Manage and support engagement with the First Nations Employee Network (FNEN) and Senior Executive Service (SES) First Nations Champion and the First Nations Allyship Champion.
- Provide guidance and supporting stakeholders, ensuring accessibility, meeting, and adhering to inclusion requirements.

- Promote inclusion and diversity awareness across the NDIA including facilitating workshops and using other internal communications channels and encouraging a culturally safe workplace for all.
- Manage and contribute to projects that will establish the NDIA as an employer of choice for people across the intersectionality of diverse personal identity, especially First Nations peoples.
- Lead, coach and share expertise and technical knowledge with peers, the broader team and across the NDIA, particularly relating to inclusion of all diversity.

Eligibility

Enough about us, lets talk about you

Our ideal candidate will have or be able to demonstrate:

- The ability to engage respectfully and meaningfully with First Nations staff, networks and other internal and external stakeholders.
- A strong connection to, and an understanding of, First Nations cultures, values and ways of working.
- Experience contributing to or leading initiatives that promote inclusion and cultural safety in the workplace.
- An ability to build trusted, respectful working relationships across all levels of the Agency.
- Excellent written and verbal communication skills, including experience preparing briefing notes, and internal communications.
- The ability to provide culturally informed advice to support the design of inclusive workplace programs.
- A proactive, flexible and collaborative working style, with the ability to manage multiple priorities.
- A commitment to the NDIA’s values, Code of Conduct and Reconciliation Action Plan.

Notes

Your NDIA experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Access to ongoing professional development and learning

While this role is ideally performed from **Elizabeth – SA, Modbury -SA or Adelaide -SA**, flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

Applications for this role close Tuesday 15th July 2025 at 11:30pm AEST

If you have any questions, please contact **Tim Wedding** on **03 52727596** or via email **Tim.Wedding@ndis.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300 138 337 or ndia@dfp.com.au

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance Agency that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	TIm Wedding, 03 52727596
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760401

National Disability Insurance Agency

Closing Date:Sunday 20 July 2025

Agency ICT Services

Job Title	APS6 Team Leader Enterprise Application Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT, Surry Hills NSW, Brisbane QLD, Richmond VIC
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangments to be discussed with Line Manager
Classification	APS Level 6
Position Number	1802_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Technology Services Division has an APS6 vacancy within the Agency ICT Services Branch.

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

The Corporate Applications Directorate is a brilliant team to work in. We play a critical role in the Agencies success, ensuring that several platforms and apps are maintained and secure. Our responsibilities span enterprise grade contact centre solutions, ITSM tooling, SMS products, Board Paper Management apps, Form and survey capabilities and much more. There is a strong focus on delivering value and innovation to our stakeholders, by extension ensuring the scheme participants are at the centre of our decisions. Rest assured that your work here has a meaningful impact on people’s lives. The Cloud Application teams is a developing area, prospective applicants should look as this as an opportunity to shape and create their own function.

Duties

APS6 Team Leader Enterprise Application Management

As the APS6 Team Leader Enterprise Application Management your duties will include:

- End to end ownership of corporate applications (majority SaaS), ensuring application availability, users are supported, documentation is current and we’re leveraging all value creation opportunities.
- Configuring new and existing applications to use Single Sign on (SSO) and System for Cross-domain Identity Management (SCIM).
- Integrate new and existing applications with databases, platforms and other applications.
- Responding to major incidents relating to corporate applications, troubleshooting, implementation of fixes, contributing to tech bridges with vendors.
- Adhering to ITIL practices such as change management and problem management.
- Provide knowledge and advice across technical forums, developing and owning documentation.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

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

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Social Services

Vacancy VN-0760411

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS4 National Contact Centre Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD
Salary	$76,737 - $85,174
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 4
Position Number	1953_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a new role where you can make a difference and further develop your customer service skills? Look no further! These roles are an exciting and rewarding opportunity to join our National Contact Centre (NCC), a critical function of the NDIA! We have multiple opportunities to join the NDIA as an APS4 Service Officer within NDIA’s NCC.

The NCC is the primary communication channel for people to contact the NDIS. The NCC responds to telephone, email and webchat enquiries from NDIS participants, prospective participants, providers, organisations and the general public. This role presents a great opportunity to represent the NDIA and work with the community to ensure the successful delivery of NDIA services.

We have multiple APS4 NCC Service Officer positions available in our NCC location of QLD - Robina.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role involves a flexible mix of inbound and outbound calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

Duties

As an APS4 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. Your efforts will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with callers
- Previous call centre and customer service experience
- Effective communication skills when under pressure
- A willingness to put the participants at the heart of everything they do

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity

- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0760412

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS4 National Contact Centre Service Officer (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 4
Position Number	1953_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a new role where you can make a difference and further develop your customer service skills? Look no further! These roles are an exciting and rewarding opportunity to join our National Contact Centre (NCC), a critical function of the NDIA! We have multiple opportunities to join the NDIA as an APS4 Service Officer within NDIA's NCC.

The NCC is the primary communication channel for people to contact the NDIS. The NCC responds to telephone, email and webchat enquiries from NDIS participants, prospective participants, providers, organisations and the general public. This role presents a great opportunity to represent the NDIA and work with the community to ensure the successful delivery of NDIA services.

We have multiple APS4 NCC Service Officer positions available in our NCC location of QLD - Robina.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role involves a flexible mix of inbound and outbound calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

Duties

As an APS4 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. Your efforts will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with callers
- Previous call centre and customer service experience
- Effective communication skills when under pressure
- A willingness to put the participants at the heart of everything they do

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity
- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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

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

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To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760413

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS4 National Contact Centre Service Officer (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 4
Position Number	1953_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a new role where you can make a difference and further develop your customer service skills? Look no further! These roles are an exciting and rewarding opportunity to join our National Contact Centre (NCC), a critical function of the NDIA! We have multiple opportunities to join the NDIA as an APS4 Service Officer within NDIA's NCC.

The NCC is the primary communication channel for people to contact the NDIS. The NCC responds to telephone, email and webchat enquiries from NDIS participants, prospective participants, providers, organisations and the general public. This role presents a great opportunity to represent the NDIA and work with the community to ensure the successful delivery of NDIA services.

We have multiple APS4 NCC Service Officer positions available in our NCC location of QLD - Robina.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role involves a flexible mix of inbound and outbound calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

Duties

As an APS4 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. Your efforts will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with callers
- Previous call centre and customer service experience
- Effective communication skills when under pressure
- A willingness to put the participants at the heart of everything they do

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity
- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760429

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS3 National Contact Centre Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD, Midland WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 3
Position Number	1952_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a new role where you can make a difference and further develop your customer service skills? Look no further! These roles are an exciting and rewarding opportunity to join our National Contact Centre (NCC), a critical function of the NDIA! We have multiple opportunities to join the NDIA as an APS3 Service Officer within NDIA's NCC.

The NCC is the primary communication channel for people to contact the NDIS. The NCC responds to telephone, email and webchat enquiries from NDIS participants, prospective participants, providers, organisations and the general public. This role presents a great opportunity to represent the NDIA and work with the community to ensure the successful delivery of NDIA services.

We have multiple APS3 NCC Service Officer positions available in our NCC locations WA - Midland and QLD - Robina.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role involves a flexible mix of inbound and outbound calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

Duties

As an APS3 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. You will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme and have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with members of the public
- Previous call centre and/or customer service experience
- High-level verbal and written communication skills
- A commitment to providing excellent outcomes for our participants and partners

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity
- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, WA - Midland, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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To Apply

Position Contact	Natalie Hines, 07 5502 4082
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760430

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS3 National Contact Centre Service Officer (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD, Midland WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 3
Position Number	1952_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

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We have multiple APS3 NCC Service Officer positions available in our NCC locations WA - Midland and QLD - Robina.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role involves a flexible mix of inbound and outbound calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

Duties

As an APS3 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. You will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme and have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with members of the public
- Previous call centre and/or customer service experience
- High-level verbal and written communication skills
- A commitment to providing excellent outcomes for our participants and partners

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity
- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, WA - Midland, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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

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To Apply

Position Contact	Natalie Hines, 07 5502 4082
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760431

National Disability Insurance Agency

Closing Date:Sunday 27 July 2025

National Contact Centre

Job Title	APS3 National Contact Centre Service Officer (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD, Midland WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 3
Position Number	1952_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

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We have multiple APS3 NCC Service Officer positions available in our NCC locations WA - Midland and QLD - Robina.

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Duties

As an APS3 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. You will contribute to the NDIAs objectives to create a world-class National Disability Insurance Scheme and have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with members of the public
- Previous call centre and/or customer service experience
- High-level verbal and written communication skills
- A commitment to providing excellent outcomes for our participants and partners

Eligibility

The ideal candidate will have a background working within a contact centre or service delivery environment, with the ability to handle sensitive and personal information with utmost integrity. You will be able to work collaboratively within a team and foster a positive work culture and environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability, whilst promoting inclusion and diversity
- A willingness to work within a team environment
- Attention to detail with the ability to learn new processes

Notes

While this role is ideally performed from QLD - Robina, WA - Midland, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Natalie Hines, 07 5502 4082
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760473

National Disability Insurance Agency

Closing Date:Wednesday 23 July 2025

Strategic Communications Division
Platform and Channels Branch Foundational Communications

Job Title	NDIA EL1 Assistant Director Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Brisbane QLD, Geelong VIC, Richmond VIC
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	May consider remote working arrangements
Classification	Executive Level 1
Position Number	1801_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

A new role awaits

We have EL1 roles available in the Agency's Foundational and Project Communications teams within the Strategic Communications Division.

The Foundational Communications team is responsible for championing simple, clear and consistent communications with an audience-led, content design approach. Here, innovation and inclusivity go hand in hand. This creates a dynamic environment where diverse ideas and

perspectives are key to our mission. Our team's culture is a highlight for our staff members. You will enjoy a culture of continuous learning and collaboration. Your work directly contributes to enhancing the lives of Australians with disability.

The Project Communications team supports participants through significant changes, ensuring they feel empowered, informed and confident in navigating the NDIS. We ensure communications are shaped with, and for, participants, reflecting preferences and lived experience. We drive continuous improvement to enhance communication, with a focus on accessibility, relevance and community needs.

The Foundational and Project Communications teams are a place where your communications skills and passion for social impact can flourish. This makes every day at work both challenging and rewarding.

Duties

Where you can add value

Duties of the Role may include but not limited to:

- Providing leadership, planning, resource management, performance management and decision making for the team.
- Providing high-level strategic communications advice and overseeing the development and execution of communications plans.
- Managing key internal and external stakeholder relationships, representing and negotiating on behalf of Strategic Communications to advance the NDIA's interests across a range of forums. For example, attendance at internal multidisciplinary team (MDT) meetings.
- Drafting and reviewing content (with team and stakeholders) in line with content design principles and content governance framework. Developing content maintenance plan and supporting website and content redevelopment project.
- Managing the Agency's catalogue of national products, including content design, review, printing, accessible formats, warehousing and ordering.

Enough about us, let's talk about you

Our ideal candidate will have:

- Experience in an equivalent team leadership position
- Experience in government/sector communications desirable
- Understanding of content design
- Experience in writing and editing accessible web copy and written products
- Experience in change and project management
- Familiarity with the Australian Government Style Manual

Eligibility

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Work for an agency where you will enjoy a socially diverse and inclusive culture

While this role is ideally performed from Surry Hills NSW, Brisbane QLD, Geelong and Richmond VIC, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

Applications for this role close on Wednesday 23 July 2025, 11.30pm AEST

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Cath Coad, 0408 039 931
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760520

National Disability Insurance Agency

Closing Date:Wednesday 23 July 2025

Board Ministerial and Parliamentary Division
Board Secretary Ministerial and Parliamentary Branch Ministerial and Parliamentary

Job Title	EL1 Ministerial and Parliamentary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from home arrangements can be discussed with your line manager.
Classification	Executive Level 1
Position Number	1489_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Ministerial and Parliamentary Branch has a new and exciting opportunity within the branch as EL1 Assistant Director - Ministerial and Parliamentary.

The Ministerial and Parliamentary teams are exceptional to work with, as we take on the vital role of managing and nurturing the NDIA's relationship with the Minister for Health, Disability and Ageing and the Minister for the NDIS and their offices, as well as leading the Agency on Parliamentary matters. The opportunity to work closely with Ministers is a privilege and an exciting part of an Australian Public Service (APS) career. The partnership between a Minister, their staff and the APS is a critical part of Australia's democracy.

Ministers and their staff and the APS work in different, but complementary, operating environments. Each Minister and their staff work differently, but awareness of underlying principles will contribute towards a productive and trusting relationship between them and the APS.

Duties

Where you can add value

Parliamentary and Ministerial (PM) provide coordination and support services as well as advice on ministerial and parliamentary protocols to the ministerial offices, the NDIA Executive and staff. Your responsibilities may include but are not limited to:

- Providing timely, objective and strategic advice and guidance on matters relating to parliamentary and ministerial processes.
- Leading a small team of 1-3 people, including managing day-to-day tasks and providing coaching and mentoring to support their capability development.
- Managing ministerial correspondence and submissions; senate estimates and question time briefs; other briefing material to support the NDIA executive and Minister.
- Managing the Senate Estimates and parliamentary committee coordination process, including hearing preparations and post-hearing activities
- Managing and coordinating regular updates on the status of parliamentary inquiry action plans and government responses.

Enough about us, let's talk about you

We are seeking an enthusiastic, visionary leader with a proven track record in public service and experience in ministerial or parliamentary. The ideal candidate will possess exceptional communication and interpersonal skills, demonstrating the ability to engage and inspire diverse stakeholders. Ideally you will have a strategic lens and the ability to identify opportunities and risks, as well as a commitment to building the capability of your team. Conceptual and analytical skills and the ability to succinctly explain complex issues will contribute to your success in the role.

Eligibility

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

Notes

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To Apply

Position Contact	Renee Barter, 0428 466 046
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760522

National Disability Insurance Agency

Closing Date:Friday 25 July 2025

Chief Financial Officer Division
Budget Management Strategy Support External Budgets and Costings

Job Title	APS6 Finance Officer - External Budgets (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT, Surry Hills NSW
Salary	$100,215 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements may be considered.
Classification	APS Level 6
Position Number	1777_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

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Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.

- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Duties

A new role awaits

The NDIA's Budget Management Strategy Support Branch is seeking an APS6 Finance Officer to join their External Budget and Costings team.

The External Budget and Costings team is responsible for the development and management of the agency's external budget and new policy proposal costing activities in the Agency. The team is the primary point of liaison for the Agency on external budget matters with other Commonwealth Government Agencies, notably the Department of Finance, the Department of Social Services and the Department of Health and Aged Care.

This role is within the professional job stream and the APS6 Finance Officer must possess relevant academic qualifications.

Where you can add value

The APS6 Finance Officer will contribute to team responsibilities including the calculation and entry of budget estimates, liaising across the Agency and with external agencies on new policy proposals, and preparation of the Agency's external budget documentation (Portfolio Budget Statements).

Responsibilities of the role may include:

- Preparation and execution of external budget and reporting activities, including preparation of reporting to the Department of Finance.
- Updating annual estimates and monthly profiles in alignment with Government's budget processes - including accurate input into the Central Budget Management System (CBMS).
- Preparation of New Policy Proposal costings
- Participating in liaison and negotiation with the Departments of Finance, Social Services, and other external stakeholders as required on budget related matters.
- Developing team operating procedures and user guides, and working flexibly across the finance function as required.

