



Commonwealth of Australia
APSJobs - Vacancies Daily
PS28 Daily Gazette Thursday - 14 July 2022.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS28 Weekly Gazette Thursday - 14 July 2022.pdf.

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

These Vacancies Daily will also appear in the Gazette PS28 Weekly Gazette Thursday - 14 July 2022.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0708182

Australian Government Solicitor

Closing Date: Thursday 28 July 2022

Australian Government Solicitor
AGS Dispute Resolution

Job Title	Legal Support Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Duties

Legal Support Manager

- Legal Support
- Legal Support Manager (APS6)
- Canberra – Ongoing

An opportunity exists for a Legal Support Manager to join our Legal Support team in Canberra.

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 650 staff, including 400 lawyers,

we work in more than 40 different areas of law related to government.

About the role

The Dispute Resolution practice group provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the Australian Government.

The role of the Canberra Legal Support Manager is varied and challenging. The Canberra DR legal support team comprises approximately 15 support staff who provide legal administrative support to approximately 70 lawyers.

As the manager of the Canberra legal support team, you will work closely with the National Coordinator, Legal Support, National Managers and members of the leadership team to supervise and manage members of the team and manage support team resourcing.

The Canberra Legal Support Manager is supported by Senior Legal Assistants who have specialist expertise and assist with day-to-day management of work across the office.

As the Legal Support Manager, you will have:

- substantial experience in the management, recruitment, training, supervision and development of diverse teams
- experience in managing the provision of high-quality administrative support in a professional environment and in the development of efficient administrative work practices
- excellent professional and business judgment and exceptional interpersonal, communication and persuasive skills
- excellent client service skills
- sound knowledge and understanding of all aspects of legal support tasks and provide high quality legal or administrative assistance to lawyers and/or senior management as and when required
- capacity to think strategically about, and direct continuous improvement in, the provision of legal support
- a commitment to championing and supporting new systems, practices and processes a record of modelling exemplary professional behaviour.

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

About you

This role will suit an experienced and highly efficient professional legal manager who ideally has:

- leadership, training, development and recruitment experience
- at least 5 years' experience providing high quality legal support to multiple lawyers in a fast-paced legal practice
- excellent client service skills, and a demonstrated ability to manage key relationships with internal and external clients
- demonstrated ability to manage competing priorities
- advanced technical skills in Microsoft Office and PowerPoint as well as legal practice software systems such as Mattersphere, Elite and IManage and Desksite or Filesite
- excellent written and oral communication skills
- the flexibility and willingness to undertake a variety of tasks to meet client deadlines and business needs.

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 employees competitive remuneration packages, including 15.4% superannuation.

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 and wellbeing benefits to support your needs throughout your career.

Eligibility

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level. To apply, please click the 'Apply' button.

Applications close at 11:59pm (AEST) on Thursday, 28 July 2022.

Further enquiries

Further information can be obtained by contacting Melanie Waddell, National Coordinator Dispute Resolution on 07 3360 5695.

Notes

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

About the Australian 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 650 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 62537523
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0708224

Job Title	Senior Lawyer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Executive Level 1;Executive Level 2
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.gov.au/employment/current-vacancies.html>

Duties

Senior Lawyer

- Senior Lawyers - Executive Level 1 and Executive Level 2
- Sydney
- Non-ongoing (12 months) roles

AGS Dispute Resolution is seeking expressions of interest to fill non-ongoing roles as part of our team supporting the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (Disability Royal Commission).

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.

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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 650 staff, including 400 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The Dispute Resolution practice group provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the Australian Government.

In these role you will:

- become part of our team assisting the Disability Royal Commission
- work closely with witnesses and counsel
- advise on the use of compulsory processes and other legal issues
- mentor and supervise more junior lawyers and paralegals
- contribute to the strategic direction and development of hearings and the Disability Royal Commission's final report.

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

About you

These role will suit a dispute resolution lawyer with experience in litigation or in royal commissions or inquiries. We encourage people with disability with relevant experience to apply.

The successful candidates will ideally have:

- generally, at least 5 years' (Executive Level 1) or 7 years' (Executive Level 2) post-qualification experience in a relevant field
- experience with the work of royal commissions
- a excellent drafting and interpersonal skills
- experience in working with people with disabilities.

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. You will partner with branches and teams across the Disability Royal Commission to deliver hearings and a Final Report 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 and wellbeing benefits to support your needs throughout.

Eligibility

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a baseline security clearance.

To apply, please click the 'Apply' button. Applications close at 11:59pm (AEST) on Thursday, 28 July 2022.

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

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>

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 650 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 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0708328

Australian Sports Commission

Closing Date: Sunday 24 July 2022

Corporate Division
People and Culture Branch Workforce Engagement and Development

Job Title	Business Partner, People and Culture
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$95,349 - \$109,931
Classification	APS Level 6
Position Number	JN 1941
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Applications close at **11:30pm AEST on Sunday 24 July 2022** (late applications will not be accepted).

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and comprises of Sport Australia and the Australian Institute of Sport (AIS).

Here at the ASC, we encourage applications from candidates with broad experiences and diverse backgrounds so we better represent the community that we serve. Our workplace aims to increase our representation of First Nations Peoples. We uphold

our ASC Cultural Framework which outlines our shared values and champions the experiences, skills and perspectives of all employees.

Duties

Our People & Culture team are passionate about building a culture where everyone is inspired and motivated to do their best work. We are looking for a dynamic and confident HR professional to support our people leaders in effectively shaping and delivering on our strategic agenda and future ASC workforce.

If you have demonstrated experience in engaging and building quality relationships, sound judgement and focus on the bigger picture - then this role is the perfect opportunity!

At the ASC we encourage diversity and seek candidates with broad experiences from diverse backgrounds. Our workplace aims to increase our representation of First Nations Peoples and champions the experiences, skills and perspectives everyone has to offer.

ASC Canberra site benefits include access to priority onsite childcare placements, access to gym, pool and free parking facilities.

This position is offered as an fixed term position for 12 months with the possibility of being extended or made ongoing

If you have any questions about this opportunity, please contact:

- Contact Officer: Danni Madson, Business Partner
- Phone number: 6214 1116
- Email address: danni.madson@ausport.gov.au

Eligibility

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

This position requires a Working with Vulnerable/Children People check to obtain employment.

For Canberra based positions, the ASC requires the holder to have received two doses of a government approved COVID-19 vaccination and have obtained boosters where due. The holder must provide evidence of their vaccination status to the ASC prior to commencement and as additional COVID-19 vaccinations, i.e. boosters, are received.

Notes

- Should a merit pool be established for this position, it may be used to fill similar opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

Acknowledgement of Country

The Australian Sports Commission, incorporating Sport Australia and the AIS, pay our respects to the Traditional Owners of country throughout Australia. We pay our respects to Elders past and present and acknowledge the valuable contribution Aboriginal and Torres Strait Islander people make to Australian society and sport.

Application and Job Description

The Job Description can be downloaded from the attachment below. The application form will include these questions:

1. Referencing the job description, please describe why you believe you are suitable for this position, including listing your key relevant achievements. (up to 750 words)
2. The SportAus Way is how we describe our organisational culture. Please describe how you would demonstrate the [SportAus Way](#) within the workplace? (up to 300 words)

Notes

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Danni Madson, 62141116
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0708366

Central Land Council

Closing Date: Tuesday 26 July 2022

Central Land Council
Legal

Job Title	Regional Lawyer
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$78,314 - \$131,279
Classification	
Position Number	LE012
Agency Website	https://careers.clc.org.au/

Job Description

<https://careers.clc.org.au/>

Duties

CLC'S STORY

The Central Land Council (CLC) is a corporate Commonwealth entity established under the Aboriginal Land Rights (Northern Territory) Act 1976. The CLC represents traditional landowners, native title holders and other Aboriginal people across the southern half of the Northern Territory—an area of almost 780,000 square kilometres.

The CLC provides its constituents with advice, advocacy and practical assistance to support their aspirations, manage their land and realise and protect their rights.

AFFIRMATIVE ACTION PLAN

Eligible Aboriginal applicants will be granted priority consideration for this vacancy. If An Aboriginal applicant is selected, the remaining non-Aboriginal applicants will not be assessed.

Applicants must have qualifications and demonstrate essential criteria to be considered. An applicant selected under this affirmative action plan will be required to provide evidence of their eligibility prior to commencement, such as:

- completed Statutory Declaration form, or
- supporting statement from an appropriate Aboriginal organisation

YOU ROLE:

REGIONAL LAWYER – LE012 – ALICE SPRINGS

CL 6 – SO B (Between \$78,314 and \$131,279 depending on experience) fixed-term contract to 30 June 2025

Based in Alice Springs, this position is a part of the team of lawyers forming the CLC Legal Section; including 6 dedicated regional lawyers together with 5 other specialist legal positions. The legal section provides representation and advice on a wide range of commercial and property matters to traditional owners and to the Council on issues arising under the Aboriginal Land Rights (Northern Territory) Act 1976) and the Native Title Act 1993. The successful candidate must be eligible to be admitted to act as a legal practitioner in the NT.

Candidates are to provide a current copy of their resume along with an address to the selection criteria in a written document addressing points 2, 3, 4 and 5.

BENEFITS

- Attractive base salary plus 13.5% super
- Generous salary packaging
- Ongoing District allowance
- Yearly airfare allowance
- Relocation assistance, should you be moving to the region; and
- Subsidised, fully furnished accommodation for the first 4 months.

Central Land Council is dedicated to delivering ongoing professional development and career progression for their people. You'll have the opportunity to undertake a range of learning opportunities and be encouraged to take part in a number of new projects as the organisation continues to grow and innovate.

Most importantly, this role will allow you to work in a diverse environment where you have the potential to affect real change.

MANDATORY REQUIREMENTS

- Ochre Card (working with vulnerable people check)
- National Police Clearance (for some positions)
- Driver's licence

CONTACT DETAILS

If you're interested in joining an innovative Land Council - Apply Now!

Closing Date: Tuesday, 26 July 2022

For further information about this role, please contact Katrina Budrikis (Manager, Legal Practice) on 08 8951 6370.

For further information about the application process please contact *Ajok Marial (Human Resources Advisor)* on 08 8951 6310 or jobs@clc.org.au

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

The filling of this vacancy is an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.

Eligibility Notes

About the Central Land Council

To Apply

Position Contact	Ajok Marial, 08 8951 6310
Agency Recruitment Site	https://careers.clc.org.au/

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Vacancy VN-0708375

Department of the Senate

Closing Date: Sunday 07 August 2022

Black Rod's Office
Black Rod's Office

Job Title	Delivery Support Officer, General Support Officer (Committees) and General Support Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$60,878 - \$67,785
Classification	APS Level 2
Position Number	PNs 76, 206 & 97
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

<https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90>

The Department of the Senate is seeking applications from those interested in joining the Senators' Services section in the role of a Support Officer, who supports the work of the Senate by providing high-quality customer services to senators and the department.

Support Officers perform a range of administrative tasks and liaise with senators, their staff and departmental employees, under direction and in accordance with policies and procedure.

Delivery Support Officer

The Delivery Support Officer assists with the coordination and supervision of day-to-day activities of the Delivery Services team which may include the collection and distribution of mail, freight and other items, and the handling and disposal of classified waste. The Delivery Support Officer also responds to various requests from senators, their staff and departmental staff, and may also be required to provide assistance during Senate estimates through general committee room servicing, to support the work of the section.

General Support Officer (Committees)

The General Support Officer (Committees) is responsible for the setting up and servicing of Senate Committee rooms, including the maintenance of associated furniture, fittings and equipment. The General Support Officer (Committees) will regularly liaise with senators, their staff, departmental employees and members of the public, to provide high-quality client services. The occupant of the position may also be required to assist with additional duties, ranging from administrative tasks to telephone and front-counter support when required.

General Support Officer

The General Support Officer is a point of contact for senators, their staff and departmental staff seeking assistance with general office services. The General Support Officer monitors the Senators' Services hotline and email inbox, responding to requests for assistance and general inquiries. The General Support Officer performs a range of administrative duties including booking committee rooms, logging maintenance requests, organising the delivery and collection of classified waste bags, coordinating COMCAR bookings, undertaking minor procurement activities and providing advice about services offered by the section. The General Support Officer works with a flexible approach to assist other areas of the section when required.

Duties

Delivery Support Officer

1. Assisting with the preparation of newspapers/subscription orders, courier and postage accounts, the processing of related payments in accordance with departmental policies and procedures.
2. Collecting and delivering of mail, newspapers, freight, stores and classified waste in accordance with departmental policies and procedures, including workplace health and safety procedures.

3. Assisting the Delivery Services Supervisor in the day-to-day administration of the Delivery Services subsection including work allocation, responding to client inquiries, liaising with service providers and external suppliers.
4. Responding to less-complex requests from clients in accordance with agreed protocols and practices.
5. Completing administrative tasks including filing, operating and updating databases and computer systems.

General Support Officer (Committees)

1. Ensure Senate Committee rooms are available and set up in accordance with the requirements of Senate committees, senators and other clients while complying with work health and safety obligations.
2. Operate the committee room assets store, and maintain committee room equipment, furniture and fittings.
3. Record requests for office services and committee room bookings in the relevant database. Where necessary, log routine requests with the relevant service provider/s.
4. Ensure clients receive prompt and effective services, including from external service providers.
5. Allocate work to, and assist other employees, as required.
6. Assist the Senators' Services section as required.

General Support Officer

1. Respond to client requests whether by email, by telephone or in person, and provide assistance.
2. Undertake administrative tasks in accordance with departmental policies and guidelines including venue bookings, recordkeeping, minor procurement, asset management, and furniture and equipment management.
3. Provide assistance to other teams in the section including undertaking mail delivery and assisting with print production.
4. Provide backup support for the Senate Commonwealth Car Liaison Officers, which includes administrative duties and use of databases.
5. Using systems and following processes and procedures, including workplace health and safety procedures, that enable the work of the section to run smoothly.
6. Working flexibly within a dynamic team while maintaining a client focus.

Eligibility

The Support Officer positions require extensive walking and the lifting and moving of large and/or heavy items in a safe manner. Peak hours of operation for the Accommodation Services team and the Delivery Services team occur during the parliamentary sitting periods. During this time some overtime work may be needed. The occupant of this position is required to wear a uniform which may be provided in the first weeks of employment.

Notes

You are welcome to nominate for one or more of the positions you wish to be considered for. To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position or positions you have nominated. You are also asked to attach your resume or CV before submitting your application.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of

information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 3475
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Vacancy VN-0708278

Department of the Treasury

Closing Date: Sunday 31 July 2022

Australian Government Actuary
Australian Government Actuary

Job Title	Senior Actuary (SES Band 1)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$213,080 - \$247,647
Classification	Senior Executive Service Band 1
Position Number	60-2022
Agency Website	www.treasury.gov.au

Job Description

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

The office of the Australian Government Actuary (AGA) sits within the Australian Treasury and provides independent actuarial and related policy advice to the Australian Government, its Departments and Agencies.

The AGA advises over 40 government Departments and Agencies covering a diverse range of technical and policy contexts including:

- Welfare systems and the Priority Investment Approach,
- Retirement incomes,
- Military superannuation and compensation benefits,
- Medical indemnity insurance,
- Life and general insurance,
- Higher education funding, and
- Financial reporting.

Duties

The Australian Government Actuary (AGA) is seeking to recruit an experienced Senior Actuary at the SES Band 1 level. This key role will have responsibility the provision of specific technical actuarial advice to key clients and critical stakeholders as well play a leading role in advising on key policy initiatives the office is asked to contribute to. As a senior leader you will also support the operation of the AGA by mentoring and developing employees.

To be considered for this position you must have a strong track record of successfully providing authoritative, insightful and practical actuarial advice to clients and experience in developing and growing long term client relationships. In addition, you will have:

- at least five years post-qualification experience as a Fellow of the Institute of Actuaries of Australia;
- strong understanding of, and experience in the actuarial management of, Commonwealth compensation schemes;
- experience in presenting actuarial analysis at Board and senior leadership levels;
- capacity to contribute to the future growth of the AGA by applying your actuarial and people management skills to a broad range of strategies and initiatives;
- well developed consulting abilities and commercial acumen;
- strong conceptual and analytical skills; and
- exceptional communication and interpersonal skills.

This recruitment process is being used to fill this position on either an ongoing or non-ongoing basis. Non-ongoing opportunities will be offered for a specified term with an initial period of 12 to 18 months (determined by business requirements). There is the possibility of an extension to the term with the maximum permissible term for a non-ongoing role being five years. **Eligibility**

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

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

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Guy Thorburn, 02 6263 4127
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Agriculture, Water and the Environment

Vacancy VN-0707945

Bureau of Meteorology

Closing Date: Thursday 11 August 2022

Business Solutions
National Security and Space

Job Title	Senior Defence Meteorologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Bungendore NSW
Salary	\$100,075 - \$112,725
Classification	Executive Level 1
Position Number	60010576
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking a dedicated, highly talented professional to fill the role of the Senior Defence Meteorologist. A successful candidate would relish the challenge of working in a customer focussed environment.

The National Security and Space Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental intelligence to national security agencies, specifically the Department of Defence and the Australian Defence Force (ADF). Services provided by this Program enhance Australia's national security agenda through the provision of accurate, timely and relevant environmental intelligence, including space weather, meteorological, oceanographic services, and climate data. Services to Defence and the ADF specifically include the provision of forecasts, real-time observations, climatological data, and oceanographic data and services, meteorological training, professional advice to assist decision-making and planning, and direct support to operations and activities.

The position reports to the Manager Defence Operations - HQJOC and assists in the operational service delivery of the Meteorological Intelligence Support Team (MIST) in support of the ADF operations management at Joint Operations Command.

The MIST operates from the ADF Headquarters Joint Operations Command (HQJOC) near Bungendore, NSW. This position operates 24/7 and acts as the central point of contact for the ADF by providing meteorological support and subject matter expertise to assist in Defence operations and exercises. Presence on site at HQJOC is essential and will be required to build partnerships and communicate effectively with the ADF senior intelligence and planning officer community, and the ADF meteorological community. The MIST also acts as the Incident Management Hub for DWS operations nationwide, in accordance with Health, Safety and Environment (HS&E) policies, and provides a central point of contact for Defence Weather Services (DWS) operations. The role may develop to support other National Security agencies such as Department of Foreign Affairs and Trade (DFAT) and Home Affairs.

The position is part project work and part operational shift work. The project work provides support to the MIST by responding to Defence requests and through assisting the MDO-HQJOC. As a senior meteorologist, the operational role supervises product and services produced by junior meteorologists, and in the absence of junior meteorologists, provides weather watch for Australia and other areas of ADF operations worldwide, provides guidance to senior ADF personnel on meteorological and BoM specialised products and services for security and intelligence briefings. The position also ensures the efficient production of meteorological forecasts in support of Defence operations and exercises.

As Senior Defence Meteorologist, the occupant is required to ensure the provision of meteorological support to the ADF, in accordance with Bureau and Defence governance frameworks and prescribed National Security Program plans, policies and procedures.

The occupant is required to liaise internally to manage incidents that arise in the course of Defence Weather Service operations as per the Bureau's HS&E policies and procedures.

Duties

Under the broad policy control and direction of the Manager Defence Operations (MDO) and in conjunction with the Defence Weather Services (DWS) within the National Security and Space Program, act as a senior officer performing complex and critical professional work. In particular:

1. In coordination with the Bureau's national office, use wide professional knowledge to analyse complex meteorological data and interpret numerical weather prediction models. Prepare aviation, marine and land-based forecasts and warnings for ADF bases and exercise/operation locations as required, monitoring forecasts against observed conditions, and making timely amendments as necessary.
2. Provide a central point of contact with the ADF. Provide forecasts, briefs and/or advice to the ADF on various Bureau products and services including but not limited to, meteorology, space weather, climate, tsunamis, volcanic ash and earthquakes. Assist the ADF in planning for exercises and operations throughout Australia and overseas, where guidance may be limited or unavailable. Provide an advisory service to the ADF and other national security agencies to optimise national security, safety, reliability and reduce economic impacts.
3. Manage, supervise, mentor and provide administrative support to junior meteorologists.
4. Provide a central point of contact within DWS for incident management, including but not limited to, HS&E for all DWS staff, observation and infrastructure outages and Post Event Review Management. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
5. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
6. Prepare and supply reports and undertake investigations and studies on Defence and aviation weather related issues that affect ADF operations. Provide feedback to staff, management and the ADF to ensure optimal service provision and continuous improvement. Provide policy advice as necessary to the program office.
7. Participate in ensuring the quality and effectiveness of DWS and [as appropriate] the ongoing development, implementation and maintenance of the quality management system and, where appropriate, the associated AS/NZS ISO 9001 quality management standard certification.
8. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree or diploma of an Australian institution, or a comparable overseas qualification which is appropriate for the duties, OR other comparable qualifications which are appropriate to the duties. Additionally, proof of the attainment of a Basic Instruction Package for Meteorologists, as defined by the World Meteorological Organisation (WMO) guidelines WMO-No. 1083, is required.

Successful candidate will be required to obtain, and maintain, a Positive Vetting Security Clearance from the Australian Government Security Vetting Agency (AGSVA) Successful candidate will be required to obtain, and maintain, a Positive Vetting Security Clearance from the Australian Government Security 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>

About the Bureau of Meteorology

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To Apply

Position Contact	Brad Jackson, 02 6210 3025
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0708269

Bureau of Meteorology

Closing Date: Thursday 28 July 2022

Science & Innovation
Research

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Casuarina NT, Hobart TAS, Adelaide SA, West Perth WA
Salary	\$100,075 - \$112,725
Classification	Executive Level 1
Position Number	60017545
Agency Website	

Job Description

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

The Research Program of the Bureau of Meteorology is seeking an advanced software engineer with some computational science and / or data science and data engineering experience to be a key member of an innovative multi-disciplinary team with IT and science specialists to develop applications for customers. The initial work will improve weather forecast guidance to support the Australian energy sector. The focus of this work is on collaborative development, testing and documentation of weather model Ensemble Post Processing (EPP), including statistical analysis, science, software and systems. EPP bias-corrects, combines, downscales and produces weather event probabilities from different state-of-the-art numerical weather prediction guidance, and will produce forecasts of weather parameters that enable more effective management of energy demand and supply.

Core competencies include excellent software engineering ability, experience in developing complex scientific or engineering applications suitable for operational use, and a good grasp of computational algorithms and application to large data volumes. The focus of this position is on software engineering, but statistical analysis or machine learning knowledge and experience, including direct development of complex algorithms (and some library awareness), would be an advantage. This role may evolve to take on new projects. Some background in mathematics, statistics or physical sciences is highly desirable. Experience and interest in scientific or engineering research and systems development is desirable.

The software used for EPP is written predominantly in Python with some shell scripting. It utilises third party scientific and data-handling libraries and is run on high performance Linux platforms. Operation of the applications is time-critical and will involve work-flow scheduling (EPP uses Cylc; examples elsewhere include Apache Airflow, Prefect), effective usage of parallel processing, memory and I/O on large high-performance computing systems. Experience in using configuration managers (e.g. Rose) would be an advantage. Use of modern tools and practices such as git, automated testing and deployment and code reviews is essential.

The position will also contribute to EPP science testing (evaluation and visualisation of gridded scientific fields) including through the specification and development of mostly python-based verification libraries, supporting transition to operations. You will collaboratively define, develop and support transition to operations processes, standards and capabilities including testing and deployment capabilities. You will also collaborate with: operational staff monitoring quality and execution of operational software, other Science and Innovation Group sections, areas of the Bureau managing data services, and others as appropriate.

Professional development opportunities relevant to the work will be available. This is a great opportunity to work on meaningful scientific software applications for the public good, in a research environment with a commitment to innovation and quality.

Duties

1. Take responsibility for advanced computer software design and development, including automated testing and continuous integration.
2. Provide technical leadership to a small team of software engineers.
3. Assist in transition to operations for existing systems or newly developed functionality, including conducting pre-release test execution and defect reporting.
4. Cultivate and maintain effective working relationships with project stakeholders, programme managers, colleagues and senior staff.
5. Influence team strategic directions; prepare plans, documentation and reports; contribute to research on new software tools and techniques.
6. 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.

7. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values and Code of Conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

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To Apply

Position Contact	Brad Murphy, 03 9669 4084
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0708403

Bureau of Meteorology

Closing Date: Thursday 28 July 2022

Science & Innovation
Research

Job Title	Guidance Post Processing Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Hobart TAS, Adelaide SA, West Perth WA
Salary	\$82,676 - \$112,725
Classification	APS Level 6;Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

The Research Program of the Bureau of Meteorology is seeking a scientist with a data / computational science background and physical sciences focus to be a key member of an innovative multi-disciplinary team which improves weather forecast guidance for operational forecast production. The focus of this work is on collaborative development, testing and documentation of weather model Ensemble Post Processing (EPP), including machine learning science, software and systems. The successful applicant will be expected to contribute to the development of new best guess and probabilistic high-impact weather forecast algorithms, science and guidance, utilising many state-of-the-art numerical weather prediction models as inputs. This includes identification and application of predictors and measures of model error to optimally calibrate and add detail to model outputs, including calibration of probabilities of weather events derived from the values and spread of model outputs. The position will also contribute to EPP science testing (verification and evaluation) through the specification and development of verification libraries and collaboration with operational forecast staff. Processing of large datasets will be required. There is a strong focus on developing effective solutions for key operational applications. Work will include collaboration with the UK Met Office on post-processing systems and methodologies. Modern tools and practises such as git, automated testing and deployment and code reviews are required. Professional development opportunities relevant to the work will be available.

The software used for EPP is written predominantly in Python and shell scripts utilising 3rd party scientific and data-handling libraries, and is run on Linux platforms. Much of the verification and display software is written in Python. Development of EPP products will support greater automation of routine weather forecast production and communication of forecast uncertainty to users.

We are seeking an individual with a background in physical sciences and data and / or computational science knowledge. The successful applicant will possess effective team-based programming abilities in relation to scientific problems, including those involving large datasets, data engineering, complex applications and the development of complex algorithms suitable for operational use. Ability to visualise and interpret gridded scientific fields is important. A background in meteorology or related fields is desirable. Experience in applying statistical processes to correct errors would be a strong advantage and machine learning knowledge and experience would be an advantage. A keen interest in applied scientific research and systems development is desirable. This is a great opportunity to work on meaningful scientific software applications for the public good, in a research environment with a commitment to innovation and quality

Duties

1. Perform research under supervision, using successful research methodologies.
2. Publish research results in peer-reviewed journals, technical or research reports with demonstrable impact for the Bureau.
3. Present results at internal meetings/seminars, and at external national forums (project meetings/conferences).
4. Contribute to the development and/or transition to operations of systems, or the generation of products or expert scientific advice.
5. Influence team strategic directions; cultivate and maintain effective working relationships with project stakeholders, programme managers, colleagues and senior staff.
6. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
7. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values and Code of Conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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To Apply

Position Contact	Gary Weymouth, gary.weymouth@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0708243

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 02 August 2022

Parks Australia
Northern Territory Parks Branch B (Uluru-Kata Tjuta National Park)
Operations

Job Title	Ranger
Job Type	Full-Time, Ongoing
Location	Uluru NT
Salary	\$62,007 - \$69,363
Classification	APS Level 3
Position Number	2022/3653
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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 Agriculture, Water and the Environment (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.

Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, 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.

Duties

The Job

Share the Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public. Participate in incident response operations including fire suppression, search and rescue, first aid response and apply safe working practices to all activities as per Park Operating Procedures.

Under general supervision and at the direction of the Senior Ranger you will:

- implement visitor management and works programs
- exercise risk, compliance and enforcement duties under the *Environment Protection and Biodiversity Conservation Act 1999* and regulations
- supervise and support staff in a cross cultural and remote environment
- undertake interpretative walks and park patrols including early, late and weekend shifts
- undertake infrastructure repairs and maintenance
- adhere to Park Operating Procedures.

Eligibility

What we are looking for

Knowledge and experience

- A knowledge and understanding of local languages and culture would be desirable.
- An awareness of issues affecting Indigenous people in remote locations and the ability to contribute sensitively and effectively to the joint management of the park as well as developing and supporting relationships based on mutual trust, respect and consideration of values and culture.
- Experience and knowledge of protected area management programs with an emphasis on:
 - implementing natural, cultural and visitor management programs
 - incident management including firefighting, search and rescues and provision of first aid
 - supervising staff from in a remote and cross-cultural workplace
 - infrastructure repairs and maintenance
 - application and promotion of safe working practices.

- Experience with compliance procedures, and experience assisting with the development and implementation of strategies and plans.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle
- hold and maintain a valid Australian motor vehicle drivers licence
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed
- note that relocation assistance is subject to negotiation
- note that the ability to perform shift work is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require you to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you may be required to perform occasional out-of-hours and weekend work
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- participate in the Park's Duty Officer Roster involving after hours monitoring of emergency alarms and phones
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Following the release of new Administrative Arrangement Orders which came into effective from 1 July some functions/roles within the Department of Agriculture, Fisheries and Forestry will transition to the Department of Climate Change, Energy, the Environment and Water. As this role is within a function that will or possibly transition to the new agency, the applicable terms and conditions of employment may vary. Further information will be made available to successful candidates upon engagement.

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Alex Eberli, 0428 580 579
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0708275

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 28 July 2022

Biosecurity Operations
Pathway Operations - Cargo (NSW, QLD, NT, ACT) Assistant Secretary -
Cargo Operations

Job Title	Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Cairns QLD, Brisbane QLD, Adelaide SA, Canberra ACT, Sydney NSW, Perth WA, Melbourne VIC
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/2505
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division (BOD) delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, post entry quarantine, community engagement and contact centre services. The division also partners with industry to improve the delivery of those regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

The BOD Rapid Improvement Team reports directly to the division's Executive Team to identify opportunities across Biosecurity Operations, that enable efficiencies and capacity relief through innovation and improvement.

Duties

The Job

We are looking for people who are:

- able to think differently and undertake rapid current state analysis, root cause and gap analysis activities to assess current processes
- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed.

The Rapid Improvement team are looking for a Manager to work to rapidly assess, develop and document opportunities to better utilise resources across all biosecurity pathways, specifically:

- contribute to the identification and assessment of the impacts of ongoing issues, high effort and manual processes that are affecting current business activities across the Cargo, Traveller, Mail and Conveyances import pathways
- contribute to design and documentation of changes, improvements and enhancements that can provide immediate and medium-term improvements
- assist in the development and implementation of rapid improvement opportunities and changes to provide relief and/or return capacity to biosecurity operations

- support the Assistant Director to examine and analyse the current state of the business and recommend innovative solutions that can translate into operational reforms
- support the Assistant Director to provide advice to the division's executive team on improvement opportunities, which may involve collaboration outside of the Biosecurity Operations Division
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience and knowledge in regulating under the *Biosecurity Act 2015*, *Imported Food Control Act 1992*, and biosecurity operations
- experience in implementing change and managing ambiguity in the workplace
- understanding of the strategic direction of the department and division
- understanding of process analysis, admin design, process improvement and change management.

Notes

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

Please note that suitable candidates may be selected via application and referee checks only and an interview may not be required.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Margaret Ward, 02 6272 5839
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0708289

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 28 July 2022

Biosecurity Operations
Pathway Operations - Cargo (NSW, QLD, NT, ACT) Assistant Secretary -
Cargo Operations

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Cairns QLD, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$112,294 - \$120,780
Classification	Executive Level 1
Position Number	2022/2504
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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The BOD Rapid Improvement Team reports directly to the division's Executive Team to identify opportunities across Biosecurity Operations, that enable efficiencies and capacity relief through innovation and improvement.

Duties

The Job

We are looking for people who are:

- able to think differently and undertake rapid current state analysis, root cause and gap analysis activities to assess current processes
- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed.

The Rapid Improvement Team are looking for an Assistant Director to work to rapidly assess, develop and document opportunities to better utilise resources across all biosecurity pathways, specifically:

- identifying and assessing the impacts of ongoing issues, high effort and manual processes that are affecting current business activities across the Cargo, Traveller, Mail and Conveyances import pathways
- design and document changes, improvements and enhancements that can provide immediate and medium-term improvements
- develop and implement rapid improvement opportunities and changes to provide relief and/or return capacity to biosecurity operations
- support the Director to examine and analyse the current state of the business and recommend innovative solutions that can translate into operational reforms
- support the Director to provide advice to the division's executive team on improvement opportunities, which may involve collaboration outside of the Biosecurity Operations Division
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience and knowledge in regulating under the *Biosecurity Act 2015*, *Imported Food Control Act 1992*, and biosecurity operations
- experience in implementing change and managing ambiguity in the workplace

- understanding of the strategic direction of the department and division
- understanding of process analysis, admin design, process improvement and change management.

Notes

The successful applicant must:

- note that you may be required to perform occasional out-of-hours and weekend work
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

Please note that suitable candidates may be selected via application and referee checks only and an interview may not be required.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Margaret Ward, 02 6272 5839
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0708363

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 28 July 2022

Biosecurity Operations
Pathway Operations - Conveyances & Regulatory Capability RegCap
Technical Training

Job Title	Digital Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Melbourne VIC, Brisbane QLD, Adelaide SA, Sydney NSW, Wagga Wagga NSW
Salary	\$76,260 - \$83,658
Classification	APS Level 5
Position Number	2022/3965
Agency Website	https://www.agriculture.gov.au

Job Description

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

The Biosecurity Operations Branch works collaboratively with enabling, policy and operational areas of the department to contribute to the delivery of nationally-integrated, efficient and effective risk-based regulatory practices. This work includes a focus on change management, workforce capability, operational ICT system development and support, sustainable financial management, data analytics, innovation, assurance and accountability.

Biosecurity Operations Division (BOD) Learning and Development is a national team who develop and deliver technical training and implement digital and innovative learning within the division. Services include the development and delivery of technical training, job competency assessments and digital learning within the division.

Duties

The Job

Digital Officers provide support in the digital creation of videos, animations and other technology based learning and development solutions, under the direction of their Digital Manager. The duties and responsibilities of this role include:

- applying adult learning theories when creating, designing and implementing digital solutions for staff in training and assessment activities
- creating scripts for filming and meeting accessibility requirements, such as transcripts for videos
- researching and contributing to business improvement and innovation strategies and implementing them in the workplace
- working collaboratively with stakeholders on digital solutions and responding to their needs/expectations, and escalating where appropriate
- promoting compliance with departmental work health safety and rehabilitation policies and guidelines
- promoting and adhering to the APS Values, APS Employment Principles and Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

We are looking for people who are:

- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- supportive of, and engage with, the future direction of the department as a regulator
- flexible and adaptable to meet immediate needs and future challenge
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed
- team-oriented and have the energy and determination to succeed in everything they do
- able to exercise sound judgment and make evidence-based decisions.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have knowledge and experience in the following:

- Adult learning principles and methodologies using best practices.
- Knowledge of the department's purpose, objectives, and priorities and how these relate to the work of the division.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Julie Sparkes, 02 6272 4335
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0708411

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 28 July 2022

Australian Antarctic
Assets & Infrastructure Mechanical

Job Title	Mechanical Procurement Officer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$76,260 - \$83,658
Classification	APS Level 5
Position Number	2022/3331
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Assets and Infrastructure Branch provides and maintains the equipment and infrastructure to support the Australian Antarctic Program. This ranges from maintenance of existing assets through to developing or procuring new assets and capability.

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.

Duties

The Job

The Mechanical Procurement Officer will support the Mechanical Section and station based mechanical teams. Key duties will include, but are not limited to:

- purchasing repair parts, consumables, materials and tooling for the mechanical workshops in Hobart and in Antarctica utilising our Asset Management Systems (Maximo and SAP)
- consigning of mechanical cargo for transport to Antarctica within tightly controlled timeframes
- developing documentation for the procurement of equipment to support the Mechanical Capital Replacement Program and other projects that the Mechanical Section undertake
- maintaining plant records and spare parts inventory in the AAD's Asset Management Systems including supporting teams managing spare parts inventory on station
- processing and management of mechanical disposal items, repair parts and equipment returned to Australia from AAD Stations
- the management of mechanical inventory in the Kingston based parts and equipment stores
- a range of administrative duties including, but not limited to, file structure management, documentation management (including monthly and annual reports) and data entry
- tracking capital procurement costs, in conjunction with the finance team, for depreciation reporting requirements.

Eligibility

What we are looking for

Knowledge and experience

- Experience with the procurement of mechanical equipment, parts and consumables.
- Knowledge of the Commonwealth Procurement Rules including the development of procurement documentation.
- Experience using a variety of procurement systems for the creation and management of purchase orders and contracts.
- Experience in the use of computerised maintenance management system's (CMMS) such as Maximo for the management of spare parts across multiple sites.
- Experience with the electronic consignment of cargo by ship and aircraft including the requirements for the transport of dangerous goods.
- Experience managing stock inventories.

Notes

Following the release of new Administrative Arrangement Orders which came into effective from 1 July 2022 some functions/roles within the Department of Agriculture, Fisheries and Forestry will transition to the Department of Climate Change, Energy, the Environment and Water. As this role is within a function that will or possibly transition to the new agency, the applicable terms and conditions of employment may vary. Further information will be made available to successful candidates upon engagement.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Cameron Frost, 0419 819 657
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0707818

Australian Federal Police

Closing Date: Wednesday 27 July 2022

Business Services

Job Title	Payroll Officer - Payroll Services Team
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$78,467 - \$92,243
Classification	APS Level 4
Position Number	10060
Agency Website	https://careers.afp.gov.au

Job Description

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

Applications are sought from suitably qualified applicants wishing to be considered for the role of Payroll Officer - Payroll Services Team.

AFP Payroll Services deliver fortnightly pays to approximately 7,500 appointees using SAP. We have a complex and fast-paced operating environment, which means that there is never a dull day and always something new to learn.

Our work is the administration of conditions of service and entitlements for AFP appointees including processing of pay, leave and superannuation. This role supports the delivery of payroll services to AFP appointees by processing payroll transactions, providing advice on pay related matters and monitoring areas of risk.

Working in Payroll Services is an important contribution to the frontline endeavours of the AFP. As such you will learn more about the exciting work that the AFP does to deliver on our mission to protect Australians and Australia's interests.

Duties

- Day to day payroll processing in accordance with strict deadlines.
- Calculating entitlements for staff, including commencements and cessations.
- Interpreting and providing advice to staff on salaries and related entitlements, leave and general conditions of service in line with the Enterprise Agreement and related legislation, policies and procedures.
- Undertaking general administrative duties associated with the provision of payroll and financial services to the agency.
- Working collaboratively with internal and external stakeholders.
- Participating as a constructive team member to deliver ongoing improvements, quality of service and professional practises and standard.
- Obtaining subject matter expertise through ongoing development and learning opportunities.
- Contributing to and implement improved operational practises, procedures and guidelines.
- Mentoring staff.

Eligibility

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Contemporary knowledge and experience in Payroll, Human Resources or a Finance related role.
- The COVID-19 vaccine has been mandated for all AFP employees. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. You will be notified if you need to provide your COVID-19 Vaccination Certificate.

Notes

This is an AFP Band Level 4 role

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	Kelly Primrose, 02 5126 4865
Agency Recruitment Site	https://careers.afp.gov.au

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Attorney-General's

Vacancy VN-0708083

Australian Federal Police

Closing Date: Wednesday 27 July 2022

STRATEGY & PERFORMANCE OFFICE
MANAGER AUDIT STAT & PERF

Job Title	Internal Audit Team Leader
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Darwin NT, Sydney NSW, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	9822
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/9822/>

Applications are invited from suitably qualified people who are interested in an appointment to the AFP.

Internal Audit provides the Commissioner with an independent, objective assurance and consulting activity designed to add value and improve the AFP's operations.

The Team Leader Internal Audit reports to Coordinator Internal Audit and is responsible for the planning, conducting and reporting of internal audits assigned to them from the AFP Internal Audit Program, and providing other advisory services such as management initiated reviews.

The position is also responsible for assisting in the preparation or coordination of other advice for the AFP Audit Committee as required by the Audit Committee Charter. The Team Leader will also have responsibility for assisting with the managing of outsourced internal audit providers.

Duties

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

Essential requirements, skills or experience:

- Strong oral, written, analytical and leadership skills consistent with the work level standards
- High level of integrity and professionalism required

Desirable requirements, skills or experience:

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

- Demonstrated relevant experience in internal audit or similar review roles.
- Ability to build and maintain strong working relationships with colleagues and clients

- Experience in managing small to medium size projects
- Ability to interpret and analyse information from a variety of sources
- Ability to identify and clearly communicate findings both verbally and in writing
- Ability to critically review issues and provide strategic recommendations to address identified risks
- Contract management skills to assist in managing the Internal Audit panel of providers

Eligibility

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

Notes

This role is an AFP Band 7.

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	Amelia Earl, (02) 5126 3786
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/9822/

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Attorney-General's

Vacancy VN-0708194

Australian Federal Police

Closing Date: Wednesday 27 July 2022

People & Culture Command
SHIELD

Job Title	Clinical Director, Welfare Officer Network - SHIELD
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,085 - \$128,535
Classification	Executive Level 1;Executive Level 2
Position Number	10120
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10120/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Clinical Director, Welfare Officer Network - SHIELD

The AFP Welfare Officer Network (WON) is a support program where AFP staff and their family members affected by stress of work or personal pressures can get help from a Welfare Officer (WO). The WON provides an empathetic listening ear for AFP staff to talk through any issues they may be experiencing and provide low level mental health support. The WON can help facilitate pathways to professional help with WON WOs trained to provide emotional support and practical assistance to AFP staff when they are affected by stress, work and/or personal pressures.

The Clinical Director, WON, provides clinical guidance, support and oversight for AFP WON WOs and Volunteer Welfare Officers (VWOs) around the country and overseas.

The Clinical Director will be required to assess client matters, assess risk, and provide expert clinical advice and guidance to the WOs and VWOs in the management of their client work. This role is also required to manage and lead a range of corporate support tasks, including briefing up to AFP Executive (as required) following WON involvement in high risk and/or critical incidents.

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

Duties

Requirements of this role include, but are not limited to:

- Managing, leading and continually developing the WON capability to deliver an effective first line support service to the AFP and its families, both on and off shore
- Assessing risk to individual clients and referring to other relevant internal or external mental health practitioners (as required)
- Providing clinical expertise and advice to all WOs and VWOs on an ongoing basis
- Coordinating the delivery of support services during, and following, a critical/traumatic incident
- Briefing senior executive and providing health risk advice to executive to assist them in making time critical decisions
- Ensuring the WOs or VWOs are appropriately supported and the correct referral pathways are adhered to
- Assess feedback on WON services to drive necessary transition or improvement to meet the changing needs of the workforce

- Formulating, facilitating, delivering and evaluating, the Induction Training program for new WOs and VWOs
- Responsible for the ongoing training needs and development of all WO and VWO to ensure they are appropriately equipped to perform the role within the framework of the WON
- Developing and monitoring statistics to ensure best practice and timely delivery of services
- Representing the AFP and its interests at internal and external forums and briefing the AFP Executive as required
- The role provides ongoing expert support and advice to stakeholders and the AFP executive regarding the operation of the WON
- Setting clear team goals and key performance indicators, monitoring progress, reporting on metrics and taking corrective action when required
- Undertaking project and research work to support the delivery of WON services
- Drive the development and implementation of corporate governance, strategies and processes to enhance the delivery of WON services
- Ability to be resilient, flexible and adaptable
- Ability to work collaboratively and build strong stakeholder relationships

Eligibility

- Applicants must be an Australian citizen
- Ability to obtain a NV1 security clearance
- Current registration as a mental health practitioner (social worker, psychologist, registered mental health nurse) with a minimum of five years post-qualification experience
- Experience managing multidisciplinary teams
- Clinical supervision experience
- Excellent communication skills
- Availability to be on-call after hours
- Ability to maintain currency in subject matter expertise through ongoing professional development in line with professional body registration requirements

Notes

This role is an AFP Band 8 and is located in Canberra, ACT.

About the Australian Federal Police

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

To Apply

Position Contact	SHIELD Program, SHIELDProgram@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10120/

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Attorney-General's

Vacancy VN-0708405

Australian Financial Security Authority

Closing Date: Sunday 24 July 2022

Strategy and Planning
Strategic Analytics

Job Title	Principal Economist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Hobart TAS
Salary	\$104,508 - \$123,023
Classification	Executive Level 1
Position Number	31047
Agency Website	https://www.afsa.gov.au/

Job Description

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

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests

- Lead the economics offering at AFSA
- Achieve effective outcomes for the Australian community
- Working from home arrangements available

The Principal Economist role is in the Strategy Analytics section within the Strategy and Planning Division. The Strategy and Planning Division is responsible for shaping the agency's strategic agenda and positioning AFSA as an agency striving to be a world class service provider and firm and fair regulator. The Principal Economist will lead the economics offering and support the Strategic Analytics section with its commitment to delivering high quality and trusted insights.

Duties

About the role:

The Principal Economist leads the economics offering in the Research and Data Science team within the Strategic Analytics section. You will shape, lead and undertake economic analyses to inform decision-makers at AFSA and key stakeholders across government.

As a Principal Economist, you will analyse financial and economic data that relates to the personal insolvency and personal property securities programs, and communicate insights to stakeholders. Other aspects of the role include:

- Developing decision support strategies to monitor policy and regulatory initiatives, and identify risks and measure outcomes.
- Providing economic advice to stakeholders and supporting the strategic direction of the agency, including leading economic research and data science activities.
- Leading stakeholder engagements and consultations on strategic issues to identify solutions and make recommendations that account for relevant economic factors.
- Advocating and implementing a strong vision for economics and research initiatives, as well as mentoring staff.

About you:

To be successful in this role, you will have:

- A strong capability to lead economic projects, analyses and initiatives
- The ability to interrogate economic and financial datasets
- Excellent written and verbal communication skills
- Experience working in economics, financial services, data analytics or research roles
- An interest in macroeconomics and exposure to microeconomic analyses
- Tertiary qualifications in economics, econometrics or other relevant discipline

Why AFSA?

You will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, and flexibility to balance work and personal life.

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, peoples from culturally diverse backgrounds and people with disabilities. **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 Vetting** level 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.

Notes

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume
- A **two-page pitch** stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Strategy and Planning Division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to:

<https://www.equifax.com.au/privacy>

*This recruitment process is being used to fill a current **ongoing** position in either our Adelaide, Brisbane, Canberra, Melbourne, Hobart, Perth or Sydney office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

About the Australian Financial Security Authority

AFSA is an executive agency in the Attorney-General's portfolio. We look after the personal insolvency system in Australia. We also manage Australia's Personal Property Securities Register. These systems protect all Australians, including consumers and businesses. Our work: - helps people make informed financial decisions - keeps Australia's financial systems running smoothly - provides options for people when their debts become too large for them to manage

To Apply

Position Contact	Ignatius McBride, 02 8233 7876
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0708240

Fair Work Commission

Closing Date: Thursday 28 July 2022

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

Job Title	Assistant Advisor, Registered Organisations and Evaluation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$72,318 - \$78,480
Classification	APS Level 4
Position Number	3908
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Assistant Advisor assists the Director and other team members in providing advice, support and assistance to Commission Members, the General Manager, the Delegate, registered organisations, Commission clients and practitioners on matters relating to the Fair Work (Registered Organisations) Act 2009 and right of entry provisions of the Fair Work Act 2009.

Duties

- Support senior management and other team members in providing advice, support and assistance to internal and external clients in relation to registered organisation matters, in particular right of entry and rules.
- Process matters that are lodged with the Commission by registered organisations, particularly matters concerning right of entry, including advising organisations whether legislative requirements have been met.
- Provide advice and assistance to registered organisations in understanding and meeting their regulatory obligations. Assist the team in preparing and providing written materials and other information regarding legislative obligations.
- Assist with research on matters relating to registered organisations and relevant legislation and help to draft findings.
- Provide administrative support to team members as required.
- Draft documents such as briefing notes, memoranda, and correspondence.
- Develop and maintain working relationships with a range of key internal and external stakeholders.
- Use the Commission's record management, filing and reporting systems to maintain records, manage documentation, manage workflow, and collate reports.
- Other duties as directed by senior management.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position.