Enough about us, let's talk about you

The ideal candidate will have strong technical accounting skills with the ability to extract, analyse, and interpret data. They will be able to present key findings and recommendations to stakeholders and manage positive relationships across Agency and inter-Agency teams.

They will demonstrate the capacity to work with independence to achieve established priorities, quality outcomes, and work area and Agency goals.

Advanced Excel and use of SAP and CBMS systems would be an advantage.

This position is within the professional job stream and the officer must possess relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practicing Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760245

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 17 July 2025

Regulatory Operations
Market Operations Audit and Monitoring

Job Title	Registration Monitoring Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Penrith NSW
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with business requirements
Classification	APS Level 5
Position Number	118_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The APS5 Registration Monitoring Officer is accountable for undertaking monitoring and compliance activities to determine whether NDIS providers are compliant with applicable NQSC/NDIS legislative requirements. The role requires working under limited guidance to manage the monitoring of NDIS Providers registration requirements in relation to audit conditions.

Duties

Duties may include, but are not limited to, the following:

- coordinate and conduct complex monitoring activities using sound knowledge of legislative frameworks and policy requirements to identifying provider non-compliance in respect of audit related conditions of registration
- develop, implement and maintain audit assurance and non-compliance related activities, assisting with the implementation of any system improvement initiatives, and conducting administrative duties to support audit program functions
- interpret, coordinate and apply the reporting requirements for the audit program
- assist in identifying, interpreting, and translating audit and monitoring issues and activity outcomes into findings to contribute to policy and operational advice including the preparation of reports and briefs for executives
- identify, manage and escalate (as appropriate) any risks and issues that impact delivery of the audit and monitoring program
- engage with relevant internal and external stakeholders to support registration monitoring activities, providing providers with education and advice on program activities and requirements
- coordinate and manage the development, initiation, and delivery of projects within the registration monitoring program.

Pleas review candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Siena Rossi, 0484 101 825
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0760310

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 17 July 2025

Regulatory Operations
Market Operations Audit and Monitoring

Job Title	Audit Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT, Parramatta NSW, Penrith NSW, Perth WA, Hobart TAS
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Office arrangements can be negotiates with manager in line with business requirements
Classification	APS Level 5
Position Number	119_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The APS5 Audit Program Officer is accountable for undertaking audit and monitoring activities to ensure that registered providers are compliant with relevant NQSC/NDIS legislative requirements. The role works under limited guidance, to manage the Commission’s approval and monitoring of quality auditors, auditor training requirements and coordinate complex audit and monitoring/non-compliance activities.

Duties

Duties may include, but are not limited to, the following:

- coordinate and conduct complex audit and monitoring work using sound knowledge of legislative frameworks and policy requirements to guide auditor program activities and identifying provider non-compliance in registration and monitoring processes
- implement and maintain audit assurance and non-compliance related activities, assisting with the implementation of any system improvement initiatives, and conducting administrative duties to support audit and monitoring program functions
- interpret, coordinate and apply the reporting requirements for the audit and monitoring program
- assist in identifying, interpreting, and translating audit and monitoring issues into findings to contribute to policy and operational advice including the preparation of reports
- identify, manage and escalate (as appropriate) any risks and issues that impact delivery of the audit and monitoring program
- engage with relevant internal and external stakeholders to support the monitoring and audit program activities, providing auditors and providers with education and advice on program activities and auditor requirements
- provide support to the development, initiation, and delivery of projects within the audit and monitoring program.

Please review candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Siena Rossi, 0484 101 825
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0760311

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 18 July 2025

Corporate
Chief Information Officer ICT Governance and Assurance

Job Title	Assistant Director, Cyber Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Parramatta NSW, Penrith NSW
Salary	$120,307 - $136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangement to be negotiated in line with business requirements
Classification	Executive Level 1
Position Number	120_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The EL1 Cyber Analyst is responsible for implementing the information security strategy, driving governance and delivering cyber operations, threat intelligence, risk mitigation, security architecture and incident response. The Cyber Analyst is responsible for advising the Director on risk and security aspects of the NDIS Commission’s IT environment, ensures security measures are conducted in a coordinated manner and plays a key role in ensuring the continuity and security of information in the agency.

Duties

Duties may include:

- conduct and coordinate regular security assessment, vulnerability scans, and penetration testing to identify and address potential risks promptly
- provide technical advice to internal and external stakeholders on matters related to infrastructure
- work with third party suppliers and provide advice and support for cloud-based solutions
- drafting Authority to Operate documentation of NDIS Commission systems through the support of Security Risk Assessment artefacts
- manage Cyber Security operational functions for the NDIS Commission including the effective implementation of key polices, plans and procedures to ensure a safe and secure ICT environment
- lead and participate in cross-functional projects to implement new technologies, solutions, or enhancements that align with the agency's goals and security requirements
- collaborate with Managed Service Provider or Third-Party vendors to manage the agency's ICT infrastructure, ensuring optimal performance, scalability, and reliability of systems and networks
- monitor infrastructure components, contribute to the design of infrastructure, identify areas for improvements, and implement upgrades, new sites and expansions or enhancements as required
- ensure maintenance of infrastructure to required standard
- liaise with Managed Service Provider and Third-Party vendors to oversee the provision of back-of-house services, ensuring contractual obligations are met and service levels are maintained
- ensure maintenance of ICT disaster recovery and business continuity.

Please review candidate information package for full position description.

Eligibility
Notes

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The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Andrew Chatham, Andrew.Chatham@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf
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Social Services

Vacancy VN-0760351

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 20 July 2025

Complaints and Engagement
Communications, Engagement and Education Channels

Job Title	Project Officer – SharePoint Migration
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangement negotiable in line with business requirements.
Classification	APS Level 5
Position Number	121_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Project Officer is part of a project team for the SharePoint migration. The role will plan and undertake administration of the Microsoft 365 intranet and associated SharePoint migration project. This team will oversee the purpose and status of the project and ensure all project goals and timeframes are met.

Duties

Duties may include, but are not limited to, the following:

- understanding and utilisation of both current state (SharePoint 2016) and future state (SharePoint 365) platforms
- assisting with the design of the new Intranet with a focus on accessibility and ensuring fit-for-purpose
- assisting with the implementation of the governance framework and practices to ensure consistency and quality
- assisting with the development of technical elements within the SharePoint 365 environment including but not limited to web parts, apps, pages and hub sites.
- ability to support projects, making use of individual and team capabilities and to see projects through to completion
- translate technical information for non-technical audiences (technical roles).

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Lyssa Campbell, 03 6162 8883
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0760352

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 20 July 2025

Complaints and Engagement
Communications, Engagement and Education Channels

Job Title	Senior Project Officer – SharePoint Migration
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangement to be negotiated in line with business requirements.
Classification	APS Level 6
Position Number	122_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Senior Project Officer is part of a project team for the SharePoint migration. The role will plan and undertake administration of the Microsoft 365 intranet and associated SharePoint migration

project. This team will oversee the purpose and status of the project and ensure all project goals and timeframes are met.

Duties

Duties may include, but are not limited to, the following:

- understanding of both current state (SharePoint 2016) and future state (SharePoint 365) platforms
- assisting with the design of the new Intranet with a focus on accessibility and ensuring fit-for-purpose
- supporting the implementation of the governance framework and practices to ensure consistency and quality
- ability to analyse data to provide meaningful insights, analysis and status updates to the Assistant Director
- proven ability to manage projects, making use of individual and team capabilities and to see projects through to completion
- is a persuasive communicator who can build and sustain positive working relationships with internal and external stakeholders and clients.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Lyssa Campbell, 03 6162 8883
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0760370

Australian Bureau of Statistics

Closing Date:Sunday 20 July 2025

Job Title	Contact Centre Roles - Census Workforce Support Centre
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	-
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	25/Census Contact Centre
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=E3E28154-E6BA-B2DA-6EDE-E4036108EC17

The Australian Bureau of Statistics (ABS) is looking to recruit suitably experienced Contact Centre staff for our Census Workforce Support Centre. Positions include Assistant Director (EL 1), Supervisor (APS 6) and Team Leader (APS 5). These are temporary positions only, up to 18 months duration.

Duties

The Census Workforce Support Centre is a large team comprised of two phone-based contact centres; the field Recruitment Support Line and the Staff Support Centre.

Assistant Director (EL 1), Workforce Support Centre

As Assistant Director, Workforce Support Centre, you will be a hands-on customer service leader who thrives in an operational environment. You will work closely with a Director and the broader Census Workforce Services leadership team to enable a large and diverse team of agents, officers and managers in the delivery of contact centres across operational hours.

Skills and experience:

- demonstrated leadership experience in coaching and developing others for high-performance
- proven experience in delivering customer or enabling services, ability to anticipate and be responsive to the needs of stakeholders and clients
- sound judgement and strong critical thinking and problem-solving skills
- a strong ability to build operational context and grasp key concepts quickly
- be calm and composed under pressure, and lead by example.

Supervisor (APS 6), Workforce Support Centre

Supervisors will lead a team responsible for providing high quality frontline assistance which may include resolving queries relating to application support and operational procedures. Supervisors will work strategically to contribute to the development of team objectives, including setting priorities and managing workloads. They will contribute to managing change in a dynamic environment, and support their team to be successful through coaching, performance feedback and encouraging development.

Skills and experience:

- experience in managing teams in a customer service or call centre environment, with the ability to train and coach less experienced team members
- ability to use a flexible, outcome focused approach to meet business objectives while maintaining a high quality of work
- strong written, verbal and phone communication skills
- customer-focused and committed to providing effective and responsive services to clients
- critical thinking and problem-solving capabilities, including the ability to critically assess issues and contribute to innovative solutions

- excellent coordination skills, attention to detail and ability to manage competing priorities
- proven ability to communicate, liaise and maintain relationships with stakeholders.

Team Leader (APS 5), Workforce Support Centre

Team Leaders will manage a team of agents responsible for providing high quality, frontline assistance which may include resolving queries relating to application assistance and operational procedures. Team Leaders will support their team to be successful through training, coaching and performance feedback. They will contribute to the setting of work priorities and encourage best practices through leadership by example.

Skills and experience:

- experience leading teams in a customer service or call centre environment
- ability to assist staff development through training, coaching and providing feedback
- customer-focused and committed to providing effective and responsive services to clients
- strong written, verbal and phone communication skills
- good attention to detail and ability to manage competing priorities
- strong analytical skills to identify risks and contribute to solutions
- ability to communicate, liaise and maintain relationships with stakeholders.

Eligibility

You must be an Australian citizen at the time of your application.

Notes

Salary information

EL1 (Assistant Director): $117,593 - $135,935

APS 6 (Supervisor): $95,714 - $108,092

APS 5 (Team Leader): $85,204 - $95,705

Plus 15.4% employer contribution to super.

Operating Hours

The Census Workforce Support Centre will operate during the following hours across different phases:

Off-Peak - 8:30am to 7:00pm AEST

Peak - 8:00am to 10:30pm AEST

(Weekdays & Weekends, including public holidays.)

As part of the leadership team, you are expected to share your availability across these hours to ensure consistent support for your team’s delivery.

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	Dominic Tassell, 02 9268 4943
Agency Recruitment Site	https://abs.nga.net.au/?jati=E3E28154-E6BA-B2DA-6EDE-E4036108EC1

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Treasury

Vacancy VN-0760402

Australian Bureau of Statistics

Closing Date:Wednesday 23 July 2025

Technology and Security
Strategic Projects Data Integration

Job Title	Senior Dynamics Solution Designer (APS 6), Senior Dynamics Architect (EL 1), Strategic Projects - Data Integration
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS
Salary	$95,714 - $135,953
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6;Executive Level 1
Position Number	25/SPDI_SD_APS6_EL1
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=EC2B9B32-5210-8966-517C-E4044F7C7542

The Australian Bureau of Statistics (ABS) is looking to fill the position of Senior Dynamics Solution Designer (APS6) or Senior Dynamics Architect (EL1) in the Data Integration section. This is permanent position at the APS 6 or Executive Level 1 classification level.

A technical specialist role requires extensive understanding, engagement and delivery experience within the specialist area to work as part of the technical team and closely with the business areas.

Your role will be a good balance between leadership, application development and application integration. The team aims to reduce administrative burden for managing Data Integration systems, so we build applications and processes to enable that. While we deliver new functionality

within the Dynamics applications, we also consider how best to do so sustainably to support Security, Architecture and Collaboration considerations which often extend beyond the applications in use.

We have some exciting work coming up which provides opportunities to show your architectural expertise. Examples include, using myDATA as an authorisation service to other Data Integration applications, using okta as a third party identity provider to our Portal, providing bespoke Azure Function Apps to deliver customised Table exports, configuring D365 Queues for use with M365 Mailboxes, architecting solutions for how to provide information to and from Dataverse with other applications within different tenants, how to support and maintain plug-ins.

Because the data we maintain in the system contains personally identifiable information (PII), security and privacy considerations are highly important, and solutions must be developed with security in mind, particularly and integrations with other systems.

Duties

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

Senior Dynamics Solution Designer (APS6):

- at least two years of Dynamics development experience including PowerApps design, Power Pages (Portal) development and Power Automate development supporting end to end architecture
- experience in Javascript development for Power Pages (Portal)
- experience in accepting complex business requirements and be able to advise clients on best approaches and when to/not to apply customisation
- demonstrated ability to work productively in a team comprised of technical peers and business representatives whilst providing regular support and guidance to the project team on coding, issue resolution and execution
- ability to lead technical design discussions for EPIC style features.

Senior Dynamics Architect (EL1):

- at least three years of Dynamics development experience including PowerApps design, Power Pages (Portal) development and Power Automate development supporting end to end architecture, with a focus on strategic alignment with business
- experience in Javascript across a range of platforms, including development for Power Pages (Portal)
- demonstrated ability to lead a productive team of Dynamics developers while providing leadership, best practice, support and guidance
- deep understanding and application of architecture and security patterns while designing solutions - for example, data management scenarios which extend beyond Dataverse, or

authentication and authorisation scenarios which extend beyond local authentication within Portal
- comprehensive experience of Power Platform integrations.

Desirable skills for both levels include:

- experience in refactoring solutions for simplification when new requirements arise
- experience with Azure Entra Groups, App Registrations, Certificates, Function Apps, Application Insights and Storage accounts to support Portal activities
- experience with third-party identity provider (e.g. Okta) integration with Portal
- portal plugin experience
- experience in understanding how to securely read to and from Dataverse both within the application and portal via Web API and Portal API, but also with other applications.

The role will be offered at either the APS6 or EL1 level depending on the successful candidate's skills and experience. Web application skills and experience will be considered to complement Dynamics experience.

Eligibility

• You must be an Australian citizen at the time you apply.

• You may need to obtain (or hold) and maintain at least a Baseline security clearance.

• ABS employees who have access to market sensitive information are restricted in market trading activities.

You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

Please read the ABS Recruitment Guide for more information on how the ABS manages recruitment exercises, how to request an adjustment to the selection process, plus hints on how to prepare a written statement.

Notes

To apply, you will need to upload your resume, provide referee details and respond to:

In no more than 750 words, please describe a system or significant set of requirements you have designed and developed: include information about the business requirements you transformed into Dynamics components, the customisations you developed, any portal or power automate components, and any integrations which were required.

We strongly encourage you to utilise at least 75% of the word limit.