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

Non-ongoing vacancies may be filled up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

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

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

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

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Linton Duffin, (03) 8656 4746
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0708061

Federal Court of Australia

Closing Date: Thursday 28 July 2022

Federal Circuit and Family Court of Australia (FCFCOA)
Judicial Support

Job Title	Legal Associate
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$66,638 - \$72,352
Classification	APS Level 4
Position Number	Multiple
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties.

Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and
- assists with the general operation of chambers, when required.

Eligibility

Formal Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record and have completed the family law subject.

Selection Criteria

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. 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.
4. Ability to operate computer-based equipment and associated word processing and other software.

5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Kym Hopwood, 07 3052 4184
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0708066

Federal Court of Australia

Closing Date: Thursday 11 August 2022

Corporate Services
Information Technology

Job Title	IT Service Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$74,324 - \$78,808
Classification	APS Level 5
Position Number	5385
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

This position is responsible for providing 1st level IT support to the Federal Court of Australia, Federal Circuit and Family Court of Australia and National Native Title Tribunal's (NNTT) judiciary and staff. The IT Service Desk is the initial point of call for users of IT services provided by the Information Technology section.

Primary responsibility is being the initial point of contact with clients of the Service Desk within a small team, which is part of a larger team delivering support to clients. The majority of work will entail answering of calls to the IT Service Desk and monitoring email and IT Service Portal queries. These interactions are to be logged in the IT Service Management tool (Ivanti Service Manager) where possible queries are to be resolved and where not possible escalated to other support teams.

Clients of the IT Service Desk include Judges, Registrars, Members and Registry staff along with external clients who utilise the Court's eApplications.

Duties

Delivery of quality ICT support services to clients

- Excellent communication skills, written and verbal
- Ability to understand, troubleshoot
- Understand IT policies and procedures
- Provide support via phone, remotely and in-person

Incident\Service Request Management

- Recording of all incidents\service requests\problems in IT Service Management Tool
- Management of individual work queue, as well as assist in team queue management
- Creation of knowledge base articles for use by Judge's & Court staff and within IT
- Technical skills to support clients working in a Microsoft environment on Windows 10 using MS Office 2016 suite.
- User Administration: creation, deletion and modification of individual user accounts, email mailboxes utilising O365 administration
- Deployment of Hardware, SOE and approved software

Teamwork and Leadership

- Ability to work effectively within a geographically dispersed Service Desk within Australia
- Contribute and working with other IT teams to achieve and ICT delivery goals.
- Establish and maintain relationships with each registry, with particular focus to your location
- Ongoing Training/Education and induction of clients and colleagues

Eligibility

1. Minimum of two years' experience in a Service Desk\Help Desk or ICT Support role. Demonstrating the ability to provide support remotely via telephone/email/instant messaging and physically onsite. Experience within a legal environment is desirable.
2. Demonstrated ability working with IT best practice based on ITIL, including the use of an ITIL compliant ITSM tool, Ivanti Service Manager is desirable. An understanding of IT security fundamentals and ensuring processes and policies are adhered to.
3. Proven high level analytical and problem-solving skills, including resolving issues with users working remotely out of the office. The capability to define issues, determine workarounds and the best course of action to address the issue.
4. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team. This includes the ability to perform well under pressure, manage competing priorities, meeting deadlines and contributing to team goals and resources (e.g. documentation creation).
5. Knowledge and ability to support the following technologies:
 - Microsoft Environment (Windows 10, Office 2016, Active Directory)
 - O365 Administration
 - Networking troubleshooting (DNS, proxy)
 - Microsoft Teams
 - Microsoft Always On VPN
 - Citrix end-user and server support
 - Video conferencing facilities (Cisco CUCM & TMS)
 - Hardware deployment and maintenance (laptops, desktops, tablets, smartphone)
 - Printer maintenance
 - Dictation Devices & Applications (Olympus and Dragon Naturally Speaking)

Notes

The IT Service Desk currently operates from 8AM EDT\EST to 5PM WST. Team members are rostered to provide appropriate coverage. Whilst primarily rostered hours will be between 08:00- 18:00 local time. If required to deliver support for project work, rural or interstate travel may be required.

About the Federal Court of Australia

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To Apply

Position Contact	Manny Parekh, 03 8638 6633
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0708161

Federal Court of Australia

Closing Date: Thursday 28 July 2022

Court and Tribunal Services
Registry Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$66,638 - \$72,352
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Court and Tribunal Services Team is a pivotal part of the Court's operational structure with broad responsibility across both general federal and family jurisdictions for enquiries management, filed document management, Deputy Registrar Support in Family Law and providing services directly to the judiciary.

Senior CSOs and CSOs can work across both general federal and family law enquiries, including all related practice areas in general federal law. The Courts and the Tribunal have a wide jurisdiction and Senior CSOs and CSOs must be flexible in their approach to work and be willing to learn and adapt to new procedures. Senior CSOs and CSOs may also fulfil a training, coaching and mentoring role and are responsible for monitoring and assisting staff on a daily basis with enquiries of a more complex nature.

Duties

The responsibilities of the position are to:

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues;
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges;
- assist in the management of complex cases through the case management system;
- work independently within defined rules to apply legislation, guidelines and court processes;
- identify issues and contribute to the resolution of problems;
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution;

- liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases;
- coach employees, identify training needs and provide quality assurance;
- collate, analyse and produce reports as required, and
- assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high volume environment.
2. A demonstrated high level of organisational, analytical and problem solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience) .
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. and quickly acquire a sound working knowledge of court procedures, guidelines and policies.

Notes

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To Apply

Position Contact	Margreet Shehata, 02 8099 8378
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0708169

Federal Court of Australia

Closing Date: Thursday 28 July 2022

Corporate Services
Library and Information Services

Job Title	Information Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$80,274 - \$92,211
Classification	APS Level 6
Position Number	5303
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Information Manager coordinates the FCA's information governance activities, developing and implementing information policies, standards and work practices, and managing the OpenText information management system (IMS).

The role exercises both initiative and judgement in the interpretation of policy and in the application of practices and procedures. The Information Manager provides detailed information and records management technical, professional and policy advice to FCA staff in compliance with government information policies such as the Building Trust in the Public Record Policy (2021-25), and to meet legal obligations. The role promotes information management policy and practices and provides assistance and education to staff to improve the standard of management of FCA's information assets.

The Information Manager is responsible for the management of the OpenText information management system (IMS). The role liaises with IT, IMS users and system suppliers (as required) to manage and maintain IMS data and user security, and coordinate software upgrades and testing. The role is responsible for ensuring Information Management and IMS user documentation and online training is up-to-date and fit-for-purpose.

The Information Manager works collaboratively within the Information Management team, under limited supervision. The role may supervise other information management staff and is expected to build team capability through coaching, feedback and developing the quality of work undertaken by others within the team. Working in a collaborative team environment, the Information Manager will share expertise to support team priorities and deliverables in alignment with the section's goals.

Excellent communication skills (written and verbal) and attention to detail are essential in this role. Experience in managing and implementing information management projects would also aid you in this role. Qualifications in information or records management is essential. Eligibility for RIMPA professional membership is highly desirable. An understanding of Australian Government information management requirements as they relate to the Court is desirable.

Duties

1. Develop and maintain productive working relationships with FCA staff to facilitate, educate, and support information governance and the management of the FCA's digital and physical information assets in accordance with information management policy, standards and legislation.
2. Plan and manage information governance compliance monitoring and reporting activities for the Information Governance Committee.

3. Provide consistent technical information management advice, guidance, training and support to build information management capability and expertise within the FCA and improve the standard of information management.
4. Provide support, guidance, and quality advice to staff in the use of the IMS. Monitor information management practices and provide training in the use of the IMS, as required.
5. Liaise with IT, IMS users and system suppliers (as required) to manage and maintain IMS data and user security, and coordinate software upgrades and testing.
6. Develop and maintain policies, standards, briefs, reports, presentations, training materials and other documents as required.
7. Liaise with the information management third party storage provider, as required ensuring that contract compliance is achieved.
8. Maintain an awareness and knowledge of changing standards and technologies within the information management industry; provide specialist advice on tools and new technologies that support FCA information and data management and achieve outcomes.

Eligibility

Selection Criteria

1. Demonstrated experience in developing, implementing and facilitating information governance frameworks, strategies, policies, procedures, and initiative relevant to a large, geographically diverse Commonwealth agency,
2. Demonstrated experience in managing an enterprise information or records management system, including working with other sections to manage and maintain data and user security and coordinate software upgrades and testing.
3. Demonstrated experience in building and maintaining productive relationships and working collaboratively with stakeholders at all levels.
4. A highly motivated and proactive self-starter, who works effectively both in a small team and independently to achieve good quality and timely business outcomes.
5. The ability to provide timely, compelling and concise advice to a broad range of staff.
6. Highly effective communication skills (written and verbal) with demonstrated capability to develop and deliver high-level training materials, professional activities, and online content.
7. Ability to interpret legislation and policies relevant to information and data management and provide advice on their implications.

Other Requirements

Qualifications in information or records management or equivalent experience is essential. Some travel may be required to interstate locations. **Notes**

About the Federal Court of Australia

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To Apply

Position Contact	Karen Horsfall, 02 6113 9316
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0707731

Department of Defence

Closing Date: Thursday 28 July 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/03370/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BFB2DB12-383A-255C-62DC-C8BAB14A5269>

Duties

The Role

You will lead and manage the SRSPO Supplier Management team in developing and managing commercial arrangements to support the strategies and plans which deliver in-service support for the P-8A Poseidon and MQ-4C Triton aircraft and related systems. The P-8A Poseidon and MQ-4C Triton are sustained through a Cooperative Program arrangement and related Memorandum of Understanding (MOU) agreement with the US Navy and commercial arrangements with Australian Industry for the provision of local in-service support activities. The position requires excellent interpersonal, negotiation, contract management skills and experience in order to ensure all commercial deliverables in these contracts and agreements are achieved, and delivery of services are executed. You will be accountable for guiding supplier engagement remediation solutions, formalising commercial arrangements, contract change proposals (CCPs), ensuring SRSPO meets ITAR compliance obligations, procurement support and performing commercial compliance assurance activities. You will also ensure the provision of timely advice internally, and are a key liaison with the Industry Partners on commercial requirements.

About our Team

Surveillance and Response Systems Program Office (SRSPO) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the P-8A Poseidon and the AP-3C (Electronic Warfare) aircraft systems. SRSPO also acquires and supports common Aeronautical Life Support Equipment (ALSE) used on all air vehicles operated by the RAAF, Navy and Army. In the near future we will also support the

MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system.

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

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

Our Ideal Candidate

To be successful you will need to demonstrate that you have significant contract management experience, achievements in complex commercial settings, and proven commercial acumen. You will also demonstrate that you are highly motivated and organised with the ability to manage resources, high workloads and competing demands. You will have excellent communication and negotiation skills, and demonstrate that you can work effectively and collaboratively with a wide range of stakeholders including with senior leaders to deliver strategic outcomes. You will be experienced in working with multi discipline teams and can effectively maintain constructive cross team communication. As a leader, you will demonstrate highly effective people management skills, including knowledge to lead a high performing and cohesive team and foster their professional development.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a 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	Dale Ward, (08) 7374 0474
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BFB2DB12-383A-255C-62DC-C8BAB14A5269

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Defence

Vacancy VN-0707789

Department of Defence

Closing Date: Thursday 28 July 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/03379/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5514A29E-58DF-4AC1-705E-C8BAEA8124F7>

Duties

The Role

You will join the SRSPo Supplier Management team in developing and managing commercial arrangements to support the strategies and plans which deliver in-service support for the P-8A Poseidon and MQ-4C Triton aircraft and related systems. These aircraft systems are sustained through a Cooperative Program arrangement and related Memorandum of Understanding (MOU) agreement with the US Navy and commercial arrangements with Australian Industry for the provision of local in-service support activities. SRSPo applies a collaborative and partnership based approach in the engagement of overseas Government authorities and local Industry partners and stakeholders to ensure that the contracted requirements are delivered on schedule, within budget and to the required level of agreed performance. The position requires very good interpersonal, negotiation, contract management and contract administration skills and experience.

In this role you can expect to undertake a range of responsibilities which include:

- Assist with procurement planning, tendering and contract formation of key Commercial initiatives;
- Ensure Contractor performance is assessed against agreed measures, reported accurately and in a timely manner;
- Undertake changes to Contracts on an as required basis, including undertaking Survey & Quote and Contract Change Proposal activities;
- With the SRSPo Commercial Manager, assure Capability needs of the Air Force continue to be met by the Contract vehicles that support the P-8A Poseidon and MQ-4C Triton;
- Apply legal principles, legislative and policy compliance obligations and critical commercial risk and performance management requirements related to procurement and Contract management;
- Engage with our stakeholders and respond to complex enquiries and contract management issues, taking the initiative to identify alternative courses of action where necessary;
- Develop and implement Contract Management Plan(s) that assist with ongoing Contract Management aspects and identify areas for opportunity and risk going forward;

- Build and sustain productive relationships with supervisors, staff and team members and actively participate in teamwork and group activities.

About our Team

Surveillance and Response Systems Program Office (SRSPPO) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the P-8A Poseidon and the AP-3C (Electronic Warfare) aircraft systems. SRSPPO also acquires and supports common Aeronautical Life Support Equipment (ALSE) used on all air vehicles operated by the RAAF, Navy and Army. In the near future we will also support the MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system.

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

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

Our Ideal Candidate

You will have sound experience in undertaking performance based contract management and related contract administration activities with the ability to apply this to the management of complex, high value contracts and agreements.

You will have the ability to work constructively and collaboratively within a team, and across teams and with a wide range of stakeholders to achieve commercial objectives.

You will have the skills and personal drive to manage conflicting priorities and ensure business objectives and agreed deadlines are met.

You will be capable of applying complex legal principles, legislation and policy, and using this knowledge to provide valued commercial advice to stakeholders as required.

You will be self-motivated, well organised and be able to manage various tasks simultaneously.

A commitment to professional development and continuous improvement is also essential for this 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>

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Dale Ward, (08) 7374 0474
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5514A29E-58DF-4AC1-705E-C8BAEA8124F7

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Defence

Vacancy VN-0707793

Department of Defence

Closing Date: Thursday 11 August 2022

Joint Capabilities Group
Guided Weapons and Explosive Ordnance Enterprise Task Force

Job Title	Ministerial and Parliamentary Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	JCG/03242/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F94D8DC5-9857-A6FB-57AC-C8BAEB18BF1F>

Duties

The Role

The Ministerial and Parliamentary Officer provides executive support to the Guided Weapons and Explosive Ordnance (GWEO)

Enterprise.

This position is responsible for:

- Monitoring active ministerial and parliamentary tasks across the GWEO Enterprise to ensure time frames are met
- Conducting Quality Assurance of Cabinet Submissions and Ministerial documents received by GWEO Headquarters
- Developing and maintaining guidance documents for the GWEO Enterprise
- Maintaining the GWEO Task Tracker and Forward Work Plan

The position will work as part of the Ministerial, Parliamentary and Communications team, which coordinates administrative support and reporting functions for the GWEO Enterprise team and manages work flow to internal Defence stakeholders and externally to government departments and other agencies.

The team strives to provide a supportive working environment for its staff including encouraging learning and development. Flexible working arrangements can also be considered.

Please note this role is located at Campbell Park.

About our Team

The Ministerial and Parliamentary Officer is located within the Guided Weapons and Explosive Ordnance (GWEO) Enterprise, within the Joint Capabilities Group. GWEO is leading the development of a sovereign industrial capability to improve Defence's supply chain resilience and self-reliance and is overseen by an SES2 First Assistant Secretary.

This position will work as part of the Ministerial, Parliamentary and Communications Team, within GWEO Headquarters. The role will report to the Assistant Director, Ministerial, Parliamentary and Communications and work closely with the Communications and Event Support Officer.

The broader GWEO Headquarters team also comprises of a Business Management team, a Governance, Assurance, Information and Security team and a Coordination team.

In the GWEO Enterprise you will have an opportunity to positively contribute to the Australian Defence Force's long term preparedness.

Our Ideal Candidate

If you are detail oriented with high level organisational abilities and are friendly and reliable - you would absolutely love this fast paced workplace.

Our ideal candidate will:

- Demonstrate a high level of leadership and people management skills
- Possess a high level of written, verbal, negotiation and communication skills and the confidence to engage with stakeholders at all levels and with a range of audiences, internally and externally to Defence, to achieve outcomes
- Demonstrate strong commitment to quality and be able to align quality activities and outcomes to a compliance framework
- Demonstrate strong time management skills and display attention to detail
- Demonstrate the ability to adapt and re-prioritise work to meet deadlines that may change frequently, and work individually and with others within a small dynamic and dedicated team

If you hold the skills and abilities mentioned above, we strongly encourage you to apply. **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	Stephanie Brimson, 02 5109 0718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F94D8DC5-9857-A6FB-57AC-C8BAEB18BF1F

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Defence

Vacancy VN-0707841

Department of Defence

Closing Date: Thursday 28 July 2022

Security and Estate Group
Service Delivery Division

Job Title	Director Service Delivery South Queensland
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	SEG/03823/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C71B4092-8E54-BE27-BA9D-C8BB2447E5FF>

Duties

The Role

This Executive Level 2 position reports to the Assistant Secretary in the Northern & Central Zone (Queensland, South Australia and Northern Territory) within the Service Delivery Division of the Security and Estate Group.

The Director Service Delivery is a key leadership role for Security and Estate Group (SEG), that supports senior leadership by providing high level strategic advice and reporting whilst leading operational teams across multiple geographically dispersed Defence bases in South Queensland.

A key function of the Director Service Delivery roles is to maintain a high level of strategic awareness and being readily contactable, particularly during periods of heightened activity within the state or allocated geographical area of responsibility.

The Director Service Delivery is accountable for service delivery outcomes including customer engagement, integration and collaboration with stakeholders, contractors, Defence groups and services. Focus service areas include base emergency management and security, environment and sustainability, and construction project support.

This position will manage a large number of employees across a number of sites in a highly complex operational environment. The role requires an ability to delivery business outcomes to achieve Defence strategies, and to implement change including cultural reform and business improvement.

Recognising the integral role played by the diverse workforce, the Director Service Delivery is responsible for the ongoing development of the skills, capabilities and competencies of their workforce.

These roles require the ability to translate strategy into operational goals through application of high order leadership, problem solving and engagement skills.

Continual business improvement and reform are core organisational objectives. The successful candidate will lead sustained cultural change in line with the Defence Cultural Strategy with a strong focus on customer service integration, collaboration and process reform.

About our Team

The Director Service Delivery is part of a team of four Directors reporting to the Assistant Secretary Northern & Central Zone (Queensland, South Australia and Northern Territory) within the Service Delivery Division of the Security and Estate Group.

Director Service Delivery positions in the Northern & Central Zone are also located in Townsville, Adelaide and Darwin. Other Zones have Director Service Delivery positions located in Melbourne, Perth and Sydney.

The number of direct reports to the Director Service Delivery varies but could be up to seven Executive Level 1 staff with teams of up to 70 staff in some locations. Team members are assigned on various Defence Bases in the geographic footprint of the respective Director Service Delivery position.

Our Ideal Candidate

We are seeking an experienced leader who is highly motivated, curious and creative, and who has a willingness to learn and grow with Defence.

You will be a strategic thinker, able to skillfully communicate and navigate a highly complex organisation to build relationships and

collaborate with a range of groups and services to find solutions.

You are an effective negotiator with personal presence and demonstrated experience in driving transformational change, working collaboratively with your peers and embracing innovative approaches to achieve outcomes.

You will be able to lead, manage and motivate staff to build high performing teams and organisational capability across a diverse range of functions.

You will have the ability to engender trust and respect, complimented by sound judgement and a focus on delivering results and solving complex problems through strong relationships and partnerships.

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>

About the Department of Defence

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To Apply

Position Contact	Marie Jackson, 07 3329 0021
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C71B4092-8E54-BE27-BA9D-C8BB2447E5FF

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Defence

Vacancy VN-0707853

Department of Defence

Closing Date: Thursday 11 August 2022

Air Force
ADFHQ - Office of Chief Air Force

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	AF/03634/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E4608153-D8A9-046D-BC1A-C8BB256E967E>

Duties

The Role

The primary role of the APS4 Logistics Officer is to provide logistics support to NDT&CT and wider DASA. Key duties associated with the position include:

Supply governance activities for the organisation

Logistics inventory coordination and management

Procurement, management, calibration and disposal of NDT&CT equipment, tools and machinery

Management of the procurement budget

Interpret and comply with logistics legislation, policy and regulatory frameworks.

About our Team

The Non Destructive Testing and Composite Technologies (NDT&CT) section is part of the Defence Aviation Safety Authority. We provide training, engineering support and Centre of Expertise (CoE) advice in Non-Destructive Testing and Aviation Composite Technologies to Defence.

NDT&CT is located at RAAF Base Amberley, which is Air Force's largest base, employing over 5,000 uniformed and civilian personnel. The Logistics department consists of a full-time APS4 Logistics Officer and a part-time Defence Reservist.

Our Ideal Candidate

We are looking for an individual with logistics experience who is resourceful and will be able to understand the needs of our various stakeholders and customers. The right person will be able to work independently and make key decisions on behalf of the organisation to ensure that the team achieves its desired outcomes.

Eligibility

Security Clearance:

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

Notes

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Andrew McKelvie, 0456 711 077
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4608153-D8A9-046D-BC1A-C8BB256E967E

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Defence

Vacancy VN-0707866

Department of Defence

Closing Date: Thursday 28 July 2022

Defence People Group
People Services

Job Title	HR Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/03852/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2A2BDEC9-24BD-1524-A157-C8BB26150545>

Duties

The Role

As a leader in the HR function, you will provide business leadership, synthesis and integration of HR solutions that support business strategy and associated business plans: including achievement of corporate objectives, compliance with legislative and governance requirements and driving best practice for the Australian Government.

As a natural leader and proven HR professional, you will be comfortable challenging and contributing to management of the wider business, sometimes beyond the HR remit, in order to create a high achieving organisation through its people.

In our national team, you will be responsible for supporting employees and managers of APS employees to manage complex HR matters relating to performance, behaviour, health, change and other aspects.

Key activities include:

- Holistic management of complex people cases, integrating HR expertise to get appropriate HR outcomes for employees and manager
- Building manager capability through the development and implementation of people projects, strategies and initiatives to coach and enable managers to make informed decisions
- Partnering and stakeholder engagement, being proactive in growing and maintaining strong connections
- Provision of advice and strategies for individuals and managers experiencing interpersonal conflict and/or unacceptable behaviour to support resolution

About our Team

This role is in the National HR Services Directorate and collectively we rely on each other's knowledge and strengths to achieve results. You will support the Assistant Directors, by ensuring that services are provided across your team's footprint, staff are engaged, productive, trained, and supported and by providing a high standard of customer service.

The HR Services Directorate is a national team, regularly interacting and working together across the multiple domains both locally and across the country to achieve successful outcomes for Defence as one team.

The successful applicant may be responsible for leading a small team, some of who could be remote. You will support the Assistant Director by providing up to-date and relevant information on complex, critical or high profile matters.

Our Ideal Candidate

To be successful in your role as an APS 6 HR Officer, you will have:

- A passion for, and experience in HR and providing HR Services to personnel and managers who are geographically dispersed;
- Be able to manage a challenging workload across a broad HR portfolio with quality and a high attention to details;
- Have outstanding customer service skills and be able to demonstrate they can build relationships with key stakeholders to ensure the delivery of seamless HR services that continues to meet the changing needs of our customers;
- Have 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; and
- Have the ability to deal with HR issues and change in a proactive, positive and dynamic way
- Have excellent communication skills whilst responding to a range of HR related enquiries often of a complex nature, working collaboratively with others, presenting at various forums 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

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To Apply

Position Contact	Renee Creech, 02 5109 5258
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2A2BDEC9-24BD-1524-A157-C8BB26150545

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Defence

Vacancy VN-0707915

Department of Defence

Closing Date: Thursday 11 August 2022

Air Force
Air Command Australia

Job Title	Vehicle Mechanic
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	\$61,630 - \$67,907
Classification	APS Level 3
Position Number	AF/03527/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BAE97429-2826-ADA4-3652-C8BB28480B2E>

Duties

The Role

This APS3 Vehicle Mechanic conducts vehicle maintenance work within an integrated environment to a standard that complies with relevant Defence requirements for management and operation of land materiel. While exercising autonomy regarding their daily schedule, the APS3 Vehicle Mechanic work priorities are set by the Maintenance Control Section to ensure land materiel is available to support the generation of Defence capabilities. Other duties the APS3 Vehicle Mechanic may undertake include specialist, procedural, clerical, administrative support or operational tasks including some basic research and analysis activities to support higher organisational requirements. An APS3 Vehicle Mechanic may be required to provide some limited supervision and support to Defence employees at lower classifications, as well as providing on-the-job training to other team members. APS3 Vehicle Mechanic is expected to enhance their skillsets through professional development opportunities. Flexible work arrangements are available to be discussed to suit the employee as per the DECA (Defence Enterprise Collective Agreement).

About our Team

People enjoy working with the MEOMS team because there is a wide range of experience to draw on, there are a multitude of opportunities to professionally develop and participate in activities that are not readily available to civilians.

The MEOMS team is a combination of several work groups, these are as follows:

Ground Support Equipment, Engineering Support Section, Maintenance Control Section, Transport and Armoury. The Ground Support Equipment work group operate and maintain aircraft ground handling equipment (plant) both fixed and mobile, and maintain special purpose vehicles. The Engineering Support Section perform deeper level maintenance and overhaul of Aircraft Arrestor System platforms, with limited fabrication and machining capability. Maintenance Control Section is the hub of MEOMS, which coordinates the planning and scheduling of maintenance activities and resources. The Transport work group is responsible for overall management of defence vehicles at RAAF Base East Sale. The Armoury work group provides technical maintenance support to RAAF Base East Sale units for small arms weapons.

Our Ideal Candidate

The candidate must possess proven trade qualifications (or equivalent) and work history. They must demonstrate an ability to rapidly gain a functional understanding of Defence regulations for the management of land materiel, with a focus on risk management and compliance assurance. The candidate must be willing to undertake training and travel where required and demonstrate attitudes and behaviour which prove an ability to manage daily tasks and activities independently. Overall our ideal candidate needs to be compliance and safety focussed.

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	Ryan Rosenberger, (03) 5169 8684
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BAE97429-2826-ADA4-3652-C8BB28480B2E

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Defence

Vacancy VN-0707941

Department of Defence

Closing Date: Thursday 28 July 2022

Capability Acquisition and Sustainment Group
Joint Systems Space

Job Title	Materiel Logistics Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CASG/03749/22
Agency Website	

Duties

The Role

Are you looking for a leadership opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for a highly experienced logistics leader to join Space Systems Branch and work on Joint Project 9102.

This multi-billion dollar project will deliver the next generation satellite communications (SATCOM) capability, including Australian owned and operated geostationary communications satellites for the Australian Defence Force (ADF).

The position's accountabilities will include:

- leading the Integrated Logistics Support (ILS) team that comprises of Australian Public Servants, ADF and contracted workforce;
- design and delivery of the Integrated Logistics Support solution;
- delivery of the ILS tender evaluation and source selection outcomes and reports for both Acquisition and Support Contracts;
- providing expert advice on best practice, and outcomes focused, logistic management in highly complex acquisition programs; and
- building and sustaining relationships with key stakeholders at the strategic and operational level.

About our Team

Space Systems Branch has been established to acquire and sustain SATCOM systems, and be a trusted advisor of SATCOM systems for the Australian Defence Organisation. The Joint Project 9102 team comprises professionals from various disciplines including project management, engineering, commercial, and logistics.

This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The project team is operating at a fast pace in order to deliver Australia's first sovereign controlled military SATCOM project with very tight schedule. Hence we are looking for an experienced ILS practitioner to be part of our team to help to achieve our project objective.

The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

You are a highly experienced and capable Integrated Logistics Support specialist seeking to be a part of a national endeavour. You inspire a sense of purpose and direction in your team, build and sustain effective relationships both internally and with external stakeholders, contracted service providers, and Defence industry to deliver Australia's future sovereign SATCOM capability.

Key attributes:

- extensive knowledge of the methodology, systems and procedures within the logistics management function, ideally in large acquisition projects;
- strong business acumen and sound commercial judgement;
- a thorough understanding of Defence's logistics disciplines;
- demonstrated experience managing teams in a complex environment;
- excellent communication and customer engagement skills with ability to negotiate and build relationships with stakeholders; and
- high-level organisational skills, drive and initiative with the ability to influence others to achieve results and business objectives.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr Brett Laughton, 02 5109 6101
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7D76E6B2-8FCD-CDAD-422A-C8BB60EA9099

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Defence

Vacancy VN-0707968

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Executive Support Group
Ministerial & Executive Coordination & Communication

Job Title	Ministerial and Parliamentary Liaison
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DESG/04592/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1FC32798-6F37-E371-4A2F-C8BB62D03DE9>

Duties

The Role

Ministerial, Parliamentary and Cabinet Branch are looking to fill a number of APS6 level vacancies across several teams within the branch. We are looking for enthusiastic, high performers who want to work across a range of ministerial and parliamentary roles, in a branch that operates as the centre of ministerial coordination activities across Defence.

What you need to know:

- We operate in a high tempo, high pressure environment, with competing priorities.
- You will engage and liaise with Defence Executives and Ministerial Offices; your professional advice will be trusted and taken seriously.
- We handle highly sensitive information - confidentiality is critical.
- We are a motivated and professional branch with a diverse range of backgrounds. We welcome people with varied public and private-sector experience.

About our Team

The Ministerial and Parliamentary Branch is made up of four teams:

- Ministerial and Executive Support partners with internal and external customers and stakeholders to deliver effective and timely Ministerial and Executive services, training and support. The team facilitates the successful workflow of ministerial products between the Department and Ministers Office's. The Team also provides training and support to PDMS users across the Department and provides bespoke executive support to the top four executives.
- Parliamentary Business coordinates parliamentary items between the Department and Ministers' Offices. The team engage with Parliamentary committees to coordinate the Department's involvement in inquiries and provides oversight of related items to ensure they meet the quality and timeliness standard the Ministers, Secretary and CDF require. In addition the Parliamentary Business team, supports the Departments' appearance at Senate Estimates by compiling briefs, managing Questions on Notice and supporting witnesses at the hearings.
- Cabinet Liaison Services (CLS) section is the central coordinating team for Defence Cabinet matters. CLS track and report on the Cabinet Forward Work Program; progress Defence Cabinet products through internal clearance processes; facilitate consultation with external

agencies; coordinate the development of briefing material in support of Defence Ministers' attendance at Cabinet and Cabinet Committee meetings; and develop and deliver training on Cabinet processes. CLS supports the decision making process of Government by directly enabling our Ministers, the Secretary and Chief of the Defence Force to develop significant policy and make decisions relating to national security. Working in CLS provides you with privileged insight into decision making directly related to national security and an opportunity to work closely with Ministerial staff, Defence senior leaders and a wide range of areas across Defence to progress Cabinet submissions for decision.

- Strategic Issues Management is responsible for the provision of portfolio-support to the Ministers in the Defence portfolio, and strategic planning and reporting to support provision of advice and the preparation of high-level products across the Ministerial and Parliamentary remit. Strategic Issues Management supports the functional running of the ministerial offices in Parliament House and across Australia.

Our Ideal Candidate

To be successful in these roles, you will thrive in a fast-paced, high pressure environment working environment where no two days are the same. You will enjoy building and maintaining relationships with a range of stakeholders at all levels to achieve positive outcomes, and have well developed verbal and written communication skills and employ sound judgement at all times. You will be accountable for contributing towards ongoing self-improvement and professional development.

What we need from you:

- Excellent attention to detail and sound judgement.
- Excellent written, intrapersonal and verbal communication skills.
- Adaptability, resilience and flexibility in the face of changing and competing priorities.
- Responsiveness with a proactive attitude.
- Ability to think strategically in a sensitive and fast-paced environment.
- A Learning mindset - you are curious, eager to learn and willing to be challenged.
- Ability to build and sustain effective relationships, and work collaboratively and independently as required, with a wide array of internal and external stakeholders.
- Have a good level of computer literacy with the ability to learn how to use multiple Defence systems. PDMS skills are desirable.
- An interest in Government and politics (or a desire to develop one).

What we can offer:

- Genuine investment in your career. Building your leadership and technical skills is a priority for us.
- Intimate understanding of the Department's role in delivering the Government's national security agenda.
- Work with strong, smart, visionary and experienced leaders.
- The benefits of being an ongoing member of a large and complex organisation.

Applicants must be eligible to obtain and maintain a minimum of a Negative Vetting Level 1 security clearance.

You are strongly encouraged to review the Integrated Leadership System on the APSC website for the advertised level prior to submitting an application. **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	Jessica Horsburgh, 0457 998 904
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1FC32798-6F37-E371-4A2F-C8BB62D03DE9

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Defence

Vacancy VN-0707976

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Science and Technology Group
Land Division

Job Title	Food Science Researcher
Job Type	Full-Time, Ongoing
Location	Scottsdale TAS
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/03985/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AE17B89F-7958-AA00-216C-C8BB62DAD497>

Duties

The Role

The Food Science Researcher will work under limited direction to undertake complex scientific activities across a range of food science and technology fields where the work is moderately complex to complex. You will work within a framework of legislation, established principles, practices and procedures in accordance with Defence's mission and business objectives. The role is within the Food and Nutrition Science and Technology Capability (F&N STC) located in Scottsdale, Tasmania, part of the Human Systems Performance Major Science & Technology Capability of Human and Decision Sciences Division, Defence Science and Technology Group.

The position will contribute to the F&N STC's research program through the application of food science and technology knowledge and techniques to a range of activities that is expected to vary over time. At times, the role may require significant 'hands-on' effort at the laboratory bench and in the food research pilot plant, including preparation, experiment execution and clean-up activities. At times, the role may involve significant desk-based effort to review the literature, analyse data and write reports, and to perform other computer-based tasks. The role also includes experimentation and data collection in military environments, for example during field training exercises.

In particular, the Food Science Researcher will be expected to:

- Contribute to the generation and application of new knowledge on food processing technologies, including microwave assisted thermal sterilisation, for industry application in future Defence-specific shelf-stable feeding solutions;
- Maintain professional scientific standards and currency in food science capabilities, including food safety, nutrient stability and fortification, advances in food ingredients, processing and packaging technologies, where the focus is on extending the life of shelf-stable foods;
- Understand, select and conduct specialised analytical testing on food and packaging solutions in order to demonstrate and validate their ability to provide optimal solutions to identified problems;
- Participate in collaborative research with local, national and international partners;
- Communicate research activities and findings to the Defence, academia and industry stakeholders and the broader scientific community through briefings, formal reports, journal publications and conference presentations.

About our Team

The F&N STC consists of a multidisciplinary team of scientists engaged in providing Defence with food and nutrition-related science and technology advice and R&D focused on ensuring that the nutritional status of Australian Defence Force (ADF) personnel is optimal for the achievement of their military missions across a range of challenging training and operational environments.

The work program involves a broad range of food and nutrition science activities, including food processing, food safety systems, new product development, specification writing, food chemistry, microbiology, packaging, supply chain/logistics, sensory and consumer science, nutrition and dietetics.

Our Ideal Candidate

Our ideal candidate will have demonstrated an ability to work productively in this field of applied research. You will have relevant technical knowledge and/or experience in one or more food science capabilities, which may include food formulation, processing (e.g. retorting) and packaging, food safety, shelf life extension (of shelf-stable foods), nutrient stabilisation and fortification, test and evaluation of food safety and quality and sensory and consumer science.

You will exercise initiative and judgement to evaluate different techniques and applications. You will have the ability to clearly communicate technical information to your peers as well as to stakeholders who may not have a science background. Both verbal and written communication skills are important in this position. You will contribute towards ongoing self-improvement and professional development. You will be willing to share technical knowledge and provide support to other team members. You will be capable of reviewing and developing the quality of work undertaken by others within a work group.

You will be a proactive and highly motivated person who is willing and able to build and sustain positive relationships, who works effectively both as an individual and as a team member and is confident in investigating and addressing issues impacting achievement of outcomes. You will have a demonstrated flexibility to adjust to changing circumstances and to support a productive work environment. You may be required to exercise the associated people and financial responsibilities to achieve business outcomes.

Our ideal candidate will be suited to working on a relatively small Defence site located in a small rural community. **Eligibility**

Security Clearance

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

Notes

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About the Department of Defence

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To Apply

Position Contact	Tracey McLaughlin, (03) 6352 5106
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE17B89F-7958-AA00-216C-C8BB62DAD497

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Defence

Vacancy VN-0707981

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Executive Support Group
Ministerial & Executive Coordination & Communication

Job Title	Assistant Director Ministerial and Parliamentary
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DESG/04593/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DD18721B-CA85-D4DB-46B4-C8BB635D78C2>

Duties

The Role

Within Ministerial, Parliamentary and Cabinet Branch an EL1 Assistant Director will exercise a considerable degree of independence and perform a subject matter expert role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the stakeholder management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Assistant Director may be a team coach or lead an administrative team and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An EL1 Assistant Director will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders_ expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area. Please

note, a merit pool will be established to fill future vacancies within the Branch.

About our Team

The Ministerial and Parliamentary Branch is made up of four teams:

- Ministerial and Executive Support partners with internal and external customers and stakeholders to deliver effective and timely Ministerial and Executive services, training and support. The team facilitates the successful workflow of ministerial products between the Department and Ministers Office's. The Team also provides training and support to PDMS users across the Department and provides bespoke executive support to the top four executives.
- Parliamentary Business coordinates parliamentary items between the Department and Ministers' Offices. The team engage with Parliamentary committees to coordinate the Department's involvement in inquiries and provides oversight of related items to ensure they meet the quality and timeliness standard the Ministers, Secretary and CDF require. In addition the Parliamentary Business team, supports the Departments' appearance at Senate Estimates by compiling briefs, managing Questions on Notice and supporting witnesses at the hearings.
- Cabinet Liaison Services (CLS) section is the central coordinating team for Defence Cabinet matters. CLS track and report on the Cabinet Forward Work Program; progress Defence Cabinet products through internal clearance processes; facilitate consultation with external agencies; coordinate the development of briefing material in support of Defence Ministers' attendance at Cabinet and Cabinet Committee meetings; and develop and deliver training on Cabinet processes. CLS supports the decision making process of Government by directly enabling our Ministers, the Secretary and Chief of the Defence Force to develop significant policy and make decisions relating to national security. Working in CLS provides you with privileged insight into decision making directly related to national security and an opportunity to work closely with Ministerial staff, Defence senior leaders and a wide range of areas across Defence to progress Cabinet submissions for decision.
- Strategic Issues Management is responsible for the provision of portfolio-support to the Ministers in the Defence portfolio, and strategic planning and reporting to support provision of advice and the preparation of high-level products across the Ministerial and Parliamentary remit. Strategic Issues Management supports the functional running of the ministerial offices in Parliament House and across Australia.

Our Ideal Candidate

What you need to know:

- We operate in a high tempo, high pressured environment, with competing priorities.
- This is a high profile area – you will have access to Executives across Defence; your professional advice will be trusted and taken seriously.
- Our environment is privy to highly sensitive information – confidentiality is critical.
- We are looking for candidates who have strong leadership qualities.
- We are looking for a positive and capable leader.
- We are a motivated and professional team with a wide variety backgrounds. We welcome people with private-sector experience.

Applicants must be eligible to obtain and maintain a minimum of a Negative Vetting Level 1 security clearance.

You are strongly encouraged to review the Integrated Leadership System on the APSC website for the advertised level prior to submitting an application. **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	Jessica Horsburgh, 0457 998 904
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD18721B-CA85-D4DB-46B4-C8BB635D78C2

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Defence

Vacancy VN-0707982

Department of Defence

Closing Date: Thursday 04 August 2022

NAVY
Navy Engineering

Job Title	Performance Reporting and Strategic Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/02539/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C377382D-3B54-45E0-D2BB-C8BB6355C06C>

Duties

The Role

The role requires the occupant to undertake the following responsibilities:

- Accountable for supporting the business intelligence Manager by drafting advice on related policy as well as assisting in the undertaking of problem solving and issues management for stakeholders.
- Assists in the review of briefing material, correspondence and reports on relevant naval policy, governance, or legislative matters and initiatives.
- Supporting the Business Intelligence Manager in the identification of complex naval business and associated frameworks issues and recommend courses of action.
- Assist in the variety of structured and unstructured data gathered during surveillance activities in order to identify trends and take proactive action.
- Assist in generating and maintaining systems that measure quality performance against established navy policy and standards.
- Assist building and sustaining strong interactive relationships, liaise with a range of stakeholders to deliver business intelligence objectives.

The role is located at Campbell Park offices.

About our Team

The Navy Engineering Branch Business team is part of the Directorate of Professional Engineering and Governance (DPEG), which supports the Navy's Director General of Engineering and NEB. Our organisation has been designed to be flexible and agile in responding to any changes in requirements and/or technologies.

As an APS Defence employee you will enjoy rewarding work, collaborating with great people, and have opportunities to expand your career horizons. We also professional development opportunities and a flexible workplace environment.

Our Ideal Candidate

The ideal candidate will need to be; self-motivated and able to work independently with the opportunity for reasonable autonomy and accountability for the achievement of the following outcomes of their work:

- Possess a working knowledge of the business analysis function and be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.
- Be 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.
- Be able 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.
- Be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

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	Sashi Krishandutt, 02 6132 7066
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C377382D-3B54-45E0-D2BB-C8BB6355C06C

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Defence

Vacancy VN-0708012

Department of Defence

Closing Date: Thursday 28 July 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Product Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/01884/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=60DB44AD-6999-BBC2-825E-C8BB9AC6AA91>

Duties

The Role

Do you want to make a difference in the future of how Capability Acquisition & Sustainment Group (CASG) equip & supply the Australian Defence Force (ADF)?

Would you like a logistics role supporting the Australian Government's lead agency responsible to safeguard Australia and its national interests, with endless opportunities for continual development?

If you are craving for more opportunities, more growth, more challenge, then look no further!

The Maritime Cross-Platform Systems Program Office (MCPSPO) team, based in Sydney CBD, is seeking a professional, self-motivated individual to join our Sustainment Team and fulfill the role of APS 5 Product Officer within the Materiel Logistics Function.

An APS 5 Product Officer is accountable under limited direction to:

- Perform and achieve material logistics inventory and asset management work within an integrated workforce;
- Have, or the ability to quickly develop, a good understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements;
- Organise your workflow, make independent decisions relating to your area of responsibility and seek guidance when required;
- Undertake specialist research and analysis, conduct reviews and assessments and perform procedural and clerical support work to achieve results;
- Regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, APS and ADF members to identify, respond and provide advice on issues to achieve work unit and Defence outcomes;
- Provide support that is informed and directed by your knowledge of the Materiel Logistics function.

You will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. You may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage

workflows and performance.

You may review and develop the quality of work undertaken by others and identify opportunities for on-the-job training within a work unit.

About our Team

The MCPSPO within Maritime Systems Division, is the lead agency for delivery of cross-Class sustainment services and advice across the maritime environment. MCPSPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore.

Our operating environment is complex and challenging, and requires exceptional contract and relationship management and complex contract development skills.

MCPSPO is comprised of three functions, including Commercial, Sustainment and Engineering cells. The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy.

You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

We are looking for a team focused individual who is able to analyse supply chain data and resolve problems using expertise, and recommend alternative courses of actions.

To be successful in this role you will:

- Be a results oriented self-starter, have good judgement and the ability to work autonomously where required
- Be able to communicate clearly and concisely, both orally and in writing;
- Take responsibility and use initiative to achieve set goals;
- Have inventory management experience
- Have product knowledge or the ability to quickly learn
- Have good analytical skills with a high level of computer literacy;
- Be able to identify potential problems and find suitable solutions for each situation;
- Manage priorities and needs of the customers to meet and exceed their expectations;
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.

We are looking forward to reading your application and how your experience and skillset can make a positive impact to our organization. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kelly Qi, 02 8440 4731
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=60DB44AD-6999-BBC2-825E-C8BB9AC6AA91

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Defence

Vacancy VN-0708047

Department of Defence

Closing Date: Thursday 28 July 2022

Joint Capabilities Group
ADFHQ-Office Chief Joint Capabilities

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$76,611 - \$95,873
Classification	APS Level 5; APS Level 6
Position Number	JCG/04281/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=558EE8AA-357B-D0DC-BA4B-C8BB9D471640>

Duties

The Role

We are seeking an enthusiastic, professional and highly motivated Executive Assistant (EA) to work as part of the Joint Capabilities Group (JCG) Headquarters. The successful EA will work under limited direction in a fast paced and busy environment. The EA will manage the Chief of Joint Capabilities calendar, correspondence and workflow, contribute to the overall effective operation of the office and contribute to leadership within the JCG Headquarters.

About our Team

Joint Capabilities Group is the enabling support for the services and consists of the following Commands, Divisions and Elements (CD&E) - Joint Capabilities Group Head Quarters (JCGHQ), Information Warfare Division, Joint Logistics Command, Joint Health Command, Guided Weapons Explosive Ordnance Enterprise, Australian Civil Military Centre, Joint Support Service Division and Australian Defence College.

JCGHQ provides high level support to the three star Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. JCGHQ works closely with the CD&E within JCG and also the other Groups within Defence to contribute to JCG and Defence wide outcomes.

The broader Headquarters team currently comprises of the Workforce and Culture team, the Ministerial team, the Governance team and also has Media and Communications.

Our Ideal Candidate

JCG are seeking candidates that align to Our Values - Service, Courage, Respect, Integrity and Excellence.

The successful candidate will be:

- Accountable for the delivery of executive support including 'front of office' functions, managing the appointment diary and meeting arrangements for the Deputy Chief of the Joint Capabilities Group.
- Advise, arrange, coordinate and reconcile all aspects of domestic and international travel.
- Liaise with stake holders and visitors building good working relationships and providing a point of contact for assistance and general enquiries.
- Take the initiative to progress work to meet business objectives.
- Maintain records management systems in line with Defence policies and procedures
- As the APS6 EA to the CJC you will also be required to lead a team and be accountable to set work priorities and manage workflows.

Eligibility

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

Notes

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To Apply

Position Contact	LTCOL James Smith, 02 6575 7219
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=558EE8AA-357B-D0DC-BA4B-C8BB9D471640

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Defence

Vacancy VN-0708091

Department of Defence

Closing Date: Thursday 28 July 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Configuration Manager
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04442/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E4563C63-75EE-5579-AB8E-C8BBD60A2826>

Duties

The Role

As a Configuration Manager (CM) you will;

- Provide administrative management to a team of Configuration Managers
- Have an understanding of engineering systems and processes
- Demonstrate good configuration principles in accordance with SAE 649-C
- Provide subject matter expert advice on Configuration Management to branch members of both technical and non-technical backgrounds
- Provide tracking compliance to policies and procedures and resolving or escalating any compliance issues
- Facilitating CM audits
- Mentoring the organization of CM services, concepts, policies, and procedures

- Chairing the configuration control board (CCB) and enacting changes as directed
- Work well independently or as part of a team
- Demonstrate an understanding of explosive munitions and design characteristics

About our Team

Working for the Directorate of Engineering (DENG) within Explosive Materiel Branch (EMB) the Configuration Management Team (CM Team) CM Team acts as the conduit for DENG to assure, and assist in ensuring, the safety and reliability of EMB explosive materiel to support the war fighter.

As a member of the Configuration Management Team (CM Team) you will work on a multi-billion dollar portfolio spanning all three Defence Services, Army, Navy and Air Force and your work will support all domains of operations. In addition to Australian Public Servants and Defence contractors you will work closely alongside with Army Navy and Air Force personnel to provide a military capability for Australia and its interest.

You will use your knowledge and experience to provide configuration management guidance to Defence Weapons Engineers and Logisticians alike, and your pragmatic approach will ensure that you and drive the intent of the DENG while complying to core configuration management principals in alignment with the SAE 649C.

Your attention to detail will be paramount as you align configuration data from many countries, in various formats, for vastly different weapons systems. You will manage and monitor the configuration of the inventory with the assistance of Product Lifecycle Management (PLM) tools and Microsoft Office suite.