Applications close at 11:30 p.m. (AEST), Wednesday 23 July 2025.

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

About the Australian Bureau of Statistics

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To Apply

Position Contact	• Rachael Oldmeadow, 0429 327 487
Agency Recruitment Site	https://abs.nga.net.au/?jati=EC2B9B32-5210-8966-517C-E4044F7C7542

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Treasury

Vacancy VN-0760503

Australian Bureau of Statistics

Closing Date:Sunday 27 July 2025

Job Title	Work Health & Safety Advisers
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Belconnen ACT, Perth WA
Salary	-
Future Merit Locations	Belconnen, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of WFH and office
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	25/Census_WHS
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=E1A18F41-4C6E-76FB-1A71-E404C4356903

The Australian Bureau of Statistics (ABS) is looking to recruit suitably experienced Work Health & Safety professionals for our Census Work Health and Safety Team:

- Work Health and Safety Officer (APS5)
- Senior Work Health and Safety Adviser (APS6)
- Principal Work Health and Safety Adviser (EL1)

These are temporary positions up to 18 months duration.

Duties

As a Work Health and Safety Officer or Adviser, you will provide guidance on work health and safety matters, management and compliance to support the 2026 Australian Census workforce. This workforce is large and diverse, with 30,000 people working in the field across Australia to support the public to participate in the 2026 Census.

You will support a safe, successful Census delivery against the WHS legislative framework and the ABS Work Health and Safety Management System. You will have strong capability in stakeholder engagement and an ability to build and maintain effective working relationships to support collaboration and a safety-first culture.

About you

The successful candidates will possess all, or most of the following:

- excellent communication skills and a skilled user of computer and telephone systems
- ability to achieve results in a dynamic, fast-paced environment
- capacity to work with speed and accuracy within established procedures
- ability to remain composed and manages stress effectively
- capacity to respond positively to differences and communicate respectfully with a diverse range of stakeholders
- experience in incident response or WHS incident management
- ability to hold and maintain, or be able to receive a Baseline Security Clearance.

Qualifications in Work Health and Safety or Public Safety will be highly regarded.

To be considered at the EL1 or APS6 level, you will be an effective leader and have demonstrated capability in work health and safety risk management, regulatory engagements, incident investigation, hazard management and audit.

To be considered at the APS5 level, you will have transferable organisation, communication and information management skills.

How to apply

To apply, complete an online application form, upload your resume, provide referee details and submit a statement (up to 500 words) describing how your skills and experience are relevant to the role(s) you are applying for.

Eligibility

To be eligible to apply to these positions you must currently be an Australian citizen.

Notes

Current Salaries

Principal Work Health and Safety Adviser (EL1): $117,593 - $135,935

Senior Work Health and Safety Adviser (APS6): $95,714 - $108,092

Work Health and Safety Officer (APS5): $85,204 - $95,705

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	Dominic Tassell, (02) 9268 4943
Agency Recruitment Site	https://abs.nga.net.au/?jati=E1A18F41-4C6E-76FB-1A71-E404C4856903

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Treasury

Vacancy VN-0760454

Australian Office of Financial Management

Closing Date:Tuesday 22 July 2025

Risk and Assurance

Job Title	EL1 ICT Relationship Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$150,210 - $187,762
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered as per the AOFM Enterprise Agreement and relevant policies
Classification	Executive Level 1
Position Number	MO-01
Agency Website	https://www.aofm.gov.au/

Job Description

https://www.aofm.gov.au/about/careers/current-opportunities

Duties

Salary: $150,210 to $187,762 per annum plus 15.4% superannuation

Role Overview:

Reporting to the Chief Risk and Assurance Officer, the ICT Relationship Manager (EL 1) works under broad direction, exercising a high degree of independence and professional judgement to ensure the effective delivery of ICT contract management across the AOFM.

As a dedicated account manager, the role builds and maintains relationships with internal and external stakeholders, establishing needs, providing advice, and negotiating to achieve positive outcomes and a high standard of ongoing service for the AOFM. This includes managing the Memorandum of Understanding (MOU) with the Department of the Treasury to ensure ongoing quality and value-for-money of outsourced ICT services.

Exercising highly developed analytical thinking and problem-solving skills, the role identifies and resolves contract-management and service delivery risks to ensure ongoing positive relationships with key stakeholders and improved outcomes for the AOFM.

Key Responsibilities:

Key responsibilities of the ICT Relationship Manager include:

• On behalf of the AOFM, manage ICT services contracts including being responsible for all contract management assurance and procurement activities

• Liaise and negotiate with providers for major ICT contracts and renegotiate deliverables to meet required objectives and AOFM user needs

• Ensure existing ICT contracts are reviewed for continued need and value for money and actioned prior to expiry

• Manage the MOU contract with the Department of the Treasury, including:

o Negotiating service level agreements to ensure that the needs of the AOFM are clearly articulated, understood and met

o Monitoring service provision against agreed-upon metrics outlined within service level agreements, ensuring quality and value-for-money on behalf of the AOFM.

• Proactively manage risks to meet the AOFM’s ongoing ICT operational requirements, escalating issues for resolution as required, and ensuring that teams across the agency:

o Have the necessary ICT tools, equipment, and software to perform their roles

o Are supported by plans to ensure continuation of core ICT functions, protection of information, and minimisation of business disruptions during adverse incidents.

• Ensure cyber-security governance arrangements are in place for key business applications used by the AOFM

• Develop and oversee budgets, financial forecasts, and expenditure tracking for contracted ICT operations

• Provide advice to the Chief Risk and Assurance Officer and broader Executive on the strategic direction of ICT, in addition to information and data management across the agency

• Provide a significant contribution to innovation and business improvement strategies, particularly in support of the key functions of the AOFM

• Undertake activities with an awareness of their possible impact on strategic or operational outcomes for the AOFM

• Attain and maintain an extensive understanding of the role and responsibilities of the AOFM, including an understanding of the APS operating environment more broadly

• Ensure in-depth knowledge of and compliance with legislative, policy and regulatory frameworks

• Represent and explain the views of the AOFM at cross-agency meetings.

Capabilities:

Core capabilities required to perform the role of ICT Relationship Manager include:

• Demonstrated high-level experience in contract and account management, including the management of provider relationships and service provision to ensure that needs are understood and met

• Strong relationship management skills, including the ability to facilitate cooperation with a range of internal and external stakeholders

• Strong verbal and written communication skills, including the ability to exercise influence and negotiate to achieve effective outcomes and solutions

• Highly developed analytical thinking and problem-solving skills, including the ability to identify, manage and resolve risks

• The ability to deliver high-quality results in line with legislative, policy and regulatory frameworks

• A demonstrated commitment to innovation and improvement activities to maximise business outcomes

• A demonstrated commitment to self-reflection and willingness to participate in professional development opportunities.

Eligibility

• Citizenship – applicants must be an Australian Citizen.

• Security Clearance – positions at AOFM require a Baseline security clearance.

• Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

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

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process.

Notes

At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs.

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some $900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Erin Martin, 0262631111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Treasury

Vacancy VN-0760276

Australian Securities and Investments Commission

Closing Date:Sunday 20 July 2025

Job Title	Litigation Counsel & Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Traralgon VIC, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Traralgon, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1844526
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226300605

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

Are you an experienced litigator looking for a role where the work you do will make a difference for all Australians and be challenging and rewarding?

ASIC is expanding its in-house litigation team and is looking for highly skilled and experienced litigation lawyers to work on high profile regulatory litigation.

- **Based in Sydney, Melbourne, Brisbane, Adelaide or Perth (other locations to be considered)**
- **$147,074 - $195,951 (depending on experience), plus 15.4% superannuation**
- **Permanent roles**
- **Applications close at 11:59pm AEST, 20 July 2025**

The team

The Civil Litigation team leads ASIC's in-house litigation practice. Our Litigation Counsel act as solicitor on the record and are responsible for the conduct of many of ASIC's high-profile civil litigation regulatory matters in the High Court, Federal Court and State Supreme Courts.

The Civil Litigation team also manages external law firms engaged to act for ASIC. It provides guidance on litigation strategy to those law firms and internal investigation teams, including advice on case theories and ASIC's regulatory powers.

The team is led by a number of extremely experienced regulatory lawyers. We are proud of our highly committed, experienced and close-knit collegiate team.

Recent examples of ASIC's civil litigation run by its in-house litigation team include:

- 25-063MR Financial services provider penalised $11 million over “cookie-cutter” advice and conflicted bonus payments | ASIC
- 25-052MR ASIC warns of threat from “hydra-like” scammers after obtaining court orders to shut down 95 companies | ASIC
- 25-017MR AustralianSuper fined $27 million after ASIC investigation into failing to merge multiple superannuation accounts | ASIC
- 24-274MR Kraken crypto exchange operator to pay $8 million following ASIC enforcement action | ASIC
- 24-228MR Court rules Harvey Norman and Latitude advertising misled consumers | ASIC
- 24-121MR Court finds Active Super made misleading ESG claims in a greenwashing action brought by ASIC | ASIC

The Civil Litigation team sits within ASIC's Enforcement Legal Services team. The Legal Services team is responsible for the delivery of legal services across ASIC and is instrumental in driving ASIC's reputation as a modern and effective regulator.

Duties

About you

We are seeking to recruit experienced senior litigation lawyers to the positions of **Litigation Counsel** and **Senior Lawyer** within the ASIC Legal Services team.

We are looking for lawyers with:

- significant commercial / regulatory litigation experience (and admission to practice in the High Court, Federal Court and State Supreme Courts). Litigation Counsel applicants will need to hold unrestricted practising certificates and have experience in managing complex litigation matters and leading teams of lawyers
- strong technical legal skills, ability to provide strategic direction in regulatory litigation matters, a capacity to communicate with influence to a wide variety of audiences and high-level organisational skills
- a commitment to providing superior client service
- a real interest in making a difference through important regulatory litigation with a consumer protection focus.

See the Position Descriptions for each role for more information. To apply for one of these roles click the Apply Now button below and include a covering letter that is no more than 2 pages, together with a CV of no more than 5 pages, addressing the Selection Criteria in the Position Description.

About ASIC

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

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0760312

Australian Securities and Investments Commission

Closing Date:Friday 18 July 2025

Job Title	Senior Network Engineer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1842105T
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

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

Duties

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

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

- **Permanent position based in Sydney**
- **Salary starting from $147,074 + 15.4% superannuation (depending on experience)**
- **Applications close at 11:59pm on Friday, 18 July 2025**

The team

The Information Technology team, part of Digital, Data & Technology, is responsible for driving ASIC's transformation agenda through digital and data products and technology platforms. Digital Workplace Services (DWS), a subset of the IT services team, is leading a major digital transformation to position ASIC as a premier regulator in the Australian financial markets. Our key initiatives include modernizing the digital workplace, enhancing mobility, security, and cloud capabilities, and focusing on data sharing, analytics, and automation.

The role

As a Senior Network Engineer, you will lead the charge to maintain and enhance ASIC's Enterprise Network Services, with a focus on our Cisco Wi-Fi platform. You will deliver exceptional customer service and network technology solutions to the organization.

This role requires senior engineer with strong technical, critical thinking and problem-solving skills who can systematically resolve complex operational issues and continuously improve our Wi-Fi experience nationwide.

More specifically, you will:

- Take ownership of the design, build, and operations of ASIC's Enterprise Network services, focusing on ASIC's Cisco Wireless platform
- Monitor and manage technology services to ensure optimal performance and cost-efficiency of ASIC's Cisco Wireless platform
- Develop and implement best practices for availability, performance, security, maintenance, upgrades, patching, backup, and recovery of ASIC's Cisco Wireless platform
- Identify and address risks related to the Enterprise Network product portfolio
- Automate repetitive tasks to enhance efficiency and reduce manual effort.
- Identify and implement process efficiencies with a continuous improvement mindset
- Document processes, procedures, and best practices for managing technology services

About you

The ideal candidate for this role is someone with strong technology leadership skills and significant previous experience in the design, build and operations of Network Services, especially “Cisco Wi-Fi” deployments.

In addition, you will have:

- Extensive demonstrated technology leadership experience with at least 3 to 5 years of experience in designing, building, and managing Network Services, particularly “Cisco Wi-Fi First” deployments

- Expert knowledge and experience designing, building and support of Cisco Wireless Platforms, including wireless LAN controllers, Cisco ISE, WAP, and DNAC
- Proficient in Cisco Campus and Data Centre networking, switching, and routing
- Preferred experience with Fortinet SDWAN and F5
- Strong analytical and problem-solving skills
- Previous demonstrated experience in automating network operations, such as vulnerability and software patching and deploying configuration files using Catalyst Centre (DNA) or other open system tools
- Previous experience in deploying & managing infrastructure in public clouds (AWS/ Azure) for enterprise network
- Ability to effectively develop content and present information to different target audiences both verbally and in writing (position solution options, form recommendations, influence decision making)

Click ‘apply' to start your application. Applications close at 11:59pm on Friday, 18 July 2025.

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0760403

Australian Securities and Investments Commission

Closing Date:Sunday 20 July 2025

Job Title	Executive Assistant to Commissioner
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$110,000 -
Future Merit Locations	Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	50/50 work from home
Classification	APS Level 5;APS Level 6
Position Number	ASIC/1870950
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226304627&in_organid=16529&

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

We are currently seeking a highly skilled and experienced Executive Assistant to join the Australian Securities and Investments Commission (ASIC), providing dedicated support to one of our Commissioners.

- Sydney or Canberra location
- Salary from $110,000 + 15.4% superannuation
- Permanent opportunity
- Australian Citizenship required
- Applications close at 11:59pm AEST, Sunday 20 July 2025

The team

The Commission Executive Assistants work closely with the Commission, the staff in the Commission Executive Office, ASIC Senior Executives, other Executive Assistants across ASIC, and a range of ASIC staff as well as external stakeholders.

Duties

As **Executive Assistant to a Commissioner**, you will be accountable for:

- Providing front-line representation and efficient and effective support services to the Commissioner in a fast-paced environment
- Ensuring proactive and forward-looking management of the Commissioner's daily schedule, forward calendar, meeting commitments, and briefing documentation
- Provision of advanced administrative support, including prioritising information, drafting correspondence, compiling briefings, and managing documentation and records across digital platforms
- Coordination and scheduling of meetings with internal and external stakeholders, including coordinating diaries, room and equipment booking, and collating and distributing meeting material
- Coordinating travel and accommodation, and expenditure administration
- Working as part of the Commission Executive Office team, providing EA coverage for other Commissioners as required, coordinating local support for travelling Commissioners, and performing ad-hoc support tasks.

Eligibility

We're seeking an experienced Executive Assistant with a proven track record supporting senior executives in complex, fast-paced environments. You'll bring high-level administrative expertise, advanced technological proficiency, and the professionalism needed to work confidently across government, industry, and regulatory agencies. Your ability to manage competing priorities, anticipate needs, and exercise sound judgement will be pivotal to success in this role.

You will also demonstrate:

- Advanced Microsoft Office skills and experience with SharePoint or similar systems
- Strong organisational and time management skills
- Analytical thinking and problem-solving capabilities
- Ability to work autonomously with minimal direction
- Exceptional discretion, integrity, and professionalism
- Experience preparing papers, briefings, and travel logistics for senior stakeholders

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Sunday 20 July 2025.