DENG CM team members are encouraged and supported to grow and develop a unique and varied career through by tailored professional pathways.

Our Ideal Candidate

The ideal applicant would have;

- Management Experience
- Configuration Management Experience
- An understanding of Engineering Systems
- An Engineering or technical background
- Understanding of conventional munitions and their design characteristics
- Intermediate to advance MS Office skills
- Display above average Emerald and Objective skills
- Read and Interpret Engineering and technical documentation
- Have a high level of communication and be able to present to groups of 30 or more
- Demonstrate best practices with record keeping

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have:

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

Notes

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To Apply

Position Contact	Matthew Allwood, 0427 515 070
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4563C63-75EE-5579-AB8E-C8BBD60A2826

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Defence

Vacancy VN-0708095

Department of Defence

Closing Date: Thursday 11 August 2022

Joint Capabilities Group
Joint Logistics Command

Job Title	Communications Technician
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	\$61,630 - \$76,215
Classification	
Position Number	JCG/03136/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DD434E62-73BD-EC8B-BB4C-C8BBD6983114>

Duties

The Role

As an NMF Technician you will provide maintenance support for various secure communications equipment and ancillaries on behalf of our clients. This may include software upgrades, fault finding, maintenance/repair and compliance testing.

As a member of the NMF you will have access to flexible working hours and will receive comprehensive and on-going training that will ensure you master the technical skills required for the job.

About our Team

Located within Joint Logistics Unit EAST in Moorebank NSW, Communications Security Platoon - National Maintenance Facility (NMF) performs a critical role as a key component to Defence and the Whole of Australian Government on a wide range of secure communications equipment which is at the forefront of communications technology. You will be accountable under routine direction to perform and achieve straightforward technical work within an integrated workforce and be accountable to understand and comply with relevant legislative frameworks, government decision making and Defences Mission and policy requirements.

Our Ideal Candidate

Our ideal candidate will be highly motivated and have well developed technical and time management skills. You must be able to work as part of a team and be accountable to meet set work priorities and manage your tasked workflow.

Eligibility

Mandatory Qualifications:

Applicants must have an Australian Qualifications Framework (AQF) Certificate III trade certificate of proficiency from a Registered Training Organisation (RTO) relevant to the role or an Australian Defence Force issued Technical Trade Certificate in a relevant discipline.

Security:

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	Andrew Tendler, 02 8108 7010
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD434E62-73BD-EC8B-BB4C-C8BBD6983114

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Defence

Vacancy VN-0708104

Department of Defence

Closing Date: Thursday 11 August 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Director Project Management Unit
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CASG/04351/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A73AC489-FBEC-566C-F6D1-C8BBD7D8CDA3>

Duties

The Role

Air Combat & Electronic Attack System Program Office (ACEASPO) has a rare opportunity for an EL2 Director to lead the Project

Management Unit to deliver new capability acquisitions and upgrades for the Super Hornet and Growler aircraft fleet that provide the cornerstone of the Air Combat and Electronic Attack (ACEA) capabilities for Defence.

- As the Project Director, and a valued member of the ACEASPO Executive and Air Domain Senior Leadership Group, you will be expected to:
- Lead a high performance team to progress ACEA capability.
- Be accountable for project and capability upgrade performance and governance.
- Shape cultures and behaviours.
- Be accountable for development and management of a multi-million dollar annual budget.
- Forge and maintain strong relationships within CASG, broader Defence, Defence Industry and International partners, including the US Navy.

About our Team

The primary function of Project Management Unit is to acquire and deliver capability upgrades for the Super Hornet and Growler aircraft fleet. This team supports the ACEA stakeholder group by employing project-focussed professionals who are agile thinkers and problem solvers with a strategic capability focus.

The team is encouraged to practice risk-based decision making to deliver capability outcomes that are critical for the Australian Defence Force.

The integrated work team comprises ADF, APS and contracted staff. Staff are primarily located at RAAF Base Amberley and a small footprint located in the USA.

The Unit is divided into four streams:

- Major Acquisition Projects
- Spiral Upgrade Governance
- Project Governance and Controls
- Future Capability Programs

Our Ideal Candidate

The Director Project Management Unit will have exceptional leadership skills, a flexible and agile mindset, and passionate about delivering new capability to support the modern warfighter. They will value project management disciplines, ensuring that cost, schedule and capability outcomes are achieved in a complex and dynamic environment.

They will have an excellent and broad understanding of current and future geopolitical and technological world environment, from which they can formulate an ACEASPO strategic approach.

They will accept and demonstrate their accountabilities, ensuring that all staff have the skills, knowledge, and tools required to successfully undertake their duties.

They will embrace the “One Team” mentality for leadership within ACEASPO, and represent their executive peers as a member of the Air Domain Senior Leadership Group. **Eligibility**

Security:

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>

About the Department of Defence

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To Apply

Position Contact	Group Captain Amool Prasad, 07 5322 2544
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A73AC489-FBEC-566C-F6D1-C8BBD7D8CDA3

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Defence

Vacancy VN-0708108

Department of Defence

Closing Date: Thursday 04 August 2022

Joint Capabilities Group
Joint Logistics Command

Job Title	Deputy Director Strategic Lift
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	JCG/03376/22
Agency Website	

Duties

The Role

Are you looking to stretch yourself, can you apply your skills in the Defence Logistics environment, do you enjoy working with a diverse range of people, and are you interested in joining a great workplace in a challenging and rewarding role. The Directorate of Defence Logistics Network Optimisation is seeking an enthusiastic and highly motivated individual who thrives in a team environment, who presents new ways of thinking and who are change agents that can communicate with influence and solve problems.

As the Deputy Director Strategic Lift, you will work with considerable independence, manage concurrent tasking, be forward leaning in terms of your approach and outcomes all while working with an integrated workforce.

You will be responsible for influencing and developing strategies, priorities and operational practices to meet changing needs of the Defence logistics network. Examples of the current strategic lift arrangements include (but not limited to) the following sectors; Road Transport, Rail Freight, Sea Freight and Air Charter Services.

Some of the key responsibilities of the roles include:

- Identify new strategic relationships with Industry and/or enhance those existing relationships to optimise and promote the logistics physical network.
- Assist with industry engagement activities from a commercial perspective.
- Manage key internal stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop improvements to existing arrangements to achieve optimal outcomes.
- Understanding of Commonwealth procurement provisions and contemporary contract management practices.
- The provision of advice on relevant commercial practices within the transport industry.
- Drives performance and outcomes through the use of Industry and other Government partners.

About our Team

The Directorate of Defence Logistics Network Optimisation is a reshaped team within Strategic Logistics Branch that reports to Joint Logistics Command (JLC). At its core, the Team is responsible for defining and optimising the Defence Logistics Network through engagement with Defence, Industry and other Government partners. It also manages the Network to meet changing needs of the Defence enterprise by the introduction of business intelligence and data-driven insights.

The Branch is overseen by the Deputy Commander Joint Logistics whose primary accountability is to lead and shape a future-focused logistics enterprise ready to support the ADF of the future (5-10 year horizon). The Branch has responsibilities across the Defence Logistics enterprise to engage in the Capability Lifecycle, develop strategy, concepts and training, as well as support international partnerships to achieve logistics access and interoperability outcomes.

Our Ideal Candidate

To be successful in this role you should have the following capabilities:

- The ability to organise and manage multiple tasks simultaneously;
- Proven analytical skills, in that you can ask the right question(s) with an ill-defined problem and unstructured material, and then collaborate to resolve it;
- The ability to work independently and as a part of a multi-disciplinary team with internal and external stakeholders and customers;
- High quality communication skills, which enable you to produce professional, considered written material and persuasive verbal presentations;

- Exemplary personal drive and integrity by committing to action, displaying resilience, showing personal courage and engaging with risk in a dynamic environment; and
- Have (or are seeking to develop) an interest in understanding Defence's engagement with the commercial transport industry.

Eligibility

Security:

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	Sally Graham, 02 5130 3464
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E28D1BF-A94B-7A4F-6578-C8BBD8B5D682

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Defence

Vacancy VN-0708113

Department of Defence

Closing Date: Thursday 28 July 2022

NAVY
Fleet Command

Job Title	Workplace Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/04297/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A8062C83-6F7E-0D88-6626-C8BBD9871C93>

Duties

The Role

The Workplace Health and Safety Officer is known within Navy as the Operational Risk Officer (ORO) and is responsible for the day to day management of inputs to the Navy Safety Management System for the particular Class of Ship. In this case the class of ship is the Anzac Class Frigate. You will be responsible for monitoring and responding to all Safety Incident and Hazard reports from the ships that make up Frigate Group; for coordinating and providing the secretarial support to Safety Committees and Safety Boards, and for providing advice and support to ship's safety personnel and to the Manager of the Frigate Group.

Other duties can include planning and managing the monthly Anzac Class Safety meetings, generating the meeting Minutes and distribution to stakeholders, conducting safety assessments and assisting with the development of remediation plans and corrective action, providing advice on specialist safety reports and audits and liaising with internal and external safety and support agencies.

About our Team

Navy Frigate Group (FRGGRP) provides a working environment that offers you a diverse range of work in a highly technical and safety conscious environment. You will be supported by a close knit team and be encouraged to be innovative and adaptive to changing priorities and events.

You will be provided with the training and support necessary to allow you to succeed in this vitally important area of Navy function and operation.

Our Ideal Candidate

As the ideal candidate, you will have had prior experience working in a safety advisory and coordinator role and have a technical background that suits you to adapt to the sophisticated platforms comprising Frigate Group. You will have the ability to deliver and write concise, intelligent, logical Briefs and your self-starting and innovative approach to how best to ensure the maintenance of the highest workplace safety standards, will be well recognised and regarded. You will identify how best to add value to the capability support team for the Anzac Frigate Group and what means exist to achieve cost efficiencies through best practice.

Eligibility

Security:

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

Mandatory Qualifications:

Certificate IV in WHS

Notes

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

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To Apply

Position Contact	Mr Mark Mason, 0418 880 992
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8062C83-6F7E-0D88-6626-C8BBD9871C93

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Defence

Vacancy VN-0708116

Department of Defence

Closing Date: Thursday 21 July 2022

Defence Executive Support Group
Military Justice

Job Title	Senior Trial Administrator
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DESG/03760/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4D476FF8-3F71-8C7A-8392-C8BBDA052732>

Duties

The Role

The role supports the Registry of Military Justice to conduct superior service tribunal proceedings as a function of the Office of the Judge Advocate General under the Defence Force Discipline Act 1982 (Cth). The work entails trial administration, information management and legal support as well as the supervision of junior trial administrators. The duties of the APS6 Senior Trial Administrator include:

- Supervision and training of Trial Administrators,
- Advice and support to OJAG leadership on administrative and logistical matters affecting the conduct of trials,
- Preparation of forms, correspondence and court support administration for courts martial and DFM proceedings in a timely and professional manner,
- Organisation and coordination of suitable venues and court support administration, through the relevant command legal staff where required, for proceedings either overseas or in Australia,
- Maintaining databases for daily operation and contribution to reporting and timeliness requirements,
- Management of OJAG website, and
- Booking travel and accommodation.

About our Team

The Office of the Judge Advocate General is a small team of APS and ADF members working collaboratively to support the functions of the JAG. The APS6 Senior Trial Administrator works within the Registry of Military Justice which is responsible for supporting fifty plus ad hoc superior service tribunal proceedings per year as well as a range of other deliverables.

Our Ideal Candidate

We are looking for an individual who is highly organised with exceptional workflow management and contingency-planning skills as well as demonstrated team leadership. The position requires agility and forethought and the ability to work collaboratively in order to deliver pragmatic outcomes. Our ideal candidate is solution-focussed and demonstrates sound judgment under pressure. **Eligibility**

Security:

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

Notes

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

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To Apply

Position Contact	Caroline Coombs, 02 5131 6411
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D476FF8-3F71-8C7A-8392-C8BBDA052732

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Defence

Vacancy VN-0708121

Department of Defence

Closing Date: Thursday 28 July 2022

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Kapooka NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/04352/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=48D83EF5-99C1-618E-9475-C8BC12100E01>

Duties

The Role

As a Base Support Officer you will engage with stakeholders, customers and contractors to ensure the efficient delivery of essential services across the Base Support Area. You will have a sound understanding of departmental business and deliverables, exercise initiative and judgement in the interpretation and application of policy and work collaboratively with Defence enablers to resolve service delivery issues.

You will be required to represent the department at various forums with professionalism and confidence, and recommend solutions and management strategies to whole-of-base operational issues. You will participate in the design and development of plans, and the execution of base activities relating to WHS, security, emergency and base management.

Key strengths include:

- Customer focused - to hear the voice of the customer and drive/influence improvements in service delivery,
- Highly developed communication and interpersonal skills, able to collaborate with stakeholders, and
- Ability to 'think on your feet', consider options and initiate appropriate action.

About our Team

The Base Management Team monitors and responds to base service delivery issues, to ensure currency and consistency with service delivery requirements, whilst actively identifying opportunities to implement improvements to service delivery to the future.

The team works collaboratively with internal and external stakeholders to enhance the customer experience and to assure prescribed product and services standards are met within agreed time frames.

Within the team, members build and sustain effective working relationships with team members and actively participate in meetings, work and group activities.

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

The team also assess risks and provide guidance in relation to risk management strategies and develops, rehearses and maintains whole of base plans and instructions to achieve business objectives.

Our Ideal Candidate

The ideal candidate for this role will possess:

- Resilience, personal drive and a focus on enabling others in support of Defence capability,
- An ability to manage competing priorities and meet deadlines,
- An ability to working autonomously, and as part of a team,
- A flexible approach while maintaining attention to detail within a dynamic environment,
- An outcomes focus,
- Sound communication and negotiation skills, both written and verbal,
- Willingness to learn and be challenged,
- An ability to adapt to change in a positive and flexible manner,
- Initiative and sound judgement in the interpretation and application of policy, and
- Have a genuine interest and demonstrated ability in providing excellent customer service. If you are looking for a position where you will engage with various stakeholder, in an indoor/outdoor context, and enjoy working in a role where no two days are the same, then we recommend you engage with the Contact Officer and discuss further.

Eligibility

Security:

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

Notes

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

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To Apply

Position Contact	Base Support Officer, 0407 895 325
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=48D83EF5-99C1-618E-9475-C8BC12100E01

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Defence

Vacancy VN-0708125

Department of Defence

Closing Date: Thursday 28 July 2022

Australian Defence Force Head Quarters
Vice Chief Defence Force Executive

Job Title	Executive Assistant to Head Force Design
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	ADFHQ/04198/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6D9BB98D-428F-252E-E192-C8BC12A9CBED>

Duties

The Role

As the Executive Assistant (EA) to Head Force Design (HFD), you will provide a high level of professional administrative support to HFD to ensure the required engagements, committees, meetings, presentations and representational duties are prepared for and met.

The position will liaise with internal and external stakeholders including Senior Defence Members and Senior Civilian Executives. The EA ensures HFD is prepared and informed on relevant matters in a timely manner.

This includes researching, preparing and ensuring responses to telephone calls and correspondence are responded to within specified timeframes and proactively managing HFD's diary. In providing this support the position possesses a high degree of written and verbal communication, initiative, discretion and confidentiality.

The EA collaborates with the EA's, Military Assistants and Chiefs of Staff of Senior Defence Offices as well as other Groups and Services throughout Defence to provide a high level support to HFD.

About our Team

The Office of Head Force Design (OHFD) is a small team comprising mainly of an Executive Assistant (EA) and a Military Assistant (MA), supported by a Chief of Staff and Business Manager.

It is crucial that the EA and MA work as a cohesive team to support Head Force Design (HFD). Force Design Division (FDD) is a dynamic environment with changing and competing priorities and often short timeframes for deliverables.

The EA will need to understand the role of the MA and vice versa to cover contingencies and provide the best overall support to HFD. EA to HFD is one of the most interesting and rewarding EA positions in Defence as it allows a great deal of autonomy and provides an interesting and ever-changing workplace.

Our Ideal Candidate

The ideal candidate possesses:

- excellent time management skills
- a high level of written communication skills and ability learn rapidly the nuances of Defence writing requirements
- excellent communication skills and emotional intelligence and the confidence to engage with stakeholders at all levels with a range of audiences internally and externally to Defence to achieve outcomes
- the ability to identify and advocate for efficiencies, opportunities and improvements
- the ability to facilitate and build relationships with stakeholders
- resilience, personal drive and a focus on enabling others in support of Defence capability
- a willingness to learn, be challenged, and an ability to adapt to change in a positive manner
- excellent time management skills and attention to detail
- the ability to adapt and re-prioritise work to meet deadlines that may change frequently, and work individually and with others within a small dynamic and dedicated team.

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	Michael Neumann, 02 5130 6710
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D9BB98D-428F-252E-E192-C8BC12A9CBED

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Defence

Vacancy VN-0708128

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Science and Technology Group
Aerospace Division

Job Title	Prognostics and Health Management Engineer
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/04300/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3DA545F2-A481-3184-056C-C8BC1331BF9E>

Duties

The Role

The Prognostics and Health Management (PHM) group is seeking a mechanical or aeronautical engineer to work in the applied research, development and application of innovative aerospace platform system diagnostics, prognostics and health management solutions.

You will work in a small team of engineers and scientists exploring engineering concepts for monitoring propulsion and other aerospace mechanical systems using vibration analysis, oil wear debris analysis, machine and deep learning, data visualisation and other analysis tools to support the automated predictive maintenance, availability and readiness decision making for military platforms.

You will utilise your strong core engineering skills and understanding of aviation platform systems to develop and evaluate health and readiness concepts. This will include the development and undertaking of experimental programs in our major test facilities.

You will have sound interpersonal skills to work collaboratively, operate as an effective team member, and build and sustain positive relationships with our internal and external collaborative partners.

About our Team

The Prognostics and Health Management (PHM) group within Aerospace Division conducts innovative research in diagnostics, prognostics and health management technologies and applications, including physics-based and data-driven approaches for platform health management decision support.

The team consists of multidisciplinary and diverse backgrounds, and works to enhance platform readiness and safety in the Australian Defence Force (ADF).

We closely engage with our Defence stakeholders and external partners, including academia, industry and international allies: to collaboratively explore the strategic problem space and requirements, to remain abreast of disruptive technologies, and to provide novel solutions with impact to the ADF.

Our Ideal Candidate

Our ideal candidate will have:

- A demonstrated strong mechanical or aeronautical engineering skillset
- At least 2 years of relevant industry or research experience
- Familiarity with aerospace platform mechanical systems and maintenance concepts
- The ability to make effective contributions to developing and executing test plans and achieving research outcomes
- The ability to build and maintain strong working relationships within multidisciplinary teams

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	David Blunt, 03 9344 3053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3DA545F2-A481-3184-056C-C8BC1331BF9E

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Defence

Vacancy VN-0708129

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Science and Technology Group
Cyber and Electronic Warfare

Job Title	(S&T Level 6) - Binary Software/Program Analysis Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	DSTG/04307/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FD7C2C4F-4064-8394-CE77-C8BC1374893A>

Duties

The Role

The Binary Software/Program Analysis Specialist will carry out scientific and technical analysis of binary software threats that the ADF is likely to confront while conducting Defensive Cyber Operations (DCO) in a military context, and perform research and development into techniques to discover and combat these threats.

This position has two distinct areas of responsibility. The first is to support the JP131 'Defensive Cyber Operations for the Deployed Environment' project as the Project S&T Advisor (PSTA).

The second is to research and develop new program analysis techniques to be applied to reverse engineering and malicious software threat analysis, and the assessment of the efficacy of defensive strategies in the presence of such threats.

As a technical leader, the successful applicant will also be expected to support the development of other team member's cyber security knowledge, skills and expertise.

Duties and Key Result Areas:

- Performing the role of PSTA for the JP131 project, which includes client engagement, budgeting, S&T planning and management of DST deliverables to fulfil client requirements
- Lead and make a significant personal contribution to the research and development into new binary analysis techniques to support defensive cyber operation teams
- Develop techniques to determine the effect of a threat on military platform system
- Develop and maintain close relationships with clients, industry and academia, and use these relationships to develop collaborative partnering opportunities that complement to DST capability.

About our Team

The Cyber and Electronic Warfare Division (CEWD) leads Australia's science and technology research associated with digital and electronic warfare threats in the information environment and across the electromagnetic spectrum.

The Division develops S&T to sense, interpret and shape the information environment to better understand, and assist in deterring and responding to, these threats through science and technology that helps shape, deter and respond to these digital and electromagnetic threats.

Within CEWD, the Cyberwarfare Operations Branch (CWO) undertakes research and development to help Australian Defence develop an effective cyber warfare capability that enables fight-through in a contested cyber environment. Within CWO, the Counter Cyber Threats group undertakes research and development to identify, understand and defeat threats to key cyber terrain.

Their work supports ADF cyber operations, with a particular focus on defence of military mission systems and platform systems.

Our Ideal Candidate

Our ideal candidate will have a passion for military cyber security, with experience or aptitude in several of the following areas: data science, computer science, reverse engineering, machine learning, software analysis and software engineering.

You will bring experience in the application of scientific techniques, with the ability to enhance Defence capabilities through innovation and collaboration with industry, academia and Government.

You will have the following:

- Ability to think conceptually, to structure, analyse and solve complex problems through sound research and engineering practices;
- Demonstrated understanding of the problems and challenges of military defensive cyber operation;
- Track record of delivering impactful research and client outcomes in the field defensive cyber operation;
- The ability to work both as a member of a team and individually;
- The ability to inspire, collaborate, and communicate with influence demonstrated by examples in the research domain (e.g. presentations, mentoring, knowledge transfer);
- Competence and experience in the selection and application of appropriate scientific and engineering methodologies, and a commitment to rigorous, high-quality research.

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 S&T6/EL2 Senior Researcher C5 position requires:

academic qualifications in one or more of the following related fields of research;
or relevant skills and work experience in :

- Ref 1297.0 ANZSRC Fields of Research 2020:
- Information & Computing Sciences 4601,
- Applied Computing 4604,
- Cybersecurity & Privacy 4609, Information Systems 4699,
- Other Information & Computing Sciences
- Mathematical Sciences 4901,
- Applied Mathematics 4903,
- Numerical & Computational Mathematics

Notes

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

About the Department of Defence

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To Apply

Position Contact	Daniel Coscia, 08 7389 6983
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FD7C2C4F-4064-8394-CE77-C8BC1374893A

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Defence

Vacancy VN-0708131

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Science and Technology Group
Cyber and Electronic Warfare

Job Title	(S&T Level 6) - Machine Learning Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	DSTG/04310/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B19882EF-7992-CCDC-780D-C8BC13F65177>

Duties

The Role

The Machine Learning Specialist will lead research within the Adversarial Machine Learning (AML) Team, towards quantifying and enhancing the robustness of Machine Learning (ML) solutions in the presence of data-driven attacks.

In consultation with the AML Discipline Leader, you will propose and lead the development of new robust learning approaches suitable for adversarial environments.

You will be able to select and apply scientific and engineering methodologies to solve challenging problems in research and development into the design and assessment of robust ML solutions for Defence applications, including reinforcement learning and deep learning.

The role provides exposure to S&T challenges in cyber security and operations in a military context. In addition, there exists the opportunity to work closely with Australian and international research partners, Defence clients and cyber security domain experts.

You will be supported with training as required, and encouraged to further develop your scientific expertise and engage with the scientific community.

Duties and Key Result Areas:

- Propose, lead, and make a significant personal contribution to AML research, including directing the work of junior researchers.
- Develop, prototype and construct tools to support the development and evaluation of attacks against and defences of ML algorithms.
- Work with Defence clients to understand the issue of AML in their context and use this to shape the S&T requirements for the research.
- Lead the preparation of scientific publications and reports, present outcomes, demonstrate technologies and interact with both Defence clients and the academic/scientific community.
- Maintain up to date knowledge in specific areas of ML, AML and cyber security.
- Enhance S&T capability through targeted collaboration with other DST Group teams, academia, industry and other national/international research agencies.

About our Team

The Cyber and Electronic Warfare Division (CEWD) leads Australia's science and technology research associated with digital and electronic warfare threats in the information environment and across the electromagnetic spectrum.

The Division develops S&T to sense, interpret and shape the information environment to better

understand, and assist in deterring and responding to, these threats through science and technology that helps shape, deter and respond to these digital and electromagnetic threats.

Within CEWD, the Cyberwarfare Operations Branch (CWO) undertakes research and development to help Australian Defence develop an effective cyber warfare capability that enables fight-through in a contested cyber environment.

Within CWO, the Counter Cyber Threats group undertakes research and development to identify, understand and defeat threats to key cyber terrain. Their work supports ADF cyber operations, with a particular focus on defence of military mission systems and platform systems.

Our Ideal Candidate

The position requires considerable domain knowledge, experience, skills in:

- Proven research expertise, particularly in ML; familiarity with AML would be highly regarded;
- Demonstrated understanding of the problems and challenges of Defence ML systems and solutions, and experience in engaging with clients on these;
- Track record of delivering impactful research and client outcomes;
- High level written and oral communications skills, demonstrated by examples in the research domain (e.g. papers, presentations, mentoring, knowledge transfer).

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 Senior Researcher C5 position requires:
academic qualifications in one or more of the following related fields of research; or
relevant skills and work experience in the following:

Ref 1297.0 ANZSRC Fields of Research 2020:

- Information & Computing Sciences 4601,
- Applied Computing 4604,
- Cybersecurity & Privacy 4609,
- Information Systems 4699,
- Other Information & Computing Sciences,
- Mathematical Sciences 4901,
- Applied Mathematics 4903,
- Numerical & Computational Mathematics

Notes

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To Apply

Position Contact	Paul Montague, 08 7389 7868
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B19882EF-7992-CCDC-780D-C8BC13F65177

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Defence

Vacancy VN-0708134

Department of Defence

Closing Date: Thursday 28 July 2022

ARMY
Aviation Command

Job Title	Work Health and Safety Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Fairbairn ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	ARMY/03978/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=44F211E3-D76C-8634-4942-C8BC145CEE2F>

Duties

The Role

The position is responsible for Army Aviation safety reporting data management, providing technical expertise to support the management of the Army Aviation Safety Management system (ASMS) and assurance to the Hazard Tracking Authority and Military Air Operator - Accountable Manager.

The ASDM is responsible for:

- Administration and management of Army Aviation safety reporting in Sentinel and the Aviation Safety Management Information System.
- Safety trend analysis and investigation of arising issues to inform command assessment of the risks to the ASMS and Army Aviation capability.

- Monitoring the WHS Legislative and Defence Aviation Safety Regulations to determine where improvements can be made to best align Army policy, to improve the effectiveness of the ASMS.
- Coordinate and facilitate Army Hazard Review Boards to provide quality assurance of the ASMS functions to inform command assessment on the health of the system.

About our Team

The successful candidate will work within the Directorate of Operational Airworthiness (DOPAW), Aviation Safety Section, within Headquarters Army Aviation Command. The Directorate is responsible for aspects of Army Aircraft Weapon Systems, Flight Safety of the Aircraft Type, Aviation Support Systems, Aviation Medicine, Aviation Psychology / Human Factors and Army Air Operations, to ensure Army Aviation maintains Airworthiness.

These aspects encompass a range of activities including Army Aviation Policy formulation (OIP), Governance, Command Clearance, Review and Compliance Audit of Operational Procedures, Management of Aviation Safety and Reporting, Aviation Safety Investigations, Risk Management, and Management of Flight Manuals and Aircrew Records.

Our Ideal Candidate

Our ideal candidate will be able to work independently, have a keen eye for detail, positively contribute and work well in a team environment.

The successful applicant should have previous experience in aviation safety management systems. Data management skills with previous experience is desirable. Applicants with tertiary qualifications in Work, Health and Safety will be highly regarded. **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	LTCOL Cameron Satrapa, 07 3903 6621
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=44F211E3-D76C-8634-4942-C8BC145CEE2F

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Defence

Vacancy VN-0708137

Department of Defence

Closing Date: Thursday 28 July 2022

Chief Information Officer Group
ICT Operations Division

Job Title	Alternate Communications Security Account Manager (ACAM)
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Russell ACT
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	CIOG/04605/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A3FC5A9C-DD72-ED23-CA66-C8BC14FCABA3>

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Controlling Authority (DCCA) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes.

The position is responsible for such activities as:

- Defence Top Secret Network support services;
- Defence Secret Network support services;
- Support CIOG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations; and

- Perform accounting processes, procedures and audits associated with COMSEC devices and material.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally.

The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG". Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

Ideal candidates will:

- Have initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Have the ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- Have the ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues;
- Have strong stakeholder engagement skills and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improve the delivery of CIOG Services to the end user through changing and adapting processes;
- Ensure that the delivery of services by CIOG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation; and
- Be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

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>

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To Apply

Position Contact	Matt Blennerhassett, 02 5108 4153
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A3FC5A9C-DD72-ED23-CA66-C8BC14FCABA3

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Defence

Vacancy VN-0708138

Department of Defence

Closing Date: Thursday 28 July 2022

Chief Information Officer Group
ICT Operations Division

Job Title	Customer Relationship Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CIOG/04607/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=39343349-7DDB-7359-A6C0-C8BC15309476>

Duties

The Role

Customer Relationship staff are enthusiastic in establishing and maintaining productive working relationships between Chief Information Officer Group (CIOG), Defence Enabler partners and Defence personnel, with the aim to provide CIOG with active representation of customer issues and requirements.

Customer Relationship staff also develop and execute Customer Engagement Plans to support targeted liaison and engagement with Defence personnel to enhance their access to CIOG capabilities.

If you have a passion for delivering excellence in customer service then we want to hear from you!

About our Team

To accomplish their goal of enhancing customer experience, our ideal candidates will have:

- Strong interpersonal skills with the ability to communicate clearly and with influence;
- An appetite for creating positive change in a fast-paced environment;
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services;
- The ability to harness information to ensure support to strategic direction;
- The skills to identify and use resources wisely; and
- A willingness to work independently and collaboratively as part of a high performing team.

Our Ideal Candidate

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally.

The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services. Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide.

We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG". Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience. **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	Rhonda Naismith, 02 6132 7986
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=39343349-7DDB-7359-A6C0-C8BC15309476

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Defence

Vacancy VN-0708141

Department of Defence

Closing Date: Thursday 28 July 2022

Chief Information Officer Group
ICT Operations Division

Job Title	National VIP Support Manager
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CIOG/04617/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8D1FCC58-86D5-5E47-B7A5-C8BC1599E08A>

Duties

The Role

The Chief Information Officer Group (CIOG) is seeking a highly motivated professional leader with recent experience in providing strong proactive leadership in an ICT Service Delivery environment within a large diverse organisation.

This position leads a small team of ICT professionals in providing ICT support to the Departments Ministers, Service Chiefs and Senior Executive Service Officers. The successful applicant will be responsible for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes. This will include the development, implementation, compliance with and review of policies and procedures.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

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Our Ideal Candidate

An EL1 VIP ICT Support Manager will have a high-level stakeholder engagement and will be required to identify relevant stakeholder expectations and deliver services to develop a clear understanding of the methodology and practices to achieve outcomes. A VIP ICT Support Manager is accountable under broad direction to undertake complex ICT service provision activities.

They will work independently having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives and stakeholders. They will have to be confident in problem solving solutions and present business cases that are outside BAU, work practices and procedures; yet remain in accordance with Defence's mission and business objectives.

The VIP ICT Support function is fast-paced and outcome driven. VIP ICT Support Managers will need to be able to rapidly drive solutions and prioritise workloads which are provided directly from the customer. They will plan, implement and review ICT provisions in order to meet demanding customer requirements and may be involved in the ongoing management of operational facilities, ICT conferencing solutions and ad-hoc VIP ICT requests.

A VIP ICT Support Manager will use their initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes. They will undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

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To Apply

Position Contact	Kyle Murphy, 0407 570 524
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D1FCC58-86D5-5E47-B7A5-C8BC1599E08A

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Defence

Vacancy VN-0708142

Department of Defence

Closing Date: Thursday 28 July 2022

Joint Capabilities Group
Joint Logistics Command

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	JCG/04611/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=62E09F17-1710-B0BD-06E0-C8BC15AC2C91>

Duties

The Role

The Explosive Ordnance Branch (EOB) Governance Officer will work with reasonable autonomy and accountability for the achievement of outcomes under their control. They will exercise both initiative and judgement in the interpretation of policy, and in the application of practices and procedures. They will develop and review a range of correspondence and provide editing and quality assurance checks.

The EOB Governance Officer will be expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work area. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

The EOB Governance Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to

complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Please note this role is located at Campbell Park Offices.

About our Team

Explosive Ordnance Branch provides EO services to the whole of the ADO. Its responsibilities include the maintenance of an effective and comprehensive EO safety regime; the provision of EO proof, test and evaluation services; efficient EO logistics management; and whole-of-Defence EO governance.

The Branch also has responsibility for managing the implementation of recommendations from both the Review of Defence Policy and Procedures for the Management of Explosive Ordnance.

Our Ideal Candidate

The ideal applicant will demonstrate:

- Experience in the development of corporate governance plans including but not limited to Business Plan, Risk Management Plans and Fraud Control Plans.
- Experience, drive, initiative and the ability to help shape the Branch through the development of performance measures.
- The ability to meet deadlines and prioritise workloads, including the development and analysis of monthly and yearly financial activities and key performance indicators.
- High level written and verbal communication skills when dealing with personnel of a sensitive nature.
- A high level of understanding of legislative, policy and regulatory frameworks to provide guidance to the Director General Explosive Ordnance.

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	Debbie Battersby, 02 4726 0336
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=62E09F17-1710-B0BD-06E0-C8BC15AC2C91

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Defence

Vacancy VN-0708144

Department of Defence

Closing Date: Thursday 28 July 2022

Joint Capabilities Group
Joint Logistics Command

Job Title	Deputy Director - Risk Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC, Sydney NSW
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	JCG/04612/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9E8C5677-ADA4-2777-D65B-C8BC15D5B0BF>

Duties

The Role

This role reports to the Director, Joint Logistics Systems Assurance, and is part of the Risk Management team within the Directorate. As Deputy Director, Risk Management you will be responsible for managing and maintaining the Logistics Systems Branch Risk Management Framework, and supporting a robust risk management culture and associated practices both within the Branch and across all stakeholders engaged by the Logistics Systems Governance Framework.

The duties of the position include:

- Develop, maintain, and implement the RMF including core components such as the Risk Register, Risk Management Strategy, and Risk Appetite Statement.
- Maintain oversight of risks and issues to be presented to the Logistics Systems Capability Board for further action or review by Board members.
- Work with key stakeholders and SMEs to assess the appropriateness of current risk mitigation strategies.
- Identify Key Reporting Indicators and other data requirements. Ensure they remain appropriate for the Branch's needs.
- Oversee the efficacy of the RMF, identify continuous improvement opportunities, and initiate actions to further enhance risk culture and capability.

- Oversee the risk framework communication process through coordination of regular, easy to understand messaging on key elements of the RMF to promote a risk culture within LSB staff and LSGF stakeholders.
- Conduct regular analysis and reporting on LIS capability risk and oversee the delivery of actions from risk assessments.

About our Team

Logistics Systems Branch (LSB) provides advice and assurance to the Commander Joint Logistics (CJLOG) regarding the Defence logistics information systems capabilities that enable the Joint Force. The functions of the Branch are to:

- develop strategic level Defence logistics information systems strategy and policy including logistic systems processes and procedures;
- sponsor joint logistics systems capability development and realization;
- provide logistics systems input to the immediate planning process to conduct deliberate strategic logistic planning;
- coordinate and develop logistics systems service level agreements, and
- coordinate the logistics systems governance framework.
- The Risk team is established within the Directorate of Logistics Systems Assurance and is responsible for developing and managing the LSB Risk Management Framework (RMF) and supporting core elements across all Directorates of LSB.

The team consists of an EL1 Deputy Director Risk Management and an APS 6 Risk Management Officer.

Our Ideal Candidate

Our ideal candidate will be a risk management practitioner who has experience in the development, implementation, and administration of a risk management framework.

You will have a demonstrated attention to detail, and strong analytical, communication, and stakeholder engagement skills.

You will also be comfortable engaging and mentoring staff at all levels within a geographically dispersed organisation, and be able to manage competing priorities. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Selby Dyer, 02 6203 6896
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9E8C5677-ADA4-2777-D65B-C8BC15D5B0BF

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Defence

Vacancy VN-0708145

Department of Defence

Closing Date: Thursday 28 July 2022

Australian Defence Force Head Quarters
Vice Chief Defence Force Executive

Job Title	Assistant Director Joint Experimentation Directorate
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	ADFHQ/04660/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=49266D69-C8E5-57D4-45AC-C8BC16373F1F>

Duties

The Role

Joint Experimentation Directorate is seeking a highly motivated individual to support the Australian Defence Force to meet their operational challenges into the future.

The purpose of the role is to lead a small integrated team to deliver experimentation activities supporting capability requirements of the future ADF.

You will be a leader who provides support and guidance to your team to ensure they are sensitive to Defence strategic direction, and equipped to excel in their capabilities. You will empower them to respond to the changing context and shifting priorities of the Defence environment and have the agility to identify and respond to meet new demands.

As Assistant Director Joint Experimentation you will be accountable under broad direction to perform and achieve very complex written and analytical project work within an integrated workforce. You will have a considerable degree of independence and will actively manage key stakeholder relationships.

You will exercise sound decision making and judgement and have the ability to solve very complex problems within the Capability Life Cycle and the Defence Capability Assessment Program.

About our Team

Joint Experimentation Directorate is the lead for Australian Defence joint experimentation. The Directorate's primary outcome is providing support to improve Defence senior leader decision-making by providing contestable evidence-based assessments on force structure, force posture, force preparedness, capability investment and investment trade-off decisions.

The Directorate's vision is for a strategic and innovative workplace, where we create a positive, professional, high performing and inclusive workforce. Our focus is on achieving results, delivering quality products and how we do this, particularly in terms of building professional reputation is how well we work as a team and with others.

Our Ideal Candidate

As a leader of one of the teams within the Directorate, you will operate with independence to perform and achieve outstanding results leading an integrated APS, military and contractor personnel to deliver experimentation projects in support of future force design.

To succeed in this role applicants must demonstrate:

- Excellent strategic thinking and analytical skills
- Ability to operate and produce high quality outcomes in a fast paced environment with competing priorities
- Excellent leadership skills with strong people management skills, both in leading a team and liaising with stakeholders
- Excellent written and verbal communication, negotiation and interpersonal skills, and
- Ability to lead a multi-disciplinary integrated workforce.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sonia Wu, 0433 502 217
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=49266D69-C8E5-57D4-45AC-C8BC16373F1F

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Defence

Vacancy VN-0708244

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Executive Support Group
Defence Legal

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$61,630 - \$129,891
Classification	
Position Number	DESG/03248/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A9EFA125-C7E4-0C7C-C436-C8BC8A591B40>

Duties

The Role

General Counsel - Dispute Resolution and Litigation (GC-DRL) is seeking an appropriately qualified, dynamic and motivated lawyer to join the team. You will need to be able to work collaboratively within the GC-DRL team to assess and advise on highly sensitive and often complex legal claims against the Commonwealth. These claims often involve financial and reputational risk to the Commonwealth.

As the successful candidate, you will also be required to provide general legal advice in respect of alternative dispute resolution and litigation (including commercial alternative dispute resolution and litigation) as well as responding to notices /orders to produce documents from courts and other entities (including legislative requests and police requests).

This position has been advertised for the broadband. This means that the successful candidate will be offered a position at the appropriate level, taking into account skills and experience. Ideally, the successful candidate will be at the APS5 or APS6 level, however other applicants may be considered. To be considered at the EL1 level, GC-DRL expects the successful candidate to have extensive legal experience.

About our Team

Defence Legal (DL) is a national organisation that provides legal advice and other legal support services to Defence. We draw on the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration.

GC-DRL, within DL, provides strategic legal advice on all litigation and dispute resolution, including the management of civil and commercial claims, on behalf of Defence.

GC-DRL is an integrated team of APS and ADF lawyers, paralegals, contracted lawyers and administrative staff. The team works on significant litigation matters and regularly works to Court deadlines

Our Ideal Candidate

Our ideal candidate will have the mandatory qualifications and:

- Be a motivated self-starter
- Have excellent communication skills
- Be willing to grow and develop in the role and/or to learn new skills to support the work of the branch
- Recognise the importance of working within a team and can positively contribute to the work of the team.
- Have good attention to detail.
- Be flexible and adaptable to changing work priorities.

Eligibility

Security Clearance

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

Mandatory Qualifications

This position requires you to have the following:

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

You must also be an Australian citizen to be eligible for employment with Defence.

Successful candidates must have or be able to obtain and maintain an Australian Government security clearance at a minimum of [Baseline / Negative Vetting 1] level. **Notes**

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To Apply

Position Contact	Meagan van der Tuin, 02 6192 7360
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9EFA125-C7E4-0C7C-C436-C8BC8A591B40

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Defence

Vacancy VN-0708257

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Executive Support Group
Ministerial & Executive Coordination & Communication

Job Title	Media & Communication Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,611 - \$95,873
Classification	APS Level 5; APS Level 6
Position Number	DESG/04236/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=778FD123-3F7E-76C4-D7CC-C8BC8B063136>

Duties

The Role

Within Defence's Strategic Communication Branch, APS 5,6 Media and Communication Officers support our senior executive to deliver against Ministerial and Government strategic communication priorities. With teams embedded in every part of the organisation, the Strategic Communication Branch offers a diversity of roles across the breadth of Defence. Working as part of a multi-disciplinary communication team, you will be a source of trusted strategic communication advice and a valued partner to achieve communication objectives focused on one of the following Groups or Services:

- Royal Australian Navy
- Australian Army
- Royal Australian Air Force
- Joint Capabilities Group

- Australian Defence Force Headquarters
- Security and Estate Group
- Defence Science and Technology Group
- Capability Acquisition and Sustainment Group
- Strategy, Policy and Industry Group
- Chief Information Officer Group
- Defence Finance Group
- Defence People Group (including Defence Force Recruiting and Defence Member and Family Services).

You can find out more about the Groups and Services on the Defence website.

Regardless of the Group or Service in which you are embedded, key responsibilities at the APS 5-6 level include:

- Developing communication strategies and associated media products, including talking points, media releases, social media content, fact sheets etc.
- Executing public affairs plans, including coordinating with senior stakeholders and escorting media at events
- Anticipating and responding to media enquiries, developing timely holding statements and talking points in response to incidents
- Maintaining a detailed understanding of your Group or Service's activities and contributing to planning and forecasting events and communication opportunities for our Ministers and Executive.
- Identifying communication risks and opportunities to maintain and promote Defence's reputation in line with communication priorities.

The Strategic Communication Branch is dynamic and is seeking to fill a number of immediate vacancies – some of which are listed below. A merit pool will also be established to fill future vacancies.

- APS6 – Media and Communication Officer, Joint Capabilities Group
- APS6 – Media and Communication Officer, Defence People Group
- APS6 – Media and Communication Officer, Security and Estate Group
- APS6 – Media and Communication Officer, Royal Australian Air Force

About our Team

The Strategic Communication Branch is part of the Ministerial and Executive Coordination and Communication Division and is responsible for day-to-day media and communication operations across Defence. Strategic Communication Branch provides a range of services including media and public affairs support to Ministers, Senior Defence Leaders and Defence Groups and Services, strategic communication, social media and imagery and videography services. Strategic Communication Branch is a large branch and provides numerous career opportunities for communications professionals and emerging public sector leaders seeking to strengthen their credentials. Mobility within the branch is supported and encouraged, as are opportunities more broadly across the enterprise. We are looking for enthusiastic, solutions focused and innovative communication officers to join our team. We offer an inclusive environment underpinned by the Defence values of Service, Courage, Respect, Integrity and Excellence.

Our Ideal Candidate

The Strategic Communication Branch is looking for candidates with the following skills and abilities:

- Excellent verbal and written communication skills

- The ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders
- Good judgement to manage competing priorities, maintain attention to detail and meet deadlines
- The ability to anticipate and respond to diverse stakeholder needs and expectations, including Ministers and members of the Defence Senior Leadership Group, making logical connections of emerging issues across the enterprise
- The ability to operate effectively as a team player
- Initiative, flexibility and a demonstrated capacity to solve problems under pressure.

To be successful in these roles, Media and Communication Officers require the ability to work with a degree of independence to proactively identify issues and adjust media and communications products and activities accordingly. Additionally, the ability to provide strategic communication advice based on an understanding of Defence's priorities and the broader strategic environment is advantageous. Some rostered after hours work may be required, paid under overtime arrangements. **Eligibility**

Security Vetting

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

Notes

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

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To Apply

Position Contact	Emma Funnell, 0448 227 558
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=778FD123-3F7E-76C4-D7CC-C8BC8B063136

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Defence

Vacancy VN-0708265

Department of Defence

Closing Date: Thursday 28 July 2022

NAVY
Fleet Command

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	NAVY/04152/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E927714E-B90C-A49B-CAC3-C8BB638204F3>

Duties

The Role

The role of MSB Learning and Development Officer is to coordinate and support:

- The annual Fleet Safety Education Program
- The learning culture within MSB

About our Team

The Maritime Safety Bureau provides Fleet with WHS SME advice, and safety education.

Our Ideal Candidate

Ability to identify organisational learning and development needs.

Project management skills and knowledge with strong administrative skills and attention to detail.

Demonstrated skills in design, delivery, facilitation and evaluation of training.

Eligibility

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

Notes

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To Apply

Position Contact	Kate Campbell, 0406 286 536
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E927714E-B90C-A49B-CAC3-C8BB638204F3

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Defence

Vacancy VN-0708341

Department of Defence

Closing Date: Thursday 28 July 2022

Defence Science and Technology Group
Sensors and Effectors

Job Title	Hypersonic Aerothermal Analyst
Job Type	Full-Time, Ongoing
Location	Eagle Farm QLD
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/03756/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8EC5B8BE-8C17-96E6-15C1-C8BCC5FD9CFA>

Duties

The Role

Under limited direction from the Discipline Leader Computational Science and Analysis (DL CSA), the duties of the successful candidate include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Develop and apply semi-empirical fluid dynamics models to make predictions of the viscous heating on conceptual and prototype flight test vehicles (FTVs).
- Provide high fidelity predictions of heat flux and temperature distribution across FTV structures and components for given flight trajectories and flight conditions.
- Conduct post flight data analysis to validate aerothermal predictions and to inform further development to improve aerothermal prediction tools.
- Liaise and collaborate closely with teams to recognise their aerothermal prediction and analysis priorities, to develop solutions, and to appreciate the impact of aerothermal prediction conservativeness on practical design.
- Deliver high quality scientific reporting including documentation, briefs, publications and presentations.
- Maintain professional scientific standards and currency in hypersonic aerothermal science & technology disciplines, including thermal structural analysis, fluid dynamics, heat transfer, flight dynamics and related engineering tools.
- Generate and apply new knowledge to produce enhanced capability for clients and sponsors in high fidelity hypersonic aerothermal prediction and analysis.
- Coach and mentor less experienced team members, build and sustain positive relationships and actively participate in teamwork and group activities.

About our Team

The role is based at DSTG Brisbane in the Missile Flight Experimentation (MFE) Science and Technology Capability (STC). The MFE STC team validates future advanced missile and weapon concepts through computational science and engineering, electronic mission systems development and vehicle-in-the-loop flight verification. The STC also provides leadership and hands-on opportunities in the areas of flight test vehicle integration, certification and flight trial execution.

The S&T3-4 (Above) Hypersonic Aerothermal Analyst reports to the Discipline Leader of Computational Science and Analysis (CSA) within the MFE STC. The CSA discipline employs computational methods to conduct pre- and post- flight V&V activities and data analysis. The discipline undertakes these activities to reduce the uncertainties and risks associated with flight test campaigns and to communicate findings with stakeholders.

Our Ideal Candidate

Our ideal candidate will work enthusiastically in a solution orientated team environment focused on Defence outcomes to calculate aerothermal predictions and to analyse aerothermal flight test data. They will work closely with structures, aerodynamic and mission systems teams to predict and analyse material temperature profiles and heat loads on key FTV components.

They will be a good listener and communicator with audiences of varying technical, scientific and professional backgrounds to elicit requirements and to communicate findings.