Notes

About ASIC

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We offer a range of employee benefits including:

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, careers@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0760404

Australian Securities and Investments Commission

Closing Date:Monday 21 July 2025

Job Title	Business Partner
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$123,444 - $144,386
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50/50 work from home
Classification	Executive Level 1
Position Number	ASIC/1836943
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226304654&in_organid=16529&

- A great opportunity to play a key role in supporting leaders while delivering impactful HR initiatives and solutions

- Permanent position based in Sydney or Melbourne
- Hybrid working (50:50) as part of a collaborative and supportive team
- Salary from $123,444 - $144,386 plus 15.4 % superannuation – depending on the skills/experience of the candidate

The team

People & Development (P&D) is responsible for delivering people initiatives that are aligned with business strategy across the full employee lifecycle. The team delivers initiatives, advice and services on people related matters that support Executive Directors, Senior Executives, Managers and team members during their careers with ASIC.

Duties

As a **Business Partner,** you will:

- Be the primary liaison for people leaders and executives within a client portfolio, providing subject matter advice, guidance, and building their capability to lead effectively.

- Support the Strategic Business Partner (SBP) to craft and implement the overarching people plan for your client portfolio, track against deliverables and use data to make pivots gained through insights to enable the business to deliver on strategic priorities.

- Support workforce management planning through role design, role evaluations, and adherence to position and budget controls.

- Case-manage employee relations matters, including disciplinary discussions, grievances, performance management, WHS, and behavioural investigations, escalating complex cases to experts when necessary.

- Partner with P&D teams to deliver tailored solutions for business needs.

- Support the implementation of cultural action plans and track outcomes from key organisational programs.

- Generate and analyse diagnostic reports to identify trends and highlight insights for strategic decision-making.

- Contribute to the wider P&D program of work, including continuous improvement initiatives and organisational projects due to employee cyclical events.

- Ensure annual people processes are communicated, led and executed effectively within the business.

- Manage and maintain accurate workforce planning data within PeopleSoft and monthly business unit reporting.

Eligibility

To succeed in this role, you will have:

- A tertiary qualification in HR, psychology, or a related discipline.

- Demonstrated experience providing operational HR advice and managing people-related processes.

- Strong influencing skills to mitigate risks related to behaviours, policies, or processes.

- Demonstrated experience in developing and implementing HR strategies, people plans, and change/transformation initiatives.

- In-depth knowledge of employee and industrial relations frameworks, utilising a consultative and participative approach.

- Awareness of external employment and labour market trends.

- Experience in investigating incidents, managing grievances, and handling industrial relations matters.

- Highly developed interpersonal skills, with a proven ability to coach, counsel, and develop teams.

- The ability to influence at all organisational levels and challenge the status quo.

- A proactive, results-driven mindset with a commitment to continuous improvement.

Notes

Why Join ASIC?

- Your work will contribute to maintaining a fair, strong and efficient financial system for all Australians.
- 4% employer superannuation contribution.
- Access to 20 days paid annual leave, plus additional paid leave between 25 December and 1 January every year.
- Reward and recognition programs including ASIC awards and Women in Leadership awards.
- One paid professional membership per year.
- Free and confidential employee assistance program for you and your immediate family.
- Free annual flu vaccinations.

See more of our benefits here: ASIC Career Benefits

About ASIC

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ASIC regulates corporations, markets, financial services and consumer credit, and monitors and promotes market integrity and consumer protection in the Australian financial system.

Through our enforcement and regulatory work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

Through Moneysmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their financial decision making.

A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.

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

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment, which is issued by ASIC's Security team.

Applications for this role will close at 11:59pm on Monday, 21st July 2025.

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, careers@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0759915

Australian Taxation Office

Closing Date:Friday 18 July 2025

Enterprise Solutions and Technology
Information and Records Management

Job Title	Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	$81,265 - $88,200
Future Merit Locations	Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4
Position Number	EXT_EST_419_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=A0291C27-E956-DE7E-97E7-E3F16F576AE7

Duties

We are seeking motivated Information Officers to join our Information and Records Management team.

As an Information Officer, in our Enterprise Solutions and Technology business area, you will be part of a team that ensures our data and information is appropriately managed, stored and accessible in line with ATO and Whole of Government policies. You'll work on projects that change the way staff work and interact by implementing information management policies, standards and governance.

You will be a custodian of corporate knowledge and support staff locate and use information assets effectively. You'll also support freedom of information requests. You will work with internal clients and use information and data in all formats and for all purposes.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Fiona Gilmore, (02) 6216 6927
Agency Recruitment Site	https://ato.nga.net.au/?jati=A0291C27-E956-DE7E-97E7-E3F16F576AE7

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Treasury

Vacancy VN-0759950

Australian Taxation Office

Closing Date:Friday 18 July 2025

Enterprise Solutions and Technology
Information and Records Management

Job Title	Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	$90,596 - $96,042
Future Merit Locations	Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_EST_420_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=8256A198-6B4E-1C7B-0945-E3F16FB038D4

Duties

We are seeking experienced Information Officers to join our Information and Records Management team.

As an Information Officer, in our Enterprise Solutions and Technology business area, you will be part of a team that ensures our data and information is appropriately managed, stored and accessible, in line with ATO and Whole of Government policies. You'll work on projects that change the way staff work and interact by implementing information management policies, standards and governance.

You will engage with business proposals and provide advice on information management. You'll promote collaborative working and will assess and manage risk. You'll mentor less experienced staff and seek opportunities for continuous improvement.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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To Apply

Position Contact	Scott Cooper, (03) 8632 5347
Agency Recruitment Site	https://ato.nga.net.au/?jati=8256A198-6B4E-1C7B-0945-E3F16FB038D4

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Treasury

Vacancy VN-0759959

Australian Taxation Office

Closing Date:Friday 18 July 2025

Enterprise Solutions and Technology
Information and Records Management

Job Title	Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	$97,816 - $112,312
Future Merit Locations	Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_EST_421_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E83444D1-E6C9-CBEB-08CF-E3F16FD98C1B

Duties

We are seeking experienced and motivated Information Officers to join our Information and Records Management team.

As an Information Officer, in our Enterprise Solutions and Technology business area, you will manage ATO information and data in all formats to conform with our obligations and embed best practice. You'll help to increase the availability and accessibility of information for all staff and ensure reliable records are maintained.

You will build strong relationships with business partners. You'll review new business proposals and provide specialist advice on information management and collaborative working whilst assessing and managing risk.

You will ensure business processes are accurately modelled and that standards are in place to support and align with statutory regulations.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Scott Cooper, (03) 8632 5347
Agency Recruitment Site	https://ato.nga.net.au/?jati=E83444D1-E6C9-CBEB-08CF-E3F16FD98C1

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Treasury

Vacancy VN-0760198

Australian Taxation Office

Closing Date:Monday 14 July 2025

Enterprise Strategy and Design
Enterprise Risk Management

Job Title	Governance Risk and Compliance Platform Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_462_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=85CB72E3-0595-6116-D566-E402E91E54C0

Duties

We are seeking enthusiastic individuals to join our Enterprise Risk Management team.

As a Governance Risk and Compliance Platform Developer, you will provide risk management services including developing intelligence requirements related to risk and maintaining the ATO’s Governance Risk and Compliance (GRC) platform.

You will work with key business partners to design and implement GRC modules such as risk registers, control libraries and online dashboards. You’ll also prepare reports that support executive decision making. This includes developing and maintaining technical documentation for governance and efficient GRC operation.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Notes

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

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To Apply

Position Contact	Andrew Scott, (03) 8601 9274
Agency Recruitment Site	https://ato.nga.net.au/?jati=85CB72E3-0595-6116-D566-E402E91E54C0

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Treasury

Vacancy VN-0760338

Australian Taxation Office

Closing Date:Thursday 17 July 2025

Enterprise Strategy and Design
Risk Policy and Governance

Job Title	Risk Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Adelaide SA, Box Hill VIC, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Albury, Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_ESCO_410_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=BC1285D7-3784-3753-1416-E3F0F95F4BEE

Duties

We are seeking a high outcome-focused Risk Director to lead our Risk Policy & Governance team, within the Enterprise Risk Management Branch.

As a Risk Director, you will provide expert risk policy and governance advice to the ATO, including conformance with the Commonwealth Risk Management Policy and the ATO's Risk Management Chief Executive Instructions and Risk Management Framework.

You will oversee the operations of the ATO Risk Committee and develop comprehensive submissions for senior audiences, including the Audit and Risk Committee and ATO Executive. You'll provide expert advice to diverse senior stakeholders, including the risk owners and managers of the ATO's enterprise risks.

You will exercise a significant degree of independence and be required to undertake work with a high level of complexity or sensitivity, and operate under the broad direction of the Chief Risk Officer. You'll lead a team focused on providing expert organisational risk management advice to support the achievement of agency objectives, and to improve decision making and performance outcomes.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	Karmin Van Groesen, (08) 8208 2949
Agency Recruitment Site	https://ato.nga.net.au/?jati=BC1285D7-3784-3753-1416-E3F0F95F4BEE

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0760371

Department of Veterans' Affairs

Closing Date:Sunday 27 July 2025

Veteran Experience and Transition
Grants and Hubs

Job Title	Senior Grants / Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0263
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Grants and Hubs Branch is responsible for delivery of most of DVA's grant programs, including design and delivery of annual, ad hoc and one-off grants, delivery of the Veterans' and Families Hubs Program and associated initiatives. The work of the Branch has a high profile in both Government and the ex-service community and assists DVA to deliver community-driven outcomes to support the veteran community.

Our team members must deliver effective, high-quality results, whilst supporting and enabling each other through sharing of their expertise and technical knowledge. They work closely with the veteran community, including a wide range of ex-service and community organisations, federal, state and territory government agencies, and a range of internal and other external stakeholders. Additionally, our team members promote a healthy and safe workplace environment, and model ethical behaviour in accordance with the APS Code of Conduct and APS Values.

We are looking for motivated self-starters with strong grants management, and / or contract management skills, communication skills, or the proven ability to attain and further develop these skills quickly. The successful applicants will be passionate about designing and delivering grants and projects to support the veteran community and enjoy working in a dynamic environment.

The successful applicants will have the ability to build and maintain effective relationships with internal and external stakeholders, including at senior levels. You will work with a high level of autonomy, operating under broad direction in a fast-paced and busy environment.

Duties

- reviewing, interpreting and applying key information and documentation for the purposes of designing and delivering DVA grants programs and projects and programs of work
- reviewing, managing and delivering grants administration policies and frameworks whilst seeking to identify best practice and reducing risk across grants programs and projects and programs of work
- grants, project and program management and providing accurate advice and monitoring, identifying problems, risks, and issues and supporting mitigation and management
- managing and contributing to the accuracy of processes, updating systems and guidelines with contemporary data
- assessing and processing of grant applications, project documentation, variations to contracts and grant agreements, proposals and project plans
- preparing and contributing to policy advice on complex grant and program administration matters including ministerial briefs
- providing secretariat support to committees and working groups, contribute to reporting and other governance processes
- monitoring progress and reporting against grants and project delivery working closely with internal and external stakeholders
- supervising staff and representing the Branch in relevant forums
- identifying, recommending and developing changes to guidelines, systems and processes to improve efficiency, clarity and effectiveness of grants, projects and programs of work undertaken by the Branch
- undertake assessments of performance reports and financial acquittals
- leading and or supporting reporting such as (but not limited to) reporting to the Department’s Executive, responding to Questions on Notice, Senate Orders and AusTender/GrantConnect reporting.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Maisi Ahuja, 0455 143 746
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0760374

Department of Veterans' Affairs

Closing Date:Sunday 27 July 2025

Veteran Experience and Transition
Grants and Hubs

Job Title	Grants / Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Perth WA
Salary	$92,302 - $96,191
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	EXT-2025-0262
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Grants and Hubs Branch is responsible for delivery of most of DVA's grant programs, including design and delivery of annual, ad hoc and one-off grants, delivery of the Veterans' and Families Hubs Program and associated initiatives. The work of the Branch has a high profile in both Government and the ex-service community and assists DVA to deliver community-driven outcomes to support the veteran community.

Our team members must deliver effective, high-quality results, whilst supporting and enabling each other through sharing of their expertise and technical knowledge. They work closely with the veteran community, including a wide range of ex-service and community organisations, federal, state and territory government agencies, and a range of internal and other external stakeholders. Additionally, our team members promote a healthy and safe workplace environment, and model ethical behaviour in accordance with the APS Code of Conduct and APS Values.

We are looking for motivated self-starters with strong grants management, and / or contract management skills, communication skills, or the proven ability to attain and further develop these skills quickly. The successful applicants will be passionate about designing and delivering grants and projects to support the veteran community and enjoy working in a dynamic environment.

The successful applicants will have the ability to build and maintain effective relationships with internal and external stakeholders, including at senior levels. You will work with a high level of autonomy, operating under broad direction in a fast-paced and busy environment.

Duties

- supporting the delivery of grants and projects through the lifecycle of grants, utilising project management tools, especially providing administration and governance support
- managing, assessing and processing of grant applications, project documentation, variations to contracts and grant agreements, proposals and project plans
- contributing to funding recommendations and decision-making for grant applications, proposals and project plans
- contributing to grant processes and advice through development of briefing packs
- monitoring progress against grants and project delivery working closely with other areas of DVA and the Community Grants Hub
- monitoring and updating relevant reporting, and providing insights to manage grants, and project delivery
- developing and maintaining compliant and useful grants and or project templates and standard operating procedures
- reviewing and contributing to grants and / project administration policies and frameworks
- drafting and contributing to responses to ministerial and other requests and collaborate with a range of internal and external stakeholders.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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To Apply

Position Contact	Maisi Ahuja, 0455 143 746
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0760239

Department of Parliamentary Services

Closing Date:Monday 21 July 2025

Corporate Services
Commercial Operations APH Catering

Job Title	Barista and Head Barista
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$59,091 - $74,037
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The successful candidate will be required to work onsite at one of the DPS office locations in Canberra.
Classification	APS Level 1;APS Level 2
Position Number	JR32967
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Opportunity:-

The Department of Parliamentary Services (DPS) is seeking skilled and service-oriented Baristas and Head Baristas to join the APH Catering and Events team at Australian Parliament House.

This is a unique opportunity to work in one of Australia’s most recognisable venues, where you will enjoy a competitive salary, free parking, and complimentary gym membership. As part of a professional and supportive team, you will contribute to the delivery of high-quality coffee and beverage services across several retail outlets, including the Staff Dining Room, Queens Terrace Café, Coffee Hub, and Coffee Cart.

The APH Catering and Events team is responsible for providing consistent, high-standard food and beverage services to parliamentarians, staff, and visitors. We are proud of our commitment to quality, professionalism, and customer satisfaction. Whether you are an experienced barista or ready to step into a leadership role as Head Barista, this is an opportunity to be part of a team that values excellence and collaboration.

Who we are looking for:-

We are looking for enthusiastic and experienced hospitality professionals who are passionate about coffee and committed to delivering exceptional service in a fast-paced, customer-focused environment.

To be successful in these roles, you will demonstrate:

For Baristas: At least two years’ experience preparing and serving high-quality coffee, with a strong understanding of coffee equipment and brewing techniques

For Head Baristas: A minimum of three years’ experience in a similar role, with demonstrated leadership skills and the ability to train and support a team

A strong customer service focus, with the ability to engage professionally and courteously with a wide range of stakeholders

Sound knowledge of food safety and hygiene practices, including HACCP requirements

Excellent communication skills and a collaborative approach to working within a team

If you are passionate about coffee, take pride in your work, and are ready to contribute to a high-performing team in a prestigious setting, we encourage you to apply.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

A current Responsible Service of Alcohol certificate. If not currently held, this certificate must be obtained and be maintained.

Qualifications in hospitality or retail catering are highly desirable, showcasing your dedication to the industry are highly desirable.

The occupant of this position must be willing to work according to a roster and work overtime if required. Penalty and overtime rates apply.

The occupant of this position is required to wear a uniform as directed and present in a professional manner at all times when on duty.

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Sophie Travis, 0472 876 203
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760270

Bureau of Meteorology

Closing Date:Sunday 20 July 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$84,228 - $91,809
Future Merit Locations	Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014415
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

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

1. **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
3. **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
4. **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
5. **Supervision:** Mentor, manage, supervise and develop junior staff.
6. **Data Quality:** Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
7. **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
8. **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
9. **Other Relevant Duties:** Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
10. **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. **WHSE:** Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Successful applicants will be required to:

- hold a current Australian driver's licence
- eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Daniel Connolly, Hub Manager, 0427 318 855
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760280

Bureau of Meteorology

Closing Date:Sunday 20 July 2025

Job Title	Infrastructure Delivery Project Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60016118
Agency Website	

Job Description

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

The position is located within the Infrastructure Delivery (ID) team in the Melbourne Office, which is responsible for the delivery of radar and other observing network infrastructure projects. ID is located within the Observing Systems & Operations (OSO) program, which is responsible for the sustainment and life-cycle management of the Bureau's observing network; delivering fit-for-purpose in situ and remotely sensed observations and observation support services, and provides in-field volunteer and partnership management across Australia and territories, including the Antarctica.

The Bureau of Meteorology is seeking an experienced weather radar and weather observations infrastructure delivery Project Manager to join the ID team who is:

· highly motivated

· proactive

· an excellent communicator

· capable of multitasking and working to demanding and changing timelines and priorities

· a considered risk taker

Duties

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

1. Manage the end-to-end stages of delivering a weather radar or other weather observations infrastructure projects. This includes:

- Preparing and maintaining project artifacts such as Project Plans, schedules, Risk and Issues Registers
- Preparing Statements of Works for various suppliers of goods and services
- Developing budget forecasts and phasings
- Managing and reporting on project expenditure
- Monthly progress reporting to the Bureau's Enterprise Program Management Office
- Managing procurement and approaches to market
- Contract management
- Engaging with internal and external stakeholders.

2. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

Qualifications and Experience:

1. A diploma, certificate or other comparable qualification in Project Management is mandatory.

2. Demonstrated experience of more than five years successfully project managing and delivering weather radars and other weather observations infrastructure is mandatory.

3. Knowledge of PRINCE2 and PMBOK project management methodologies will be highly desirable.

4. Knowledge and experience with Commonwealth Procurement Rules and SAP is desirable.

Notes

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

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and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Orion Law – Manager Infrastructure Delivery, 0424 923 932
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760398

Bureau of Meteorology

Closing Date:Wednesday 16 July 2025

Data & Digital Group
Observing Systems & Operations Program

Job Title	Flood Warning Network Technical Lead – Design
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019143
Agency Website	

Job Description

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

The Bureau seeks a highly skilled flood network or radio technician with strong expertise in Event Reporting Radio Telemetry System (ERRTS), Legacy ALERT and ALERT2 protocol, Radio Mobile, ENVIROMON and/or Elements 360 Software systems.

This position will be responsible for technical input for the delivery stream of the FWIN Program, specifically around radio network design, radio backbone upgrades, and the transition from Legacy ALERT to ALERT2. The FWIN program involves the acquisition, upgrading, integration and transition to operations of flood warning network assets from council and state-based authorities to the Bureau’s flood service. The role works in the Observing Networks Service Management (ONSM) Flood team in the Observing Systems and Operations business unit (OSO). Since the program's success depends on effective integration with the current network, the candidate will be aware of this operating environment and deliver with a long-term perspective on the supportability and success of the enlarged network, adapting their approach to deliver shared value to the new and existing assets.

The key duties include:

• Complete Radio Network Design activities including desktop pathway mapping for flood warning networks

• Lead design recommendations for ERRTS backbone upgrades

• Technical lead into the design and implementation of the AERT2 Networks including application of TDMA manager

• Technical lead and contact for council's transition away from Enviromon

• Point of contact for advice to contractors and Bureau staff delivering radio communication upgrades

• Collaborate across teams to achieve outcomes and liaise with FWIN Partners as required

The successful applicant will work in a cooperative and flexible team environment and liaise closely with hydrographic, scientific, technical and project staff in the Bureau to seamlessly delivery flood warning infrastructure to the Bureau that contributes to the Bureau’s Flood Warning service.

Duties

The Senior Project Technical Lead will be the main point of technical contact for the Flood Warning Infrastructure Network Upgrades Program.

• In collaboration with the Bureau, s Observation Technology and Engineering (OTE) section, provide technical recommendations for remediating FWN radio repeaters, gateways and base stations that are acquired by the FWIN program.

• Technical Lead in the Bureau's transition to ALERT2, including the application of TDMA software, allocating ALERT2 ID's and driving a ALERT2 Transition Pilot. Ensuring the benefits of an ALERT2 are implemented as part of the ALERT2 transition.

• Drive the uptake of the Alert 2 protocol in the Bureau and across the Australian hydrographic industry, in collaboration with engineering counterparts

• Provide technical leadership in the deployment of ALERT2-compatible hardware (e.g., ELPRO ERT-A2), ensuring backward compatibility with legacy ALERT systems

• Develop and maintain ALERT2 ID management frameworks, including site and sensor ID allocation and coordination with national stakeholders.

• Support the implementation of ALERT2 concentrator protocols to enable seamless migration of legacy ALERT data into ALERT2 networks.

• Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct

Eligibility

Qualifications & experience

• An associate diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR Relevant experience and training, which enables the employee to competently perform the duties at this level; OR Other comparable qualifications, which are appropriate to the duties.

• Qualifications or minimum 5 years' experience working with ERRTS Radio Networks, Flood Warning Networks or Hydrographic Networks

Notes

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

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To Apply

Position Contact	Harrison Schofield, harrison.schofield@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

Climate Change, Energy, the Environment and Water

Vacancy VN-0760421

Bureau of Meteorology

Closing Date:Thursday 24 July 2025

Data & Digital
Observing Systems & Operations

Job Title	Field Services Technician
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$84,228 - $91,809
Future Merit Locations	Perth
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60015429
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

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

1. Maintenance & Operations: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. Asset and Service Management: Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

3. Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
4. Travel & Incident Response: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
5. Supervision: Mentor, manage, supervise and develop junior staff.
6. Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
7. Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
8. Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
9. Other Relevant Duties: Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
10. Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. WHSE: Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Mandatory qualifications

- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Desirable competencies

Applicants should hold or have the capability to acquire:

- Electrical Test and Tag

- Working at heights
- National Restricted Electrical Licence (NREL)
- Remote First Aid
- 4WD Competency

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment.

Notes

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To Apply

Position Contact	Michelle Mews, 0408 305 728
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

Climate Change, Energy, the Environment and Water

Vacancy VN-0760443

Bureau of Meteorology

Closing Date:Thursday 24 July 2025

Data & Digital
Observing Systems & Operations

Job Title	Field Services Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014526
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineers, ideally with previous field experience.

Who are you?

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You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

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- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

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We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

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

1. Maintenance & Operations: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. Asset and Service Management: Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

3. Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
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6. Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
7. Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
8. Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
9. Other Relevant Duties: Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
10. Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. WHSE: Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Mandatory qualifications

- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Desirable competencies

Applicants should hold or have the capability to acquire:

- Electrical Test and Tag

- Working at heights
- National Restricted Electrical Licence (NREL)
- Remote First Aid
- 4WD Competency

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment.

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To Apply

Position Contact	Michelle Mews, 0408 305 728
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760459

Bureau of Meteorology

Closing Date:Wednesday 23 July 2025

Job Title	General Manager Organisational Resilience and General Counsel
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Senior Executive Service Band 1
Position Number	60018176
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking applications from suitably qualified persons for appointment to the position of General Manager – Organisational Resilience.

The Bureau is Australia’s weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day. Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia’s atmosphere, water, oceans and space environments.

The General Manager Organisational Resilience and General Counsel works with the Bureau's Executive and the Senior Leadership to build the Bureau's capability to proactively understand, manage and respond to range of obligations, risks and adverse events.

The Organisational Resilience Program includes functions such as legal services, freedom of information, audit, quality assurance, business continuity planning and incident management, risk management, work health and safety, environmental sustainability and our meteorological authority office.

The Program seeks to provide proactive support and advice to staff across the Bureau to meet regulatory requirements, inform risk-based decision making and provide guidance through unexpected events.

In the role, you will require the capacity to operate at a strategic and whole of enterprise level and have experience related to provision of legal services and risk management, together with exceptional stakeholder relationship skills, and ability to engender trust and respect.

The following skills and experience are required:

· substantial technical expertise in the delivery of complex legal services

· substantial practical experience in managing a legal team and overseeing risk related issues in complex organisations

· strong legal, analytical and problem-solving skills

· strong communication skills and ability to work collaboratively with executive stakeholders

· at least 10 years’ post admission experience.

Duties

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

- Provide high-level strategic and operational subject matter expertise and recommendations to the CEO / Director of Meteorology, the Executive Team, and the Senior Leadership Team.
- Perform the role of the Bureau's General Counsel in accordance with the Australian Government General Counsel Charter. Provide intellectual leadership and judgement to advise Group Executive on complex legal and regulatory issues. Provide high level oversight and guidance for the Legal Services team and FOI and Privacy teams.
- Lead a team to effectively deliver the diverse functions and activities of the Organisational Resilience Program.
- Lead the Meteorological Authority Office, including activities to ensure the quality and effectiveness of Meteorological Authority Office. This includes products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing Meteorological Authority Office certification of compliance with the ISO 9001 quality management Standard.
- Perform the role of the Bureau's Chief Risk Officer. Drive the development of risk management policy and processes (including regarding fraud and insurance) and culture with the Bureau. Drive the development of crisis/incident management and business continuity policy and practice within the Bureau. Provide high level oversight and guidance for the Risk, Resilience and Audit team.
- Develop, manage and oversee the Bureau's internal audit program, including liaising with Group Executives and managing relationship with audit provider. Build strong relationships with the Bureau's Audit Committee and oversee the Audit Committee program of work.
- Provide leadership to ensure the Bureau meets its health and safety, rehabilitation and environmental obligations.

- Ensure the capability of the people within the Organisational Resilience Program aligns with the Bureau, Enterprise Services Group, and Program's objectives. In doing so, provide performance feedback, professional development and mentoring, and a safe and supportive working environment to achieve retention, succession and sustainability, and to build capability across the teams in the Program.
- Build and manage relationships with General Managers and Group Executives as well as external stakeholders including regulators, other Commonwealth departments and Bureau customers.
- As a member of the Enterprises Services Group leadership team:

a) contribute to the implementation the Bureau's Strategic Plan 2022-27.

b) in conjunction with other Enterprise Services General Managers, formulate and implement the Enterprise Services Group Plan, and

c) develop and implement the business areas Program plan, strategies and priorities that align to the Enterprise Services Group Plan and the Bureau's Strategic Plan

- Exercising the appropriate powers, authority, delegations, and discretions under the relevant legislation including the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*.

Eligibility

Australian Citizenship

As a minimum requirement you must have:

- a law degree and be admitted to practice in any Australian jurisdiction.
- the capacity to hold and maintain an Australian lawyer practising certificate.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Tim Abrahams, A/Group Executive Enterprise Services, ge_enterprise_services@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS27 Weekly Gazette Thursday (Vacancy Notices) - 10 July 2025.pdf
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Climate Change, Energy, the Environment and Water

Vacancy VN-0760470

Bureau of Meteorology

Closing Date:Thursday 24 July 2025

Job Title	Engagement and Regulations Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS, Darwin NT, Perth WA
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019036
Agency Website	

Job Description

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

The Engagement and Regulations Specialist supports the Bureau's mission to deliver increased value and impact to Australia – through provision of specialist advice, customer engagement and relationship management – focused on our water regulations and standards functions.

The Bureau is central to the quality and availability of water information across the country, having been entrusted as Australia's water information agency via the Water Act 2007. It delivers its water information functions through collaboration with over 200 data provider organisations named in the Water Regulations 2008.

In response to the following drivers of change: (i) Government investment in the Murray–Darling Basin Plan and focus on the water markets reform agenda; (ii) rapid technological advancements; and (iii) shifts in customer expectations and requirements, the Bureau is seeking an experienced engagement professional to provide leadership in our water regulations and standards activities.

The Engagement and Regulations Specialist plays an integral part in the Bureau's Water Markets Reform program, which aims to improve trust and transparency in water trading across the Murray–Darling Basin. A key responsibility of this program is to prepare the Bureau and stakeholders for new statutory obligations under Parts 5A and 7A of the Water Act 2007 (Cth). The role will involve building and maintaining strong stakeholder relationships, managing communication channels, and leading proactive engagement to encourage the adoption of new systems and work practices. It will also contribute to communication strategies that support broader transformation and change initiatives.

Additionally, the Engagement and Regulations Specialist will support the seamless transition of the Water Market Reforms program responsibilities and resources into the BAU operations of the Water Regulations and Standards section. This section supports the fundamental role of the Bureau under the Water Act 2007 and Water Regulations 2008 to lead and administer the collection and sharing of national water information.

The successful candidate will have an eye for detail and quality, and first-hand experience of policy or regulatory processes in a government setting. They will develop and oversee the delivery of engagement, education and compliance processes to ensure best practice regulation. They will be innovative, building relationships with and learning lessons from other regulators. They will strive to maximise the value the water regulations and data standards deliver to the country while minimising burden on regulated entities.

The Engagement and Regulations Specialist is a strategic leader and communicator who is highly self-motivated, agile and team orientated. They will develop deep subject matter expertise to support their leadership responsibilities.

This role will provide specialist advice, reports and consultation with external and internal stakeholders to advance water information and water markets information regulatory reform and to

embed these into ongoing operations. The successful applicant will work closely with the Regulatory Design and Engagement Lead, Water Markets Reform program and Water Regulations and Standards teams to deliver integrated and collaborative solutions that are grounded through strong stakeholder and customer engagement.

Duties

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

- Providing detailed engagement advice on the development and implementation of water regulations and standards across the Bureau and to regulated data providers.
- Leading the management of customer communication channels, developing key communication material, ensuring that regulated entities receive clear, timely, and consistent information.
- Providing expert advice on policy, complex problem solving and issues management for internal and external stakeholders.
- Maintaining a high level of knowledge of relevant legislation, regulatory frameworks and policy and program initiatives as they relate to key customers and priorities of the Australian Government.
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Communicate and make decisions with a high level of impact on the functional area and the potential to impact more broadly on agency operations and externally.
- Leading customer-focused consultation, engagement and regulations development activities across a broad group of Commonwealth, State/Territory and water sector stakeholders.
- Supporting the delivery of the Agriculture and Water Program Plan and undertaking other tasks related to Bureau priorities as required.
- Maintaining very high written and verbal communication skills, which reflect the trust and quality associated with the Bureau brand.
- Representing the Bureau in public, government and industry forums, in a professional manner that represents the quality and trust associated with the Bureau brand.
- Committing to continuous personal development, including the development of subject matter expertise in customers' business processes, regulatory and policy environments, and in the application of Bureau capabilities to customer challenges and opportunities.
- Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

The successful candidate may be required to obtain a baseline security clearance.