They will be a highly effective member of a diverse team environment and participant in Defence trials in remote locations. **Eligibility**

Security:

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	Joel Carr, 07 3564 4261
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8EC5B8BE-8C17-96E6-15C1-C8BCC5FD9CFA

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Defence

Vacancy VN-0708353

Department of Defence

Closing Date: Thursday 28 July 2022

Joint Capabilities Group
Joint Health Command

Job Title	Rehabilitation Policy Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	JCG/04057/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A87F41DC-4646-0712-8D0A-C8BCC646C6C1>

Duties

The Role

This is an opportunity to use your experience in occupational rehabilitation service delivery to enhance the policy and procedures supporting the delivery of occupational rehabilitation to Defence members.

The role requires an understanding of the occupational rehabilitation industry including knowledge of legislation and current industry practices. The role works closely with service delivery teams around the country to provide policy interpretation and advice on implementation and to gather opportunities for policy improvement. The role manages the psychosocial Meaningful Engagement program as well as the flow of rehabilitation referrals for eligible reservists. Experience working with data is an advantage.

About our Team

The rehabilitation team works within the Directorate of Defence Health Policy in Health Policy Programs and Assurance Branch, Joint Health Command and consists of the EL1 Assistant Director Rehabilitation and APS 6 Rehabilitation Policy Officer. The rehabilitation team provides policy advice and interpretation on occupational rehabilitation to JHC as well as to other areas in Defence. The team works closely with the Deputy Director Garrison Rehabilitation Services and regional rehabilitation staff within Joint Health units. The team also works closely with DVA to ensure alignment of occupational rehabilitation policy and practices where possible.

Our Ideal Candidate

You are an experienced rehabilitation consultant or rehabilitation case manager who is ready to pivot your service delivery experience into policy and program development. You are able to work independently and with limited direction. You possess highly developed written and interpersonal communication skills. You have a demonstrated ability to work with a range of stakeholders at all levels of the organisation, both internal and external to Defence, and to adapt your communication style to a range of audiences.

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	Elizabeth Patch, (02) 6192 7265
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A87F41DC-4646-0712-8D0A-C8BCC646C6C1

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Defence

Vacancy VN-0708356

Department of Defence

Closing Date: Thursday 28 July 2022

Security and Estate Group
Defence Security & Vetting Service

Job Title	Customer Service Team Supervisor
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/04743/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A8984BE7-DBF7-B22D-8BBD-C8BCC6283F5C>

Duties

Your Role

The APS5 Customer Service Team Supervisor is responsible for, or contributes to:

- Leading and mentoring a small team, providing ongoing training and support.
- Undertaking quality assurance practices to promote the delivery of exceptional customer service.
- Interpreting and applying relevant policies, procedures and legislative frameworks.
- Identifying and championing efficiencies through process improvements.
- Preparing and contributing to reports including data analysis and written responses.
- Managing competing priorities.

Our Team

AGSVA is the central agency for the processing and granting of security clearances for the majority of Australian Government agencies and state and territory agencies. The Directorate of Vetting Customer Service is a fast paced, dynamic team, supporting AGSVA's customers and stakeholders. You will be joining a customer service team that is respectful, trusted and proven, contributing to a positive service delivery culture in a high tempo environment. As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located.

Our Ideal Candidate.

As an APS5 Customer Service Team Supervisor, you will work in a fast-paced, high-tempo, moderate to complex service delivery environment. While operating with limited direction you will consistently achieve successful outcomes in mentoring, service delivery and administrative functions. You will be required to have a good understanding of, and comply with relevant legislative frameworks, whole-of-government decision-making and AGSVA's mission and policy requirements. Our ideal candidate will have the following skills and attributes:

- Delivery of exceptional customer service, identifying areas for improvement with a focus on enhanced customer experiences.
- Superior communication, providing clear and accurate advice to internal and external stakeholders.
- Building and maintaining positive, collaborative relationships with a wide range of internal and external stakeholders, anticipating and responding to diverse stakeholder needs and expectations.
- An excellent leader who takes responsibility for guiding, mentoring and providing feedback to peers and staff, with the ability to operate effectively as a team player.
- Managing multiple responsibilities, tasks and conflicting priorities.

Eligibility

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>

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 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	Kelly West, 02 5108 3616
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8984BE7-DBF7-B22D-8BBD-C8BCC6283F5C

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Education, Skills and Employment

Vacancy VN-0708333

Australian Research Council

Closing Date: Wednesday 27 July 2022

ICT Services
ICT Applications

Job Title	Database Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra Airport ACT
Salary	\$107,385 - \$115,640
Classification	Executive Level 1
Position Number	ARC22-051
Agency Website	www.arc.gov.au

Job Description

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

About the Positions

The Australian Research Council (ARC) seeks to engage the services of an experienced Database Administrator/Data Engineer. The successful candidate will utilise their experience in database administration, database development, data warehousing (DW) and business intelligence (BI) spaces to assist in the design, implementation, and support of the ARC's Data capabilities. The successful applicant will work within a small delivery team in providing data services as well as in supporting the development and support of new business analytics services. They will also engage with stakeholders and other members of the delivery team to

develop against backlog items using an adapted scrum methodology.

Duties

Duties and Tasks

1. Plan, develop, configure, maintain and support Microsoft SQL Server database management systems in accordance with user requirements ensuring optimal database integrity, security, back up, reliability and performance.
2. Responsible for Capacity planning, High availability, and monitoring of ARC's SQL Server environment.
3. Collaborate with and provide advice to the ICT branch and business stakeholders in the design and implementation of new database tier services
4. Contribute to the maintenance of production database tier services, including issue resolution and continuous improvement activities
5. Design strategies for enterprise databases, data warehouse systems, set standards for database operations, programming, query processes, and security, and create and optimize data models for warehouse infrastructure and workflow.
6. Contribute to business as usual and project planning activities
7. Support application lifecycle management systems, including the maintenance of database deployment systems
8. Contribute to the development of technical documentation

Required Skills and Knowledge

Essential:

- Excellent SQL Server database Administration skills
- Demonstrated capability to scope, plan and execute projects/tasks - including managing, risks and issues, approvals, and the balancing of multiple competing priorities.
- Excellent MS SQL Server development skills (at least five years of Microsoft SQL Server development)
- Experience with the Business Intelligence development stack, especially SQL Server Integration Services, SQL Server Analysis Services and SQL server reporting services (SSRS).
- Expert level troubleshooting and optimisation skills
- Ability to work independently and within a team. Ability to meet delivery goals and effectively prioritise workload.
- Adhere to Organisational standards.
- Proven record of accomplishment in the delivery of the database layer of software projects
- Excellent interpersonal, organisational, analytical and communication skills with thorough attention to detail.

Desirable:

- A relevant degree and/or Microsoft database certifications
- Experience in querying XML and JSON data
- Experience working with source control, e.g., Subversion, TFS, VSS, Git etc.
- Experience on Agile and/or Scrum projects
- Experience using Visual Studio/SQL Server Data Tools
- Develop Power BI reports

Eligibility

Eligibility Requirements

- Must be an Australia citizen

- Undergo ID verification check
- Undergo a Police Check
- Has a Baseline Security clearance

Qualifications

- A relevant degree and/or Microsoft Database certification 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>

About the Australian Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	HR Team, 02 6287 6632
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

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Education, Skills and Employment

Vacancy VN-0708322

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 31 July 2022

Apprenticeships and Foundation Skills
Various Various

Job Title	Policy and Program Officers/Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$81,464 - \$124,466
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	Multiple
Agency Website	https://www.dese.gov.au/

Job Description

The Apprenticeships and Foundation Skills Division sits within the Skills and Training Group of the Department of Employment and Workplace Relations. The division takes a national leadership role engaging with state and territory agencies, industry groups and other stakeholders to develop policy and deliver programs that promote economic productivity and social wellbeing through access to quality skills development and training.

The work of the Division is delivered by three branches:

- The Multilateral Policy Branch leads strategic policy on the apprenticeship system, VET for secondary students, foundation skills and workforce mobility reforms, including supporting the Automatic Mutual Recognition Taskforce and delivery of National Partnership programs and projects.
- The Apprenticeship Programs and Services Branch manages and delivers Commonwealth apprenticeship programs and support services, including apprenticeships policy, programs and service delivery and systems and product management contribution to the design and development of the Apprenticeships Data Management System.
- The Foundation and Transition Programs Branch manages and delivers Commonwealth programs aimed at boosting language, literacy, numeracy and digital foundations skills, as well as skills programs to assist transitions into work. These programs include the Skills for Education and Employment program, the Foundation Skills for Your Future program, Skills Checkpoint for Older Workers and the Commonwealth Scholarships for Young Australians.

Successful applicants will become an integral part of a driven and caring team located in Canberra, with the potential for interstate working arrangements.

There are a number of APS5, APS6 and EL1 policy and program officer/Assistant Director vacancies across the Division. Applicants are asked to indicate particular areas of interest. A merit pool will be created from this process and may be used to fill similar vacancies that may become available.

Duties

The successful **APS5** candidate may:

- Support the delivery of programs by interpreting program guidelines, contract management, assessing program reports and assisting with the establishment and execution of procurement activities

- Communicate with a wide range of internal and external stakeholders, including program providers and other relevant parties
- Undertake research and analysis
- Assist with preparing Ministerial and Executive correspondence, briefings and reports
- Assist with preparing for meetings with internal and external stakeholders

The successful **APS6** candidate may:

- Support the delivery of programs by interpreting program guidelines, contract management, assessing program reports and assisting with the establishment and execution of procurement activities
- Communicate with a wide range of internal and external stakeholders, including program providers and other relevant parties
- Undertake research and analysis
- Prepare Ministerial and Executive correspondence, briefings and reports
- Prepare for meetings with internal and external stakeholders
- Develop policy and prepare written advice to Government
- Demonstrate leadership qualities and work under limited supervision

The successful **EL1** candidate may:

- Lead program development, management, transformation, and evaluation to ensure program objectives are met in line with Government priorities and initiatives
- Develop policy and prepare written advice to Government
- Communicate with a wide range of internal and external stakeholders, including program providers and other relevant parties
- Undertake research and analysis
- Prepare Ministerial and Executive correspondence, briefings and reports
- Oversee program procurement and contracting processes
- Build and sustain effective working relationships with key stakeholders
- Lead a high performing team, including providing performance feedback and encouraging development, innovation and capacity building.

Eligibility

Australian Citizen

Our successful candidate must be an Australian citizen, as per section 22(8) of the Public Service Act 1999.

Security Clearance

Our successful candidate is required to hold, or have the ability to obtain and maintain a Baseline security clearance.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to

employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Robin Barrimore, 02 62408563
Agency Recruitment Site	

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Foreign Affairs and Trade

Vacancy VN-0708334

Department of Foreign Affairs and Trade

Closing Date: Thursday 28 July 2022

People Division
Medical Unit

Job Title	Medical Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	International International
Salary	-
Classification	Medical Officer Class 4
Position Number	TBC
Agency Website	

Job Description

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

DFAT is seeking a suitably qualified Medical Practitioner to lead its small medical teams in Honiara, Solomon Islands and Dili, Timor Leste. It is an on-going position with future potential opportunities in clinics in Jakarta and Port Moresby. All applicants will be considered for merit listing for potential future vacancies over the next 12 months. The clinics provide primary care medical services to Australia's diplomatic mission in the Asia-Pacific. The successful candidates will work closely with DFAT's Canberra-based

Medical Unit, and a Registered Nurse who will also reside in country. You will also advise the Ambassador and the Principal Medical Adviser in Canberra on local health matters.

Ongoing appointments will be expected to move between clinic locations every three to four years.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

Duties

Our ideal candidate will:

- Have the ability to deliver high quality general practice services, including a willingness to be on call after hours and respond to emergencies.
- Have knowledge of, or experience in, tropical medicine and aeromedical evacuations
- Have emergency clinical skills.
- Display flexibility and adaptability, professional and personal, to adapt to varied and difficult environments.
- Work well in a team and be a key leader in assisting to develop the medical services to meet DFAT's specific needs at the relevant post.
- Have high level oral and written communication skills and the ability to consult and liaise with expatriate and local medical personnel.
- Have highly developed interpersonal skills, including sensitivity, tolerance, and tact and the ability to gain confidence of staff and families at all levels.
- Have proven ability to deliver primary health care with overseas or remote area experience highly desirable.

Professional Requirements

Required:

- Current unrestricted APHRA registration as a Medical Practitioner is essential.
- Recent experience in General Practice.
- FRACGP or FACRRM preferred.
- Training or higher qualifications in Advanced Life Support, adult, paediatric or both, or Emergency medicine, or Intensive Care.
- Willingness and ability to achieve security clearance at Negative Vetting 2 level.

Preferred:

- Experience in remote or rural practice settings highly regarded.
- Experience in tropical medicine and travel medicine, aeromedical evacuation and aviation medicine, underwater medicine, and obstetrics, are all considered advantageous.

Certified copies of tertiary qualifications and other appropriate documentation must be presented on request. **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.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance (or Baseline, Negative Vetting Level 1 or Positive Vetting (PV) where positions are designated as such in the DFAT Security Framework or PV organisational chart, respectively). Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower-level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Dr Leonard Brennan, 02 6261 3740
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0708184

Aged Care Quality and Safety Commission

Closing Date: Thursday 28 July 2022

Engagement, Education and Communication
Parliamentary Services and Media

Job Title	Coordinator, Parliamentary Services and Media
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$86,790 - \$97,912
Classification	APS Level 6
Position Number	20035288
Agency Website	

Job Description

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

The role of the Aged Care Quality and Safety Commission (the Commission) is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

Position Description

The Parliamentary Services and Media team supports the Commission's public accountability through effective engagement with parliamentary processes, the Minister's office, and the media.

As Coordinator, Parliamentary Services and Media, you will work within a small team to coordinate, research and draft high quality written responses and briefings in a Ministerial context and support the functions of the team, while following established processes and timeframes.

Duties

The duties of the Coordinator, Parliamentary Services and Media include:

- Liaising with key stakeholders to prepare high-quality written briefings, correspondence and other documents within set timeframes, following style guides and templates
- Self-manage and prioritise workload to meet deadlines and team goals
- Develop and maintain relationships with key internal and external stakeholders
- Use judgement to monitor, triage and escalate issues in a timely way
- Use and maintain systems and processes to track and report
- Perform other duties in line with the classification and objectives of the Commission

Eligibility

- Excellent attention to detail and experience preparing high quality written material, including Ministerial briefings and correspondence
- Well-developed interpersonal and verbal communication skills and the ability to liaise with a range of internal and external stakeholders
- Sound judgement skills, with the ability to research, critically evaluate and synthesise information into considered advice
- Ability to prioritise competing demands in a fast-moving environment and work independently and as part of a team
- Willingness to learn and maintain business and sector knowledge relevant to the role
- Relevant tertiary qualifications and/or knowledge, skills and experience

Notes

Salary offered will be between \$86,790 to \$97,912 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

A Merit Pool may be established through this selection process and may be used to fill this or future vacancies on an ongoing basis.

Your application will be assessed on your ability to demonstrate that you possess or have the potential to quickly acquire, the required skills, knowledge, experience and qualifications to perform the role as outlined above.

You will be required to provide a response to the two (2) targeted questions below (maximum 400 words per question). You should demonstrate your competence against the eligibility requirements in your answers, so please consider this when developing responses.

Q1: Please outline your skills and experience and explain how your expertise will bring value to this role?

Q2: Describe how you would prepare high-quality written correspondence within a set timeframe, working with different subject matter experts across the organisation to source relevant information.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by **11:59pm (local time) on Thursday, 28 July 2022**.

Only completed applications will be accepted.

Contact Officer:

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 role can be directed to **Samantha Dobie, Assistant Director, Parliamentary Services**, by emailing samantha.dobie@agedcarequality.gov.au with the position title in the subject line.

Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

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

For more information on the Australian Public Service, please visit: <https://legacy.apsc.gov.au/cracking-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Samantha Dobie, samantha.dobie@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Health

Vacancy VN-0708288

Aged Care Quality and Safety Commission

Closing Date: Sunday 31 July 2022

Corporate Services
Organisational Development and Capability

Job Title	Director, External Capability Review
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA, Tasmania TAS, Hobart TAS
Salary	\$127,247 - \$150,654
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

About the Corporate Operations Group

The Corporate Operations Group (COG) is comprised of a number of key sections including: Organisational Development and Capability; Strategic Capability Projects, HR, Learning and Development, Reform and Transformation Program Office (RTPO); Finance; Governance and Risk; Business Systems; Information, Communication and Technology (ICT); Legal Services; Property and Facility Management and Audit. The Corporate Operations Group supports the Commission and enables staff to deliver the Commission's purpose by:

- Supporting the Commission in meeting its service and compliance obligations to the Aged Care Sector, Government, and the wider community.
- Supporting the achievement of the Commission's strategic priorities and outcomes by providing strategic corporate advice to enable timely, effective and efficient decision making; make the best use of resources, optimises governance and risk management; and continuously working to improve safety and performance.
- Enhancing, integrating, optimising, and developing corporate systems.
- Providing the frameworks, guidance, performance measures and monitoring, risk monitoring and management and support to enable the Commission to operate as a single strategy-led organisation.
- Being a trusted business partner for every group

Position Description

The Director Capability Review plays a key role in supporting the Commission's involvement in the Government's Capability Review of the Commission. Specifically, the Director Capability Review will act as a proactive conduit between the Commission and the Department of Health's Capability Review team in responding to requests for information and engagement with key Commission stakeholders. The Director will engage with the Commission's leadership team to ensure the Commission and its activities are well-represented and the connection to the Capability Uplift program is highly visible.

The Director Capability Review will operate across the entire lifecycle of the capability review. The Director is to appropriately engage the Department of Health during the development of the capability review's terms of reference and will work with the external review team to develop a preferred path of review. The Director will be responsible for responding to information requests and will develop an effective system for managing and responding to information requests. The Director will engage widely within the Commission and will routinely report to ELG on emerging themes, risks and issues and develop communications for staff and the Commission's Aged Care Quality and Safety Advisory Council on progress. The Director will ensure the transfer of relevant knowledge, insights and learnings to the Commission at the end of the capability review and close down the project.

Duties

- Liaise with the Department of Health during the development of the capability review's terms of reference to ensure appropriate input from the Commissioner and Aged Care Quality and Safety Advisory Council
- Work collaboratively with the Department of Health Capability Review team on the format of the review and the likely order of events, including areas of focus and documentation requirements
- Proactively develop materials for the Capability Review to correctly position the Commission's activities and efforts to become a world-class regulator

- Design and produce documentation and artefacts which inform the Capability Review about the Commission's activities
- Act as the conduit for communication between the Capability Review and the Commission, developing appropriate channels for effective communication and reporting
- Manage requests for data and information from the Capability Review in a constructive manner and track responses in a systematic way
- Establish effective information management systems to facilitate timely responses to requests for information
- Respond with accurate and relevant information to requests from the Capability Review, sourcing the responses through engaging with the Executive Leadership Group, Director Strategic Capability Projects, capability leads and other internal stakeholders
- Provide regular reports on activities within the capability review to the ELG, including ongoing requests, priorities and progress
- Report to ELG regarding key themes, risks and issues arising from the Capability Review with actionable insights
- Engage with internal (NLG, ELG) and external (vendors, suppliers, Capability Review) stakeholders to communicate effectively and present relevant information in appropriate formats
- Liaise with external providers and organisations as required, representing the interest of the Commission with professionalism and excellence
- Ensure staff across the Commission provide timely responses to the capability review team and escalate any risks or issues of concern
- Through collaborative leadership, motivate, influence and develop engagement, trust, and respect with stakeholders.
- Contribute to the creation of an effective change management culture within the Commission and provide leadership to support the capability review
- Provide strategic advice, problem solving and issues management in relation to complex matters to the Senior Director Organisational Development and Capability and the Executive Director, Enterprise Governance and Corporate Operations (EDEGCO)
- At the conclusion of the capability review, conduct a 'lessons learned' for improving the effectiveness of the Commission and contributing to a learning culture
- Document the response to any recommendations of the capability review on behalf of the Commission and work with the Commissioner and ELG to formulate the response
- Conclude the project in accordance with the project management framework

Risk and Governance Accountabilities:

- Contribute to identification of real and potential risks emerging from the capability review to appropriately target risk mitigation strategies
- Identify, document and plan ways to reduce risks associated with the capability review
- Contribute to activities to strengthen the Commission's corporate governance systems and processes including supporting the oversight of corporate compliance and corporate policies and practices
- Ensure compliance with all Commission governance frameworks and controls

Financial Accountabilities:

- Review, monitor and manage allocated resources within budget
- Ensure compliance with PGPA Act and CPR requirements.

People Accountabilities:

- Manage staff and stakeholders in line with the APS values and Code of Conduct and relevant legislative requirements such as the Work, Health and Safety Act 2011
- Provide leadership, direction, support to staff working in a fast-paced, agile environment.
- Develop performance frameworks and individual development plans for all direct reports and ensure that all managers in the section enact the same with their staff
- Assist with the management of critical and sensitive issues to deliver consistent strategic and quality messaging in line with current policies and objectives

Key Relationships:

- Internal: ELG, Capability Steerco, NLG, Capability Leads, Director Strategic Capability Projects
- External: Department of Health Capability Review team, external consultants, vendors/suppliers

Skills and capabilities

All EL2 employees are expected to meet the EL2 level capabilities outlined in the APS Integrated Leadership System

Eligibility

- Experience in responding to external reviews or investigations, or experience in conducting an external review
- Understanding of the Commission's role and functions and key features of and models of contemporary regulation
- Demonstrated ability to act strategically with influence across multiple streams of work and apply a structured and systematic approach to gathering, handling and disseminating information in order to respond to requests from the Capability Review team
- Demonstrated achievement of leading a high performing team, with evidence of collaboration that encourages new ideas, builds trust, and provides support for the development of emerging skills.
- Demonstrated ability to communicate openly and effectively and to build strong professional relationships with staff, stakeholders and clients at all levels and across boundaries together with superior interpersonal, negotiation and influencing skills.
- Highly-developed written and oral communication skills and demonstrated ability to influence and interact in an effective way and communicate information coherently and concisely
- Demonstrated ability to quickly take on and process information, particularly in understanding the Commission's activities and internal relationships
- Eligibility for baseline level security clearance.

Desirable qualifications or experience

- Experience working in government/public sector
- Knowledge of the key findings and recommendations of the Royal Commission into Aged Care Quality and Safety

Notes

Salary offered will be between \$127,247 and \$150,654 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

In your application please provide a statement of claims against the Position Eligibility Requirements in no more than 600 words.

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

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

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account. If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional.
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by **11:59pm (local time) on Sunday 31st July 2022.**

Only completed applications will be accepted.

Contact Officer:

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 role can be directed to **Rohan Dyster, Senior Director, Organisational Development and Capability** by emailing Rohan.Dyster@agedcarequality.gov.au with Position title in the subject line.

Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

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 <https://legacy.apsc.gov.au/cracking-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Rohan Dyster, Rohan.Dyster@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Health

Vacancy VN-0708302

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Thursday 28 July 2022

ACSQHC
ACSQHC Healthcare Variation

Job Title	Data and Reporting Strategy Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$129,652 - \$153,502
Classification	Executive Level 2
Position Number	20024062
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Data and Reporting Strategy Manager who will be responsible for planning, managing and coordinating the development of a rolling program of reports and data updates. The role will also be responsible for establishing a data reporting strategy and building capacity within the Commission to extract, analyse, visualise and report data.

Duties

Position duties include, but are not limited to, the following:

1. Provide strategic leadership and direction by planning, managing and coordinating the development of healthcare variation reports, including clinical commentaries and data updates
2. Work collaboratively with national agencies, jurisdictions and other stakeholders to develop a reporting strategy

3. Establish a data strategy and build capacity within the Commission to extract, analyse, visualise and report data
4. Undertake research and analysis of literature reviews and healthcare datasets, collaborate with the AIHW, clinical experts and other key stakeholders to inform the direction and development of the Atlas series and other healthcare variation reports
5. Lead, support and manage staff to produce reports including managing and supervising workload, performance and development opportunities
6. Undertake and oversight project management activities, including the development of project plans, budgets, monitoring and reporting, and providing recommendations about identifying problems and managing risks
7. Represent the Commission and promote the Atlas series and other program work through participation in relevant committees and meetings
8. Develop a stakeholder engagement strategy and provide oversight of advisory and topic expert groups to achieve project and work plan outcomes, including the preparation of meeting and briefing papers and presentations.