Notes

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

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Idske Galema, Regulatory Design and Engagement Lead, idske.galema@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760236

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

Closing Date:Sunday 20 July 2025

Environmental Permitting and Compliance
Compliance and Enforcement

Job Title	Branch Head, Compliance and Enforcement
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements will be considered based on operational requirements
Classification	Senior Executive Service Band 1
Position Number	2025/1892
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for protecting Australia's environment, heritage and water resources and for the delivery of the Government's climate change and energy agenda. Maintaining a healthy environment, protecting our cultural heritage and ensuring the successful transition of our energy systems to a renewable future, underpins the future of our community and the success of Australia's economy in the coming decades.

The Compliance and Enforcement Branch provides a centralised compliance and enforcement capability for environment regulation. The branch works closely with internal permitting and licencing areas, with business, industry, government and community to understand and improve compliance with national environmental laws. The branch focusses on serious non-compliance with a range of legislation relating to protection of threatened plants, animals and ecosystems, wildlife trade, hazardous waste, air quality, cultural heritage and monitoring and compliance of projects approved under the *Environment Protection and Biodiversity Conservation Act (Cth) 1999* .

The branch includes an intelligence team that identifies and responds to organised environmental crime in partnership with law enforcement and intelligence agencies and a dedicated criminal

investigation team tasked with proactively monitoring and targeting high risk environmental crime. The branch has an extensive program of field investigations leading to a range of compliance actions from targeted education, infringement notices, remediation orders, enforceable undertakings, civil and criminal proceedings.

The branch is committed to continuous improvement in the area of regulatory practice and regularly reviews its operational effectiveness, to make better use of data, intelligence and information technology to inform risk assessments, engaging with key stakeholders in setting clear expectations, investing in capabilities in our staff and using technology such as satellite imagery and drones to improve performance.

The branch plays a key role in advising on environment programs and policy to ensure the regulatory regime is integrated and takes a whole of system approach.

The Senior Executive Service is comprised of the Secretary, and seven Deputy Secretaries. As Branch Head, you will be reporting directly to a Division Head who reports to a Deputy Secretary. For more information about us please visit our website.

Duties

The job

As Branch Head, your duties include:

- providing strategic leadership to a diverse range of compliance, enforcement, intelligence, audit and strategy teams dealing with often high profile and complex compliance matters to achieve good environmental outcomes.
- building long term compliance and enforcement capability and delivering risk-based, intelligence lead compliance programs with a strong focus on collaboration and innovation.
- providing a strong focus on workplace, health and safety to support teams engaged in complex operational activities, including executing warrants and attending remote locations and build branch morale to support high performance.
- building strong stakeholder relationships across the department and with other Commonwealth and State agencies, industry and community groups.

Eligibility

What we are looking for

To be successful for this role you will need to meet the Senior Executive Service capability for the SES Band 1, and you will be able to demonstrate the following:

- Relevant technical skills – the successful applicant must be able to demonstrate substantial technical expertise in administering regulation and delivering risk based, intelligence led compliance programs.
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results.
- Ability to provide strategic leadership to support compliance and enforcement functions, including building capability and leveraging partner agencies.

- Ability to drive broad transformational change, both internal and external to the department.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Demonstrated public service professionalism and probity.
- Relevant tertiary qualifications are desirable.

Eligibility and other requirements

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 Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

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

Notes

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

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

To Apply

Position Contact	Tricia Searson & Lauren Searson-Patrick, (02) 6232 2200.
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760286

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

Closing Date:Sunday 20 July 2025

Australian Antarctic
Policy & Strategy Antarctic & Environmental Regulation

Job Title	Assessment Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Kingston TAS
Salary	$84,794 - $93,020
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/1745
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=B1F9D551-62EC-1973-6164-E4035FA54A61

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Policy and Strategy Branch has a broad remit. We develop Antarctic policy to support our national and international obligations; lead on international engagement for the AAD; regulate activities in Antarctica and the Southern Ocean and in the subantarctic Territory of Heard Island and McDonald Islands; deliver statutory obligations for protected matters including species, heritage and protected areas; and work across the AAD to support stronger governance and accountability. The Policy and Strategy Branch also works with the rest of the AAD, and across government, to implement the Australian Antarctic Strategy and 20 Year Action Plan (http://www.antarctica.gov.au/aboutus/antarctic-strategy-and-action-plan), which sets out Australia's national Antarctic interests and our vision for Australia's future engagement in Antarctica. The Branch delivers priorities across six sections: Antarctic and Environmental Regulation, International, Program Strategy, Protected Areas and Species, Strategic Policy and a Budget Taskforce.

The Antarctic and Environmental Regulation Section's key role is to undertake regulatory activities under the following primary pieces of legislation:

- Antarctic Treaty (Environment Protection) Act 1980
- Antarctic Marine Living Resources Conservation Act 1981
- Environment Protection and Management Ordinance 1987 (Heard Island and McDonald Islands Act 1953)

Duties

In support of the Australian Antarctic Division's environmental regulatory function, you will do the following:

- Ensure effective administration of the Australian Antarctic Territory (AAT) and the Territory of Heard Island and McDonald Islands (HIMI)
- Assess and authorise activities as per legislative obligations (with a risk-based focus on complex and large-scale activities)
- Ongoing and effective monitoring of activities to ensure environmental protection and compliance with relevant obligations
- Ensure our regulatory performance is consistent with the Government's regulatory and environmental protection agendas

In particular, the role will involve:

- Assessing environmental impacts of proposed activities in Antarctica and the Southern Ocean (including at HIMI), and monitoring their compliance
- Providing advice to support statutory decision-making, policy development and international engagement
- Applying policies, procedures, work tracking systems and tools to deliver effective regulation

- Developing and maintaining effective relationships and regular engagement with all internal and external stakeholders, in particular Australians wishing to undertake activities in Antarctica and the Southern Ocean (including at HIMI), including Australian Antarctic science proponents, tourism operators, and other non-government operators.
- Balancing competing timelines and priorities to ensure deadlines are met.

A merit pool established by this recruitment process may be used to fill similar vacancies arising in the Australian Antarctic Division.

Eligibility

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

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

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

Notes

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

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

To Apply

Position Contact	Tessa Bird, 0433 788 101
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B1F9D551-62EC-1973-6164-E4035F

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0760320

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

Closing Date:Thursday 31 July 2025

Australian Antarctic
Assets & Technology Mechanical

Job Title	Fibreglasser/Spray painter
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$84,794 - $93,020
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in Kingston, TAS
Classification	APS Level 5
Position Number	2025/1940
Agency Website	https://www.dcceew.gov.au/

Job Description

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

- APS5 $84,794 - $93,020 Plus 15% super
- Permanent role with the Australian Antarctic Division
- Located in Kingston, Tasmania

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

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

The Mechanical Section is a service-based group providing support to the Australian Antarctic Program through the provision of power generation, mobile plant and operational support. The AAD Mechanical Workshop provides equipment maintenance and refurbishment, technical support and training services to support the Australian Antarctic program.

For more information about us please visit our website.

Duties

- undertake fibreglass repairs and modifications to the Antarctic all-terrain vehicles (Hagglunds) or other fibreglass related projects
- complete abrasive blasting and spray painting of vehicles and machinery components
- perform mechanical strip down, repair and assembly of components for equipment refurbishments
- undertake work outside of primary trade to assist other trades with the construction, refurbishment and maintenance of AAD plant and equipment
- construction and repair of specialised equipment
- liaise with contractors and suppliers to source and maintain required materials/products in order to deliver the workshop program outcomes within strict timeframes.

What you’ll gain from the experience

- Unique work environment: Supporting and modifying plant for use in Antarctica.
- Professional growth: Work as part of a multi-disciplinary, highly motivated, and high performing team with access to a wide range of professional development opportunities.
- Supportive workplace: Join a team that celebrates diversity, has a positive workplace culture, and is supportive of flexible work arrangements.

Mandatory qualifications

- A Trade Qualification in a relevant field with experience in Fibreglassing, Spray Painting and Abrasive Blasting.

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

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Mandatory qualifications** – your suitability for employment will be dependent on you holding relevant mandatory qualifications.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling in Kingston TAS. A merit pool for filling the same or similar position in Kingston TAS may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Cameron Frost, 0419 819 657
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0760378

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

Closing Date:Monday 21 July 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu Futures, Planning and Permits

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/1661
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=DE7E1BE5-268E-5F9D-70AD-E3F25EBE6036

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage.

The Kakadu Future, Planning and Permits Section leads the delivery of strategic priorities for Kakadu National Park including new leases, joint management reform and the next plan of management as well as supporting some aspects of park operations including managing general and research permits and assessments.

Duties

- Plan, lead and manage complex projects to a high standard (including delivering within budget, to deadlines, with appropriate governance and risk management and reporting to stakeholders).
- Prepare complex high-quality advice and written material - briefs, talking points, papers and reports - in a range of formats for our Board of Management, senior executive, the Minister's Office and the Minister.
- Consult and partner with our joint management partners and key internal and external stakeholders, including through:
    - establishing and maintaining effective relationships
    - leading and contributing to committees and working groups to persuade, negotiate or influence cooperation on strategic and operational issues
    - coordinating reporting against the management plan
    - facilitating meetings and workshops and representing the section and organisation, as required.
- Contribute to section and branch operational planning and evaluation processes.
- Contribute to leadership across Parks Australia and lead, motivate, and develop a small, diverse and geographically dispersed team.

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

Eligibility

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

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

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

Notes

We currently have two vacancies available for immediate filling in any location. A merit pool for filling the same or similar positions in all locations may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Ann Holden, 02 6272 4686
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=DE7E1BE5-268E-5F9D-70AD-E3F25

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760407

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

Closing Date:Thursday 24 July 2025

International Environment, Reef and Oceans
Ocean & Wildlife Marine Species Conservation

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Townsville QLD, Perth WA, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	2024/3512
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The International Environment, Reef and Ocean Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties – including those relating to oceans, wildlife trade and migratory species – and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management of Australia's wildlife, ocean, marine and migratory species, and the Great Barrier Reef. The division comprises the International Environment Branch, the Great Barrier Reef Branch and the Ocean and Wildlife Branch.

The Ocean and Wildlife Branch is responsible for the conservation, protection and sustainable management of the environment. It represents Australia's international wildlife trade interests, facilitating the listing and conservation planning of marine threatened species and ecological communities under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The Branch also assesses the environmental performance of commercial harvest operations of Australian marine (including commercial fisheries) and terrestrial wildlife consistent with the requirements of the EPBC Act. The Branch is leading delivery of Australia's Sustainable Ocean Plan and providing a focal point for domestic ocean matters in the department. The Branch manages Australia's implementation of the Convention on the Conservation of Migratory Species - Memorandum of Understanding on the Conservation of Migratory Sharks, the Convention on

International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the List of specimens taken to be suitable for live import.

The Marine Species Conservation Section supports the Commonwealth Threatened Species Scientific Committee, facilitating the listing and conservation planning responses for, marine threatened species and ecological communities under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), including ‘Conservation Dependent’ listed species. The Section works closely with the Sharks and Rays Conservation Section in the Branch, who coordinates shark and ray conservation policy and Australia’s contribution to the Convention on the Conservation of Migratory Species Memorandum of Understanding on the Conservation and Management of Migratory Sharks, the Sustainable Fisheries Section in the Branch and other parts of the department.

Duties

In the role, you will lead the Section to:

- Support the Commonwealth Threatened Species Scientific Committee (TSSC) in providing its advice on threatened species and ecological community listing assessments and recovery planning under the EPBC Act with a particular focus on marine species.
- Collate and synthesise all available data/information and assessing marine species’ threatened status according to the EPBC criteria (based on the International Union for Conservation of Nature Red List categories and criteria).
- Draft conservation planning documents, including priority conservation actions.
- Carry out cross-jurisdictional, public and expert consultation on draft listing assessments and conservation planning documents.
- Engage with national recovery teams, which can include Traditional Owners, state and territory governments (including fisheries management agencies), non-government organisations, scientific experts and industry representatives.
- Draft documentation including government briefs, ministerial and departmental correspondence, meeting and workshop records, and TSSC meeting papers.
- Contribute line area advice on referred actions and strategic assessments that may impact marine Matters of National Environmental Significance.
- As an active member of the branch leadership team, the director will contribute to strategic planning, innovation, business improvement and performance initiatives.
- The successful applicant will operate under broad direction and exercise a considerable degree of independence.

Eligibility

Mandatory Qualifications

- A degree from an Australian tertiary institution in a discipline of Science or Fisheries with a relevant major or another equivalent discipline with a relevant major, or
- A degree in a relevant discipline from a comparable overseas institution, or
- Demonstrated equivalent work experience in a relevant field

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.

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Notes

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

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

To Apply

Position Contact	Belinda Jago, 0417756350
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0760386

Comcare

Closing Date:Sunday 20 July 2025

Corporate Group
Governance, Assurance and Integrity Team

Job Title	Assistant Director, Fraud and Corruption Control
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Newcastle NSW, Melbourne VIC, Perth WA, Adelaide SA, Darwin NT, Launceston TAS
Salary	$123,660 - $147,347
Future Merit Locations	Canberra, Sydney, Newcastle, Melbourne, Perth, Adelaide, Darwin, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	02325
Agency Website	

Job Description

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

The Governance, Assurance and Integrity team sits within the Corporate Group and is responsible for developing, maintaining and monitoring adherence to policies, frameworks and processes used for governance, risk, fraud and corruption control and assurance.

Duties

The Assistant Director Fraud and Corruption Control is responsible for the development and implementation of Comcare's arrangements for managing Fraud and Corruption, to meet the requirements of section 10 of the *Public Governance, Performance and Accountability Rule 2014* (Fraud and Corruption Rule).

Primary Responsibilities:

1. Develop and implement Comcare's Fraud and Corruption Control Framework in line with relevant legislation and guidelines
2. Develop, monitor and review fraud and corruption risk assessments in collaboration with groups and teams across Comcare.

3. Provide strategic advice and reports to Comcare's executive and governance committees in relation to fraud and corruption control, including making recommendations to improve prevention, detection and response activities.
4. Promote integrity and effective fraud and corruption practices through the development and delivery of communications and training to Comcare's staff.
5. Undertake and support assurance activities to review the effectiveness Comcare's controls for managing integrity, fraud and corruption.
6. Undertake other duties as directed.

Qualifications and Experience

Mandatory:

- Diploma in Fraud Control or the ability to obtain within 12 months

Highly Desirable:

- Tertiary qualifications in governance, risk or assurance or a related field
- Experience in the development and application of frameworks relevant to the role's area of responsibility

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the 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	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0760389

Comcare

Closing Date:Sunday 20 July 2025

Corporate Group
Governance, Assurance and Integrity

Job Title	Fraud and Corruption Analyst
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Canberra ACT, Sydney NSW, Newcastle NSW, Melbourne VIC, Perth WA, Adelaide SA, Launceston TAS
Salary	$123,660 - $147,347
Future Merit Locations	Launceston, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	02326
Agency Website	

Job Description

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

The Governance, Assurance and Integrity team sits within the Corporate Group and is responsible for developing, maintaining and monitoring adherence to policies, frameworks and processes used for governance, risk, fraud and corruption control and assurance.

Duties

The Fraud and Corruption Analyst is responsible for supporting the uplift of Comcare's Fraud and Corruption Detection capability, through developing practices to support proactive detection of instances of fraud and corruption and reporting to relevant teams and the Executive. This role supports meeting Comcare's obligations relating to fraud and corruption detection under the *Public Governance, Performance and Accountability Rule 2014* (Fraud and Corruption Rule).

Primary Responsibilities:

1. In line with Comcare's Fraud and Corruption Control Policy and Plan, develop and implement processes and practices to support proactive detection of fraud and corruption.
2. Build partnerships with internal and external stakeholders to identify priority risks to inform the development of Comcare's detection activities.
3. Develop and implement a holistic reporting approach to provide Comcare's Executive and relevant governance committees visibility of potential and actual instances of fraud and corruption.
4. Support continuous improvement through reviewing the outcomes of detection initiatives and providing recommendations to improve Comcare's management of fraud and corruption.
5. Undertake other duties as directed.

Qualifications and Experience

- Highly Desirable:
- Qualifications to support counter fraud and corruption activities, such as fraud and corruption control and or investigations.
- Experience and or qualifications relating to data analytics or intelligence.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

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To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0760208

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 20 July 2025

Entitlements Safeguards Division
Recovery and Litigation Branch Policy, Governance and Reporting

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0402
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director and working in collaboration with the Data Team Leader, the Senior Data Analyst is responsible for preparing regular program performance reporting, as well as preparing and interpreting the results of bespoke ad hoc reports to inform both policy development and program operational improvements.

Duties

Responsibilities of the Executive Level 1 may include:

- Preparing program performance reporting including regular weekly, monthly, quarterly, annual and Key Performance Indicator (KPI) reporting
- Undertaking program performance analysis, including identifying, analysing and interpreting trends or patterns relating to KPIs in complex datasets
- Responding to ad hoc reporting and report building requests from internal stakeholders
- Acquiring data from primary or secondary data sources and maintaining data governance processes and standards
- Responsible for designing, distributing, and analysing stakeholder surveys using platforms like Qualtrics
- Interpreting data, and analysing results using statistical techniques to inform process improvement opportunities or to support policy development
- Providing data updates to senate estimates briefs and questions on notices, as required

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Ryan Perry, 02 6121 7545
Agency Recruitment Site	https://dewr.nga.net.au/cp/

Employment and Workplace Relations

Vacancy VN-0760235

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 20 July 2025

Technology and Services
Security Operations Branch Secure Gateway Services

Job Title	Gateway Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,833 - $111,979
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	25/0769
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Team Lead Secure Gateway Services, the Gateway Engineer is responsible for assisting the team with its day-to-day activities in managing the Internet Gateway Environment. The Gateway Engineer ensures the department's environment is robust and secure. The successful candidate will have strong skills in several networking technologies and be self-motivated to learn additional network and security/infrastructure technologies as they progress their development in the team.

Duties

Responsibilities of the APS Level 6 Gateway Engineer may include:

- Leading gateway projects and asset replacement activities.
- Leading troubleshooting and remediation of technical faults and issues identified in the Internet Gateway Environment and associated systems.
- Communicating with clients and vendors for troubleshooting, including via phone and email.
- Monitoring the health and behaviour of Gateway systems to ensure optimal service delivery.
- Configuring, managing, and hardening the gateway environment, including proxies, email appliances, DNS, load balancing, IPS/IDS, firewalls, sandboxes and VPN.

- Administering associated management infrastructure such as Windows and RedHat servers.
- System design and documentation of work in accordance with team processes and the Information Security Manual (ISM).
- Processing technical service requests as per standard operating procedures, such as configuring proxy policies, email tracing, and SFTP account support.
- Conducting research and analysis for complex matters and product evaluations.
- Mentoring junior staff members.
- Occasional after-hours maintenance work as required, with overtime provisions as stipulated in the Enterprise Agreement.
- On-call on a rotating roster may be required once the candidate is familiar with the environment and capable of fielding troubleshooting calls.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Mandatory

- Maintain current Australian drivers' licence in order to visit datacentres, potentially after hours, to perform work or investigate problems.

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

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the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Braden Smith, 02 6121 3737
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760247

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 17 July 2025

Pacific Labour Operations
PALM Performance Compliance Management

Job Title	APS6 - Senior Compliance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Alice Springs NT, Bendigo VIC, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	$101,833 - $111,979
Future Merit Locations	Adelaide, Alice Springs, Bendigo, Brisbane, Canberra, Darwin, Hobart, Mackay, Melbourne, Newcastle, Orange, Perth, Rockhampton, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-2
Classification	APS Level 6
Position Number	25/0800
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Pacific Australia Labour Mobility (PALM) scheme allows eligible Australian businesses to hire workers from nine Pacific islands and Timor-Leste when there are not enough local workers available. The work is interesting, complex and meaningful; it involves detailed engagement with government agencies and external stakeholders from a range of backgrounds.

Reporting to Assistant Directors, Senior Compliance Officers are responsible for contract management, conducting investigations, assessments, and site visits to ensure compliance with obligations under the Deed and Guidelines in relation to the assurance of the Pacific Australia Labour Mobility (PALM) scheme. They are required to provide input into reports and planning and contribute to team development and staff capability.

Duties

Responsibilities of the APS Level 6 may include:

- Under limited direction, coordinate and/or conduct:
  - investigations into serious non-compliance (and potential non-compliance) matters.
  - triage management for new non-compliance matter referrals.
  - targeted compliance reviews and assessments.
- Develop and maintain stakeholder relationships to facilitate sensitive and complex stakeholder engagement and compliance action.

- Prepare or provide input for governance reports, ministerial briefing materials, and analytical reports, for review by Executive level employees.
- Assist to monitor the Compliance Management Team's performance requirements/ indicators, including implementing work plans, providing feedback, and or management of team resources to meet objectives.
- Critically consider available information to identify emerging trends/risks and propose treatments.
- Work in a range of cultural environments to communicate sensitively and effectively with people of diverse backgrounds.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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To Apply

Position Contact	Dean Lewis, (03) 9954 2675
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760272

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 20 July 2025

Digital Solutions Division
Office of the Chief Digital Officer IT Portfolio Management Office

Job Title	APS6 Senior Portfolio Officer (Insights)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	$101,833 - $111,979
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 24-27
Classification	APS Level 6
Position Number	25/0782
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the EL1 Portfolio Manager (Insights) of DSD IT Portfolio Management Office, the APS6 Senior Portfolio Officer (Insights) plays a vital role for the insights function within the DSD Portfolio Management Office (PMO), which has portfolio oversight, on behalf of the Chief Digital Officer, across the whole of DSD's delivery portfolio.

You will be responsible for driving and contributing to reporting capabilities, including the development and implementation of new reporting initiatives. The focus of the insights team and this role are to ensure that portfolio performance is accurately recorded, reported, monitored and superior data driven insights are provided to both DSD Senior Executives and their Business Partners.

The Senior Portfolio Officer (Insights) is responsible for applying project management best practices in a way that encourages collaboration, standardisation and overall improvement in project results. You will work with other members of the PMO and the delivery teams and will enable visibility over the health of the projects in the portfolio whilst capturing and reporting on key insights and data. You will play a key role in providing education on existing and new resources in DSD and how to use reporting systems including DevOps, PowerBi and Qlik, while providing guidance and instruction on preparing the reports in line with PMO standards.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the APS6 may include:

- Collaborate with Portfolio Manager (Insights), project teams, stakeholders and external partners to gather project data, provide analysis and insights, summarise these in various reporting mechanisms.
- Create strong working relationships to mentor and support PMO delivery staff and other stakeholders on matters relating to portfolio insights and best practice.
- Ensure compliance with regulatory requirements, industry standards, and internal policies related to portfolio reporting.
- Proactively identify, document and control risks and issues that may impede the Insights team's progress and escalate any issues as required to the Portfolio Manager (Insights).
- Perform a range of support tasks as required, including administration, additional reporting, training and other enterprise initiatives.
- Support the Portfolio Manager (Insights) in the operational running of the Insights Value Stream.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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To Apply

Position Contact	Bronnie Larkin, (02) 6240 2626
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760275

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 06 August 2025

Workforce Australia Provider Support
Tasmania Tasmania

Job Title	Program Officer – APS5, North and North West Tasmania
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - TAS TAS, Devonport TAS, Launceston TAS
Salary	$90,580 - $96,839
Future Merit Locations	Various locations - TAS, Devonport, Launceston
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	25/0730
Agency Website	https://www.dewr.gov.au/

Job Description

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

Are you a self-starter with strong administrative skills, have a history of high performance, and enjoy helping others to stay organised and achieve results? Do you have excellent communication skills, thrive on building relationships with a diversity of people, and helping to solve problems that make a difference to people's lives and your community? Then this may be the role you've been looking for.

This role reports to the North and North Western Tasmania Australian Government Employment Facilitator. Working as a team, you will respond to challenges and take advantage of opportunities to improve the labour market in your region. The North and North Western Tasmania Australian Government Employment Facilitator connects, collaborates and coordinates with stakeholders to identify and act on local labour market priorities. As the Program Officer, you will provide the North and North Western Tasmania Australian Government Employment Facilitator with administrative support to help them manage their time and keep them organised while they are on the road. At other times you may be engaging directly with stakeholders. The Program Officer role will cater to your administrative strengths, while offering development opportunities in stakeholder engagement, communication, and networking skills.

This is not a standard desk job. Each day will be different. The successful candidate will have a high degree of personal drive, initiative and integrity, as well as a passion for helping people to collaborate and deliver outcomes for their local community. You may live in a different part of the region to the North and North Western Tasmania Australian Government Employment Facilitator,

so will enjoy working independently and operating as a virtual team to ensure milestones and timeframes are achieved. You will be required to hold a current Australian driver's licence and travel regularly throughout the North and North Western Tasmania Region (and surrounds) as a representative of the Australian Government at stakeholder forums and events.

The position requires a physical presence in the region as you are expected to be available for face-to-face meetings and community engagements with stakeholders, this may be up to four days a week. Not all meetings will be in office hours, and the role is likely to require some out of hours work within the region.

Duties

Your role will operate within the Local Jobs Program to support the efforts of the North and North Western Tasmania Australian Government Employment Facilitator. You will help bring together key stakeholders including employers, employment services providers, education and training organisations to collaboratively address challenges and opportunities within the region.

As the Program Officer you will be required to:

- provide administrative support to the North and North Western Tasmania Australian Government Employment Facilitator, including organising travel, stakeholder meetings and events, as well as undertaking secretariate duties for meetings
- prepare written material, including drafting reports, communication products, responding to stakeholder enquiries, as well as updating and managing social media accounts
- represent the Australian Government and build and maintain strong stakeholder relationships. This includes travel to engage with stakeholders across the region and surrounds as needed
- have knowledge of programs and initiatives that support job seekers, workers, employers and communities to work through challenges and opportunities within the region
- work independently with limited assistance and as part of a virtual team to achieve results
- contribute to policy development and identify continuous improvement opportunities
- use sound judgement to identify opportunities and manage risks, as well as comply with relevant Australian Government processes, guidelines, and policies.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A current Australian driver's licence, own vehicle and home internet is essential.
- A relevant state Working with Vulnerable People check (or ability to attain one) is essential for this role.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Emily Caswell, (03) 6222 9894
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760288

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 28 July 2025

Workforce Australia Provider Support
Tasmania State Office Employment, Skills and SEA Payroll

Job Title	Delivery and Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$90,580 - $96,839
Future Merit Locations	Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	25/0757
Agency Website	https://www.dewr.gov.au/

Job Description

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

The DEWR Tasmania State Office plays a pivotal role in enabling the delivery of the Australian Government's employment and skills programs across the state. We partner with a network of external service providers and engage with a broad range of stakeholders to ensure programs are responsive, effective, and tailored to local needs.

We are currently seeking APS5 Delivery and Engagement Officers to join our dynamic teams within the Employment and Skills teams. These roles are integral to the successful implementation of government policy and the delivery of high-quality services to the Tasmanian community.

The Employment and Skills teams support the delivery of employment and skills programs in Tasmania. We work closely with our department's policy areas and providers to implement the Australian Government's employment and skills initiatives. We undertake regular engagement activities working with our providers, Employment and Skills teams in all other states, and other Commonwealth, State, and local government agencies. The programs we contract manage are Workforce Australia, Workforce Australia - Transition to Work, Parent Pathways, Employability Skills Training (EST), Career Transition Assistance (CTA), Local Jobs Program and Job Coordinators, Self-Employment Assistance, Australian Apprenticeship Support Services and the Skills for Education and Employment (SEE) Program.

Duties

Responsibilities of the APS Level 5 may include:

- Provide administrative assistance to the teams, including mailbox management, running daily reports, reviewing media, preparing correspondence, undertaking research and assessing the eligibility of payment claims.
- Supporting providers by processing change requests, troubleshooting via systems interrogation and providing clear and accurate advice based on guidelines, task cards or program area guidance.
- Assisting with performance assessments and compliance of providers in accordance with contracts and performance frameworks, including through the assessment of reports and data, site and signup visits, preparation of feedback and briefs.
- Undertake risk assessments, contract management planning and negotiation of milestones, and prepare reports for a range of audiences based on research and analysis of performance data.
- Assist with both routine and random audits against relevant criteria, operational guidelines, legislation, and work instructions, and exercising judgement to assess risk and compliance.
- Build and maintain productive relationships with internal and external stakeholders to support the achievement of program and policy objectives.

Some travel both intra and interstate, including overnight stays, will be required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months

Notes

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

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We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Dean Crow, (03) 62229865
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760397

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 06 August 2025

Workforce Australia Provider Support
Tasmania Tasmania

Job Title	Australian Government Job Coordinator – EL1, North and North West Tasmania
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - TAS TAS, Devonport TAS, Launceston TAS
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - TAS, Launceston, Devonport
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0729
Agency Website	https://www.dewr.gov.au/

Job Description

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

Do you like building relationships and solving problems to make a difference to people's lives? Got great networks in your community? Interested in working for the department but not wanting to move to Canberra? Then this may be the role you have been looking for. This is not a standard 'desk' job. The position is based in the North and North Western Tasmania region, with a focus on making sure local needs are addressed, and local voices inform government policy and programs.

As an Australian Government Job Coordinator, reporting to the Tasmania State Office, your role will focus on addressing workforce needs across North and North Western Tasmania. You'll work closely with local businesses and communities, engaging directly with people to uncover opportunities and create practical, tailored solutions. A key part of your responsibilities will be developing a Local Jobs Plan and collaborating with a Local Jobs and Skills Taskforce to launch initiatives that reflect the region's specific needs and promote employment. Your efforts will have a meaningful impact on the lives of people in the local community.

No two days will be the same—you'll often be on the road, engaging with people across the region. This role requires strong self-sufficiency, initiative, and a passion for helping others collaborate and achieve results for the community. You'll be equipped to work remotely, with a mobile phone, laptop, and access to a car provided.

This role requires you to be physically based in the region, with availability for in-person meetings and community engagement at least four days per week. Some meetings may fall outside standard office hours, and occasional after-hours work within the region is expected.

Duties

Your role is part of the existing Local Jobs Program. As an Australian Government Job Coordinator (formerly an Employment Facilitator), you will bring together key stakeholders including employers, employment services providers, and education and training organisations to collaboratively address the challenges and opportunities in the region.

Along with a dedicated Program Officer, you will establish and work with a local taskforce to identify regional jobs and skills priorities and work to achieve them.

You will need to understand the various supports and opportunities offered by all levels of government, to help people build skills and move into employment. This may involve coordinating supports, identifying service gaps, and working collaboratively to address them. You will play a key role in helping the community access funding to address national and local priorities.

As an Australian Government Job Coordinator, you will:

- Support the employment priorities of the region by building and sustaining productive and collaborative working relationships with employment service providers, training and industry providers, peak body organisations, employers, community organisations and education providers to maximise support for all job seekers.
- Work with industry, employers and local stakeholders, to design and develop community driven employment and training projects that create opportunities for job seekers with local employers that result in employment outcomes.
- Drive engagement and discussion between Australian Government agencies, state government, councils and community-based organisations to understand what the community needs to deliver effective employment and skills initiatives.
- Collate and share relevant information and evidence with the Department to support employment services reform.
- Based on your understanding of community needs, drive initiatives, provide advice and inform policy development so that government initiatives work for and make a practical difference to those who need it.
- Respond to retrenchment and structural adjustment events that impacts jobs as part of the Transition Support Network.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and education

- A driver's licence is essential for this role and home internet is essential.
- A Working with Vulnerable People check (or ability to attain one) is essential for this role.

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Emily Caswell, (03) 6222 9894
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760400

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 07 August 2025

Workplace Relations Legal Division

Job Title	Assistant Secretary | Senior Executive Lawyer – Identified Position
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	25/0836
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Chief Counsel/First Assistant Secretary, Workplace Relations Legal Division, the Senior Executive Lawyer is responsible for leading a branch of lawyers to develop legislation and provide expert legal advice on cutting edge workplace relations issues and policy.

You will be an outstanding leader with exceptional stakeholder management, communication and legal skills with demonstrated experience in leading complex legislative programs or deep knowledge of the workplace relations framework.

You will work with the Chief Counsel and other Senior Executive Lawyers to contribute to the strategic leadership of the division to manage a busy legal practice and work collaboratively with colleagues in policy and legal branches to deliver legal policy objectives.

You will demonstrate a collaborative working style with a strong focus on building effective relationships both within the department and externally, as well as the capability to develop and strengthen teams within in your branch.

Duties

The Senior Executive Lawyer's duties and responsibilities will include:

- leading and being accountable for delivering the government's workplace relations legislative agenda as it relates to your branch
- leading the provision of clear, accurate, timely and strategic written and oral advice on complex legal matters in accordance with legal professional obligations
- providing professional supervision, management and leadership of legal teams providing practical, timely and client-focused legal advice to stakeholders, and building capability of those teams
- collaborating across legal and policy divisions both internally and externally on legal policy issues
- building and sustaining productive relationships with internal and external stakeholders to ensure cooperative, solution-focused legal service delivery within constrained timeframes
- representing the department at Senate Estimates hearings, parliamentary inquiries and other external-facing meetings and events
- developing the strategic direction for the branch to support higher level agency objectives
- actively contributing to the strategic leadership of the Division, fostering positive change and improved work practices, and
- supporting legal teams to provide expert legal advice and briefings to stakeholders.

You must also be able to demonstrate:

- significant technical expertise in the delivery of complex legal services and the development of complex legislation
- exceptional judgment, problem solving skills and efficiency
- high standards of integrity and professionalism
- a strong track record of achieving outcomes in line with corporate goals, influencing processes and building staff capability, and
- strong leadership skills and experience managing legal branches and/or policy branches.

Eligibility

Qualifications and education

- Must have tertiary qualifications in law
- Must be admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory
- Must hold a practising certificate or be eligible to hold a practising certificate
- Must have a high degree of expertise, and extensive experience, in legal policy and/or legal advice.

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.

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

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To Apply

Position Contact	Sarah Godden, 0437 858 193
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760438

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 07 August 2025

Workforce Australia Provider Support
Western Australian State Office Western Australian State Office

Job Title	Australian Government Job Coordinator, Kalgoorlie – Identified Position
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	$125,220 - $138,394
Future Merit Locations	Kalgoorlie
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	25/0724
Agency Website	https://www.dewr.gov.au/

Job Description

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

This position is available initially on a non-ongoing basis for a period of up to 2 years. Future positions may be offered on an ongoing basis.

Do you like building relationships and solving problems to make a difference to people's lives? Got great networks in your community? Interested in working for the department but not wanting to move to Canberra? Then this may be the role you have been looking for. This is not a standard 'desk' job. The position is based in the Kalgoorlie region, with a focus on making sure local needs are addressed, and local voices inform government policy and programs.

Reporting to the Western Australia State Office, your role as an Australian Government Job Coordinator will be to support local workforce needs in the Kalgoorlie Region, in partnership with business and communities. You will do this in a practical and on-the-ground way that involves talking to people, identifying and solving problems. You will develop a Local Jobs Plan and work with a Local Jobs and Skills Taskforce to initiate projects and activities that are based on local needs, and which support regional employment opportunities. You will make a difference to the lives of local people.

Each day will be different, and you will often be out on the road, talking to people throughout the region. You'll need a high level of self-sufficiency and initiative as well as a passion for helping

people to collaborate and deliver outcomes for your community. The successful candidate will be provided with the tools of the trade to work remotely which include a mobile phone, laptop and access to a car.

The position requires a physical presence in the region as you are expected to be available for face-to-face meetings and community engagements with stakeholders, at least four days a week. Not all meetings will be in office hours and the role is likely to require some out of hours work within the region.

Duties

Your role will operate within the Western Australia State Office and in partnership with the Region Lead, delivering the Local Jobs Program. As an Australian Government Jobs Coordinator, you will bring together key stakeholders including employers, employment services providers, and education and training organisations to collaboratively address the challenges and opportunities in the region.

Along with a Program Officer and with the support of the State team, you will establish and work with a local taskforce to identify regional jobs and skills priorities and work to achieve them.

You will need to understand and help the community access the supports and opportunities that different levels of government provide to help people build skills and move into employment. You may need to bring these supports together, identify any gaps and collaborate to find solutions to them. You will play a key role in helping the community access funding to address national and local priorities.

As an Australian Government Job Coordinator, you will:

- Support the employment priorities of the region by building and sustaining productive and collaborative working relationships with employment service providers, training and industry providers, peak body organisations, employers, community organisations and education providers to maximise support for all job seekers.
- Drive engagement and discussion between Australian Government agencies, state government, councils and community-based organisations to understand what the community needs to deliver effective employment and skills initiatives.
- Collate and share relevant information and evidence with the Department to support employment services reform.
- Based on your understanding of community needs, drive initiatives, provide advice and inform policy development so that government initiatives work for and make a practical difference to those who need it.

Eligibility

Qualifications and education

- A driver’s licence and home internet is essential for this role.
- A Working with Vulnerable People check (or ability to attain one) is essential for this role.

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.

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

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To Apply

Position Contact	Danielle Savage, 0488 153 643
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760466

Safe Work Australia

Closing Date:Sunday 03 August 2025

Policy and Consultation Group
Various Various

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Darwin NT, Brisbane QLD, Hobart TAS
Salary	$102,353 - $112,763
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We have offices located in Canberra and Sydney. Split offering under hybrid/flexible, or flexible for those located remotely where no office is nearby
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

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

This is your opportunity to contribute to the health and safety of 13.5 million Australians. At Safe Work Australia (the Agency), you'll work on nationally significant projects that shape work health and safety (WHS) policy and practice.

We have Senior Policy Officer roles available across a number of dynamic teams in the Agency's Policy and Consultation Group, with interesting and dynamic work.

The Policy and Consultation Group is responsible for:

- coordinating and developing national policies in relation to WHS and workers' compensation matters
- supporting implementation of the model WHS legislation and reform of the legislative framework
- providing policy advice on the model WHS laws in relation to high-risk workplaces, psychosocial hazards, hazardous chemicals and occupational diseases, including infectious diseases, silicosis and asbestosis, and
- supporting policy consultation and engagement activities.

The Legal and Framework Policy Branch is currently:

- undertaking a best practice review of Australia's model WHS laws
- leading national WHS policy on psychosocial risks including harmful behaviours such as sexual harassment, workplace bullying and violence
- leading the development of proposals and initiatives to improve workers' compensation arrangements, and to promote national consistency in such arrangements, and
- leading legislative and regulatory reforms, including to improve the legal protections for gig workers.

The Hazards and Industries Branch is currently leading national WHS policy:

- related to workplace hazardous chemicals, including workplace exposure standards and major hazard facilities
- on the management of workplace risks that could lead to the development of illness or occupational disease, including from biological hazards, asbestos, carcinogens and lead.
- including delivering on high-profile policy work to manage the risks of exposure to respirable crystalline silica at work and to prevent Australian workers developing silicosis, and
- on a range of other matters covered in the model WHS Regulations related to high risk work and industries, including reforms to crane licensing and the development of and tailored industry guidance for the healthcare and social assistance industry.

A merit list will be established to fill current and future vacancies within the Policy and Consultation Group.

Duties

As part of a small, collaborative agency, you'll gain exposure across the organisation and develop valuable skills in policy, communication, and project management.

We're seeking skilled, motivated professionals from a range of disciplines and backgrounds who:

- work well in a team and communicate effectively
- write clearly and persuasively
- think critically and solve problems
- deliver accurate, timely advice
- are eager to learn and grow

In this role you will:

- Drive national WHS policy development and reform, including more complex projects
- Undertake complex research and analysis to inform evidence-based policy and provide strategic advice
- Prepare high-quality policy documents, including options papers, briefs, reports and guidance materials
- Lead project management planning, monitoring, and delivery
- Drive stakeholder engagement and consultation activities, including anticipating stakeholder needs
- Represent the Agency in stakeholder forums where required

- Work collaboratively within the team and contribute to a supportive and inclusive workplace, including building relationships
- Contribute to innovation and business process improvement
- Supervise and mentor junior staff

Eligibility

To be eligible for employment with the Agency, 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 minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

About the 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.

To Apply

Position Contact	Ali Alaraji, (02) 6218 4002
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Communications and the Arts

Vacancy VN-0760265

Australian Communications and Media Authority

Closing Date:Sunday 20 July 2025

Corporate and Research
Digital and Technology Services ICT Platform Services and Support

Job Title	Delivery Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$115,443 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1645-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

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

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

Who we are

The Digital and Technology Services Branch provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose.

The Branch provides a full-service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.

The ICT Platform Services and Support Section are charged with the development, implementation, and maintenance of ACMA's hybrid cloud infrastructure in accordance with agreed security standards and operating processes.

About the role

As the Delivery Manager, ICT Platform Services and Support Team you will own and drive operational excellence in the teams who are responsible for ACMA's ICT platform services and support. Reporting to the Section Manager, this newly created role in DTS will have a direct impact in helping our cross-functional teams deliver incremental value to the business and end user.

Duties

The Delivery Manager, ICT Platform Services and Support Team is expected to:

- Oversee the management of ACMA's ICT hybrid infrastructure, application platforms including incident management and remediation, proactive maintenance of platforms and services and reporting on service health and status.
- Plan and allocate personnel and resources to activities in accordance with relevant priorities.
- Work collaboratively with stakeholders to ensure communication is effective and expectations are appropriately managed.
- Coordinate with the digital project team and service delivery team on release activities, environment management and utilisation, knowledge sharing and transition activities.

You will showcase your enthusiasm for leadership by guiding teams in the planning, development, maintenance and support of platform services and support. You will directly manage three streams of resources split into an applications stream, cloud stream and infrastructure team. Currently these three teams have a total of 14 resources in total.

This role requires a high level of organisational skills, critical thinking, accuracy, attention to detail and the ability to multi-task to ensure high quality outcomes for the section. You will identify strategies and efficiencies for maintaining existing services, and business applications, and platforms to maximise availability, reliability, and service continuity.

You will make your mark with stakeholders by proactively keeping them informed and engaged in appropriate formats and forums as well as enabling self-service visibility of status updates in DevOps.

As the Delivery Manager, you will own and drive operational excellence in the teams responsible for ACMA's ICT platform services and support.

You will showcase your enthusiasm for leadership by guiding teams in the planning, development, maintenance, and support. You will directly manage 12 staff, functionally split across three work streams. Being Applications, Cloud and traditional Infrastructure.

No two days will be the same as you manage operational aspects including scheduling, leadership, facilitating agile events in addition to providing general support and championing a continuous improvement culture.

This role requires a high level of organisational skills, critical thinking, accuracy, attention to detail and the ability to multi-task to ensure high quality outcomes for the department. You will identify strategies and efficiencies for maintaining existing services, business applications, platforms to maximise availability, reliability, and service continuity.

You will make your mark with stakeholders by proactive communication and engagement, whilst enabling self-service visibility of status updates in Azure DevOps.

Eligibility

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

The successful applicant must be able to obtain and maintain a **Negative Vetting (NV1) 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 will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Nathan Penhaligon, 02 6219 5144
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0760266

National Museum of Australia

Closing Date:Sunday 27 July 2025

Visitor Experience
Education

Job Title	Coordinator, Digital Education
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements available
Classification	APS Level 6
Position Number	150547
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The Museum has a new, exciting opportunity for an Education, Media or Museum professional to join our education team as a coordinator, primarily responsible for developing web content. This role requires high-quality education expertise and experience developing and producing educationally rich online content for an audience of Australian teachers and students.

The Education Business Unit has two sections, Onsite and Digital. Both sections manage education programming and resources for schools, students and teachers. This position will work primarily in the Digital section, as the Museum works towards redeveloping its digital education website.

The Digital Education section works across the Museum and closely with the Head of Education and Onsite Education team to ensure the strategic and operational outcomes of the business unit are achieved with the effective use of resources and alignment of outputs and activities.

Duties

Key accountabilities

The successful candidate for this position will have expertise across a broad range of Education activities and experience creating engaging online content for young people. They will have an in-depth understanding of modern and innovative teaching methods and will have proven experience in taking responsibility for the development and production of quality, engaging digital education content.

They will be a strategic thinker, who is flexible, adaptable and experienced working in a dynamic, delivery-driven environment. They will also be an excellent communicator, with project management experience and proven capacity to effectively plan and organise their own work.

Clear and concise writing skills are crucial, as is the ability to think creatively. Content production skills, including content planning and video pre-production skills are highly desirable but not essential. Experience supervising staff is also desirable.

Skills, experience and qualifications

Essential:

1. Demonstrated experience initiating, developing, and delivering engaging and innovative online Education/Multimedia Museum products. These products should be aligned to the Australian Curriculum and aimed at students, teachers and educators.

2. An excellent understanding of contemporary digital education resources, project management skills that deliver quality results, and experience seeking internal and external expertise and collaborating on the creation of digital learning resources.

3. A demonstrated history of being a compatible team player with leadership capability.

4. Strong understanding of education theory, practice and trends particularly through digital platforms to engage teachers and students across metro, regional and remote Australia.

5. Demonstrated understanding of, and interest in, Australian history and Aboriginal and Torres Strait Islander histories and cultures and a willingness and capacity to continue to further this understanding.

6. Demonstrated commitment to a child safe and child friendly environment and personal skills that support and enhance children’s positive engagement in the Museum and its digital products.

Eligibility

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

• be an Australian citizen

• undergo pre-employment checks, including a police record check

• hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a response to the essential skills, experience and qualifications defined. Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm Sunday, 27 July 2025.

Visit https://www.nma.gov.au/about/employment and apply online.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Beth Shepherd, 02 6208 5077
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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