Eligibility

The successful candidate will have:

- Demonstrated experience in program or project management including organisational capability, strategic planning, and managing budgets, with a focus on achieving outstanding results
- Highly developed analytical skills and conceptual thinking, with the demonstrated capacity for strategic judgement and innovative problem-solving
- Demonstrated experience with data analysis, interpretation and reporting
- Strong interpersonal skills including an ability to communicate with influence and cultivate productive working relationships with a range of government and non-government stakeholders
- Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and submissions, present to a range of audiences, and explain complex technical and clinical issues simply
- Extensive senior level management experience in the healthcare and/or public sector
- An extensive and comprehensive understanding of Australia's health care system, including the development and implementation of national approaches to reporting on safety and quality in health care
- Relevant tertiary qualifications.

Notes

For the full position description and applicant pack please visit: <https://www.safetyandquality.gov.au/careers>.

To apply for this position please submit:

- 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: in accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff be up-to-date with vaccinations against COVID-19 and provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates

are encouraged to contact Gillian Giles on (02) 9126 3634 to further discuss this role.

Applications are due by **midnight, Thursday 28 July 2022**.

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	Gillian Giles, 02 9126 3634
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0708372

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Thursday 28 July 2022

ACSQHC
ACSQHC AURA, IPC/HAI and Emerging Issues

Job Title	Senior Project Officer, IPC and HAI
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,939
Classification	Executive Level 1
Position Number	20021668
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Infection Prevention and Control (IPC) and Healthcare-Associated Infections (HAI) team is part of the stream that coordinates the Commission's Antimicrobial Use and Resistance in Australia (AURA) project. The IPC/HAI team supports the delivery of a range of projects to prevent and control HAIs and support implementation of the National Safety and Quality Health Service (NSQHS) Standards, particularly the Preventing and Controlling Infections Standard, and the Australian Guidelines for the Prevention and Control of Infection in Healthcare.

The Senior Project Officer will be responsible for leading work on a range of support activities for the NSQHS Preventing and Controlling Infections Standard. These include the National Hand Hygiene Initiative and the Australian Guidelines for the Prevention and Control of Infection in Healthcare, and the development of guidance and educational resources relating to these, as well as contributing to broader activities to support the Commission's work on HAIs and infection prevention and control. This will include researching the available literature and undertaking analysis of data and information to inform policy and resources; project management; healthcare worker education resource development; stakeholder engagement; facilitation of meetings and working groups; preparation of project documentation; and, collaborating with other program areas across the Commission.

Duties

The Senior Project Officer will:

1. Undertake project management activities, including project planning and documentation, implementation, monitoring and reporting on progress, and identification and management of project risks related to the development and delivery of policies, programs, guidance, and educational resources to support effective infection prevention and control and the reduction of HAIs
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform HAI/IPC policy and program direction
3. Support implementation of the National Hand Hygiene Initiative, including providing learner and user support, and supporting the operation and enhancement of the Commission's online learning management system and online hand hygiene compliance application
4. Produce briefing papers, reports, and other publications for a range of audiences
5. Collaborate and consult with a wide range of external stakeholders, including state and territory health departments, the private sector, independent technical experts, professional associations, and consumers, to effectively inform policy and resource development
6. Provide support and advice to enable the delivery of Commission's broader patient safety and quality initiatives, including support of the broader AURA Stream where necessary
7. Participate in, and present at committee meetings, forums, and workshops, as required.

Eligibility

The successful candidate will have:

- Demonstrated experience in planning and implementation of infection prevention and control, patient safety, quality improvement or clinical education projects/programs
- Demonstrated ability to analyse and interpret scientific and grey literature and/or infections-related data collected in healthcare settings, and develop materials to inform HAI/IPC policy and program direction
- Demonstration of leading collaborate consultation processes across a range of external stakeholders, such as state and territory health departments, the private sector, independent technical experts, professional associations, and consumers, to effectively inform policy and resource development
- Demonstrated ability to develop and write high quality documents for a range of audiences, in different formats, to enable practical implementation
- Demonstrated ability to consult and negotiate with a wide variety of stakeholders and support implementation of the National Hand Hygiene Initiative, through the provision of learner and user support, the operation of the Commission's online learning management system, and online hand hygiene compliance application
- Experience and/or tertiary qualifications in relevant areas, such as infection prevention and control, patient safety, quality improvement, or clinical education.

Notes

For the full position description and applicant pack please visit: <https://www.safetyandquality.gov.au/careers>.

To apply for this position please submit:

- A CV summarising your relevant experience and qualifications
- A statement addressing your suitability against each of the selection criteria (no more than 2 pages in total).

Candidates must be Australian citizens to be eligible to apply.

Please note: in accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff be up-to-date with vaccinations against COVID-19 and provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Kathy Meleady on (02) 9126 3640 or Jan Gralton on (02) 9126 3655 to further discuss this role.

Applications are due by **midnight, Thursday 28 July 2022**.

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	Kathy Meleady, (02) 9126 3640
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0708404

Australian Digital Health Agency

Closing Date: Sunday 31 July 2022

Digital Strategy Division
Clinical Digital Health Standards Gov Branch Clinical Governance Section

Job Title	Clinical Safety Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	APS60022
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

- Join a growing and vibrant business within a high-profile national program
- Wide range of exciting projects being delivered over the next 18-24 months
- Great employment conditions, dynamic innovative and evolving environment

The Clinical Safety Lead responsible for managing the clinical safety of Agency products and services, such as My Health Record and Electronic Prescribing.

Duties

About the Role

Working within the clinical safety team of the Clinical Governance section, Digital Strategy Division, the

APS6 Clinical Safety Lead works collaboratively with a broad range of stakeholders and assists with identifying and managing clinical hazards and risks inherent to digital health products and services. As the clinical safety subject matter expert, you will understand, interpret, and apply in-depth knowledge of theoretical and practical inputs to implement the Agency Clinical Safety Management System and apply expertise in co-design and assurance activities. A Clinical Safety Lead is accountable for:

- Applying understanding of clinical workflows in paper-based, hybrid and digitally enabled healthcare settings to perform clinical safety assessments of complex technical systems with consideration of human factors.
- Applying knowledge of risk management and evidence-based claims from internal and external sources, in the context of clinical safety, to identify and articulate clinical safety hazards and risks.
- Performing clinical safety analysis through design, development, testing, implementation, and changes throughout the product and software development lifecycles and produce reports to support the assurance of product releases or changes.
- Acquiring, maintaining and applying an in-depth understanding of technical digital health standards (CDA and FHIR).
- Partnering with divisions and teams involved in Agency products, programs or services relating to the National Digital Health Strategy and Agency work plan to achieve clinical safety management outcomes.
- Applying a whole of systems approach to undertaking duties, taking into consideration socio-technical factors, hazards in digital health, human factors, stakeholder needs and expectations, competing risks and issues to achieve the clinical safety management of Agency products and services within a complex operating environment.
- Informing and recommending a range of actions that influence the clinical governance agenda in the organisation so clinical safety is applied as early as possible.
- Collaborating with a range of stakeholders to manage complex stakeholder relationships, both internally and externally

Skills and Experience

To be successful in this role you will have experience as a health care professional working in a complex operating environment. In addition, the successful candidate will demonstrate:

- CHIA certification, or certification in health informatics or safety and quality (highly desirable)
- Registration as a healthcare professional (highly desirable).
- Excellent oral and written communication skills.
- Experience in working with legislation and legislative frameworks.

You can view the position description [here.](#)

Qualifications

- CHIA certification, or certification in health informatics or safety and quality is highly desirable
- Registration as a healthcare professional is highly desirable.

Eligibility

Eligibility

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

Application

To apply for this position please submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description:

Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

[Brisbane](#)

[Sydney](#)

[Canberra](#) Notes

This position may be filled in Brisbane, Sydney or Canberra. Digital Health is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

To support our diverse workforce, The Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

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	Timothy Plunkett, +61 7 3023 8406
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0708382

Australian Institute of Health and Welfare

Closing Date: Wednesday 27 July 2022

Information and Communication Technology Group
Operations and Platforms Unit

Job Title	APS6 ICT Network Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$87,869 - \$97,137
Classification	APS Level 6
Position Number	087_07/22
Agency Website	

Job Description

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

The AIHW currently has a number of exciting projects and work underway to enhance its ICT environment and capabilities and are seeking an APS6 Network Administrator to join the team. As the Network Administrator you will assist with the management and administration of the AIHW ICT voice and data networks including the Wide Area Network, Local Area Network, Cloud based networking, audio and video related networks. You will also provide support by troubleshooting, planning and designing for network changes while adhering to change management practices.

To succeed in this role you will be a motivated go-getter who is able to work in a fast-paced environment, effectively manage their priorities and communicate with a wide range of stakeholders. You will also be able to learn new technologies quickly and work in a collaborative way.

Duties

Under general direction you will:

- Work as part of a small team to provide and maintain a high quality, client focused ICT environment.
- Provide the provision of level 2 and 3 support for the AIHW networks (at the administrator level).
- Maintain the corporate network, including daily monitoring, troubleshooting and performance analysis.
- Support and maintain corporate network infrastructure including associated software, hardware and recovery services.
- Perform typical system administrative activities such as upgrades, backup, restore and issue resolution.
- Maintain clear and up-to-date network diagrams, documentation and procedures; and
- Assist with ICT infrastructure project, support and upgrade as required.

Eligibility

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

1. Demonstrated experience triaging and troubleshooting technical issues in a complex IT network.
2. Experience managing and responding to ICT incidents/outages.
3. 3+ years experience managing Cisco networks
4. Well-developed organisational skills including the ability to determine priorities, develop strategies, procedures and work practices.

5. Ability to establish productive working relationships including the ability to work closely with a range of stakeholder such as architects, developers, and administrators.
6. Well-developed written and verbal communication skills.
7. Demonstrated experience in all or most of the following: Cisco and Extreme switches (mandatory), Fortinet Firewalls (mandatory), F5 technologies, Cisco WiFi, Microsoft always on VPN's and VLAN's, Microsoft Azure and Microsoft networking, ICT security.

Notes

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Gavin Thomson, 02 6244 1124
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0708365

Australian Radiation Protection and Nuclear Safety Agency

Closing Date: Wednesday 27 July 2022

Office of CEO Communications

Job Title	Director Communications
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$130,834 - \$148,574
Classification	Executive Level 2
Position Number	13584
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Primary purpose of the role

The Director Communications is responsible for leading the Communications Team and for the strategic management of the Agency's communications portfolio. The role is responsible for developing ARPANSA's brand, media engagement and communications strategies and providing expert advice to the Executive Group and staff to promote best practice communication and engagement.

The role is an important agency wide leadership position and is critical to building capability to embed stakeholder engagement and communications skills throughout the agency.

Duties

Key accountabilities

- Plan, manage and lead the Communications team to identify reputational risk and developing communication strategies to effectively manage risks across the division and business areas
- Provide expert media, issues and reputation management advice to senior management and staff across strategic and operational issues
- Provide strategic advice and problem solving for complex media management issues, and support the Communications team to navigate and respond appropriately
- Provide strategic advice to internal clients to develop and implement communication strategies and activities
- Oversee the development of policies and procedures concerning ARPANSA staff interactions with the media, consistent delivery of ARPANSA's brand and other communications functions
- Manage issues and risks in the social media environment.
- Deliver media training and support Agency spokespeople.

Eligibility

Job specific capabilities

To be considered for this position, you will ideally have had experience in similar roles and specifically have demonstrated skills in media management, communication strategy development, and strategic stakeholder engagement.

You will have excellent skills in leadership, media relations, developing and implementing communication strategies and campaigns, and internal and external stakeholder engagement.

You will be experienced in coaching and managing a small team and possess highly developed communication skills along with the ability to identify relevant emerging issues and respond in a positive and proactive manner.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to undertake a minimum baseline security clearance as a condition of engagement.

Benefits

- Flexible working options
- Study assistance and salary packaging options
- Employee Assistance Program
- Located in the leafy northern suburbs 15 km from CBD

- Modern amenities room with garden courtyard
- Free parking

Notes

For further information, please contact Tone Doyle via phone 03 9433 2466

Application close: 27 July 2022

To obtain a copy of the position description and find out more about working at ARPANSA, please visit <https://www.arpansa.gov.au/about-us/careers>.

To apply, please submit your resume, the ARPANSA application cover sheet and a '1000-word pitch' that considers the position overview, job responsibilities, and the selection criteria, to recruitment@arpansa.gov.au.

ARPANSA values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Should you require special assistance through any stage of the selection process, please contact the Human Resources team.

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	Tone Doyle, 03 9433 2466
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers

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Health

Vacancy VN-0707696

Department of Health and Aged Care

Closing Date: Thursday 28 July 2022

Legal and Assurance Division
Corporate Assurance Branch Fraud Control and PID Management Section

Job Title	PID Coordination & Fraud Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$79,002 - \$85,437
Classification	APS Level 5
Position Number	22-LADIV-14039
Agency Website	

Job Description

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

The PID & Fraud Officer will provide administrative support to the PID and Fraud teams of the Section and drive and report on PID processes, assist in the maintenance and delivery of PID training and maintain the department's PID Framework. The PID & Fraud Officer will also assist the Section in fraud prevention and risk activities as directed, subject to availability and workload.

Duties

Under direction, the PID Coordination & Fraud Officer will be responsible for the following activities:

- Manage and respond to enquiries into the Section's mailboxes.
- Prepare letters and weekly executive reporting.
- Ensure that information is stored appropriately as outlined in the departmental records management policy.
- Drive and report on PID processes.
- Coordination of meetings, including preparing invitations, agendas and minutes.
- Maintain PID delegations.
- Liaison with staff who are delegated PID roles.
- Maintain the Department's PID Framework.
- Maintain PID online training.
- Assist in the delivery of PID face to face training to PID roles and delegates.
- Assist with procurement and onboarding activities of the Section.
- Assist the Section in fraud prevention and risk as directed, subject to availability and workload.

Eligibility

- Desirable Experience includes:
 - Administrative experience, including electronic filing and records management, coordinating meetings, writing agendas and minutes.
 - Preparation of correspondence and reports including emails and letters on routine and more complex matters.
 - Managing stakeholder enquiries via telephone, email and written correspondence, including in the context of non-routine circumstances.
 - Experience in an integrity role and working knowledge of the PID Act is highly desirable.
- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made

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

Notes

- Applications close Thursday, 28 July 2022 at 11:30pm AEST.
- Applicants should quote reference number 22-LADIV-14039 to assist when making an enquiry.

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

About the Department of Health and Aged Care

The Department of Health is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Helen Kratzmann, 03 9665 8476
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0708203

Professional Services Review

Closing Date: Thursday 04 August 2022

Case Management Unit
Case Management Unit

Job Title	Case Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$70,426 - \$75,606
Classification	APS Level 4
Position Number	20025842
Agency Website	https://www.psr.gov.au/

Job Description

<mailto:HrEnquiries@psr.gov.au>

Job Overview

Case officers perform an important role in a small team providing support to the Director PSR and PSR Committees. Case Officers are responsible for managing medical records and Agency records, management of logistics and provision of administrative support to members of the Case Management Unit.

Case Officers are regularly the primary point of liaison with a range of people involved in the PSR process including medical officers, legal representatives and medical office staff.

Role expectations

Case Officers have autonomy in coordinating and managing work and make decisions on matters under their direct control. Case Officers negotiate tasks and deadlines with other Case Management Unit staff. Case Officers have discretion in deciding how a task will be conducted, including decisions on who to consult.

Work conducted by Case Officers is subject to review and accuracy checks prior to release internally or externally. Case Officers make some decisions regarding record handling practices including determining methods and approaches. Case Officers are required to apply logic, initiative, knowledge and sound judgement in the exercise of daily duties.

Case Officers refer decisions requiring or resulting in significant change to outcomes or timeframes or which relate to the strategic direction of a case to senior staff in the Case Management Unit.

Duties

The Case Officers' duties include

- End to end management of PSR's case records, including accurate electronic filing, file naming and file destruction and management of hard copy records including implementing proper security, storage and destruction
- Ensuring accurate data entry into the PSR case management systems and entering all relevant case data
- Updating case files at each stage of the review process and ensuring that documents are filed electronically
- Liaising with health practitioners and clinics to obtain medical records for review, including explaining record export processes
- Preparing clinical records for review by the Director PSR or PSR Committees including applying quality control processes, converting, tagging and scanning records

- Coordinating secure collection and delivery of documents via courier services,
- Providing liaison and support to PSR Panel Members and consultants regarding access to document systems and records
- Generating and preparing hearing and case materials including correspondence, reports and notices to produce
- Undertaking other general administrative support tasks as required.

Eligibility

Knowledge required

Job Specific Capabilities and Experience

- Experience with records management, documentation preparation and/or general administrative tasks,
- Capacity to work independently and collaboratively in a small team,
- High attention to detail,
- Familiarity with the structure of medical records and basic medical terminology, and
- Strong oral communication skills.

Notes

Selection criteria

Applications will be assessed against the selection criteria. Applicants should obtain a copy of the selection criteria before applying by accessing the PSR website at the following address:

<https://www.psr.gov.au/psr-agency-corporate-information/employment-opportunities>

You may also obtain the selection criteria by e-mailing HrEnquiries@psr.gov.au

Applications should include a CV and a statement addressing each of the selection criteria of up to 200 words per criterion.

To be eligible for employment at Professional Services Review Agency 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 (Baseline). 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.

About the Professional Services Review

PSR was established in July 1994 as an Agency within the Health Portfolio to protect the integrity of Medicare and the PBS. PSR is responsible for reviewing and examining possible inappropriate practice by practitioners when they provide Medicare services or prescribe Government subsidised medicines under the PBS. PSR examines suspected cases of inappropriate practice that have been referred by the Chief Executive Medicare. PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work. Through the performance of its statutory role, PSR protects patients and the community from the risks associated with inappropriate practice, and protects the Commonwealth from having to meet the cost of medical and allied health services provided as a result of inappropriate practice. PSR encourages workplace diversity and welcomes applications from Indigenous Australians, people of non-English speaking background and people with a disability. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Katrina Dietrich, 0476279188
Agency Recruitment Site	mailto:HrEnquiries@psr.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0708338

Australian Institute Of Marine Science

Closing Date:Wednesday 17 August 2022

Knowledge Systems team

Job Title	Research Scientist - Ecological Statistician
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD, Perth WA, Darwin NT
Salary	\$109,976 - \$120,564
Classification	Executive Level 1;Executive Level 2
Position Number	21578
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

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

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

At AIMS, the way we work guides our team members' on their collective journey towards the successful delivery our AIMS Strategy 2025 targets.

Duties

About this Exciting Opportunity

You will contribute to internationally recognised marine research by applying your advanced skills in experimental design and ecological statistics to the solution of complex problems of marine ecology, biodiversity and ecosystem health in a dynamic and changing environment. You will manage a portfolio of tasks including the analysis and interpretation of complex experimental, survey, and/or monitoring data and will provide statistical advice to colleagues on the design of experiments, analysis of data and use of statistical software. You will also collaborate with colleagues to produce scientific reports, papers and presentations.

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 5 salary (\$109,976 to \$120,564 per annum) plus 15.4% superannuation
- Free Onsite Gym (in Townsville) and Optional Fitness passport
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Full-time, 5-year Fixed Term opportunity
- Located in either: Townsville (Qld), Darwin (NT) or Perth (WA). Relocation Assistance available

Eligibility

About you

You will have a PhD in science, or a related discipline, on a topic demonstrating the application of quantitative skills to ecological data. You will have experience analysing complex data sets, including time series and spatial data and be able to demonstrate:

- Sound and demonstrated theoretical and practical knowledge of both Frequentist and Bayesian statistical techniques
- Proficiency in using statistical software R or python
- Demonstrated experience with techniques to support reproducible research workflows
- Superior communication skills for presenting science verbally and in peer-reviewed literature
- The ability to work collaboratively in a team environment with professional and technical staff

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.*
2. *Darwin or Perth location - It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement. Townsville location - AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Position enquiries are to be directed to Dr Diego Barneche at d.barneche@aims.gov.au

Applications close: WEDNESDAY, 17 AUGUST 2022 (midnight, AEST) **Notes**

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Diego Barneche, (07) 4753 4444
Agency Recruitment Site	https://www.aims.gov.au/employment

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708247

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Corporate Services
Information Technology Branch

Job Title	Systems Administrator – Digital Solutions - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Cairns QLD, Darwin NT, Tamworth NSW, Perth WA, Sydney NSW
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	2617
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Digital Solutions Section is responsible for providing and maintaining the ICT applications that support the department's objectives and strategic directions.

The Systems Administrator supports the Digital Solutions Team Lead in the development and maintenance of applications managed by the section. This role reports to the Applications Team Leader in the Digital Solutions Section.

The Information Technology Branch has an immediate ongoing, permanent, vacancy as the Systems Administrator – Digital Solutions at the Corporate Services Level 3 above barrier (APS 6) classification. This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies.

Duties

The Systems Administrator under broad direction is responsible for, but not limited to:

- Work collaboratively with Digital solutions senior developers to deliver inhouse built applications and their integration services.
- Troubleshooting technical issues to resolution and/or escalate to manager/supplier/vendor as required.
- Ensure as-built documentation and standard operating procedures are maintained and updated as necessary.
- Manage and perform analysis, design, development, prototyping, unit testing and maintenance activities.
- Perform high-level analysis of technical requirements to support project evaluation with proposed solutions.
- Contributing to the evaluation and triaging technical issues.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Our ideal candidate

- Demonstrated technical expertise in the Microsoft technology stack including any of the following technologies .NET Framework or .NET Core, DevOps.
- Good understanding of Azure Cloud, SharePoint and/or Dynamics 365.
- Experience agile work environments.
- Tertiary accredited qualifications in a relevant ICT discipline with a minimum of three years' experience in an ITC technical role.
- Experience working cooperatively with a broad range of internal and external stakeholders with a proven track record of meeting project deliverables using agile methodologies.
- Highly developed written and oral communication skills, particularly in discussing technical matters with non-technical people.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australia citizen as this role requires a Baseline security clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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

Notes

About the Civil Aviation Safety Authority Australia

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708250

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Corporate Services
Information Technology

Job Title	Systems Administrator – Digital Solutions
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Cairns QLD, Darwin NT, Tamworth NSW, Perth WA, Sydney NSW
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	2617
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Digital Solutions Section is responsible for providing and maintaining the ICT applications that support the department's objectives and strategic directions.

The Systems Administrator supports the Digital Solutions Team Lead in the development and maintenance of applications managed by the section. This role reports to the Applications Team Leader in the Digital Solutions Section.

The Information Technology Branch has an immediate ongoing, permanent, vacancy as the Systems Administrator – Digital Solutions at the Corporate Services Level 3 above barrier (APS 6) classification. This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies.

Duties

The Systems Administrator under broad direction is responsible for, but not limited to:

- Work collaboratively with Digital solutions senior developers to deliver inhouse built applications and their integration services.
- Troubleshooting technical issues to resolution and/or escalate to manager/supplier/vendor as required.
- Ensure as-built documentation and standard operating procedures are maintained and updated as necessary.
- Manage and perform analysis, design, development, prototyping, unit testing and maintenance activities.
- Perform high-level analysis of technical requirements to support project evaluation with proposed solutions.
- Contributing to the evaluation and triaging technical issues.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Our ideal candidate

- Demonstrated technical expertise in the Microsoft technology stack including any of the following technologies .NET Framework or .NET Core, DevOps.

- Good understanding of Azure Cloud, SharePoint and/or Dynamics 365.
- Experience agile work environments.
- Tertiary accredited qualifications in a relevant ICT discipline with a minimum of three years' experience in an ITC technical role.
- Experience working cooperatively with a broad range of internal and external stakeholders with a proven track record of meeting project deliverables using agile methodologies.
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708273

Civil Aviation Safety Authority Australia

Closing Date: Monday 01 August 2022

Corporate Services
Information Technology

Job Title	Network Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Cairns QLD, Darwin NT, Tamworth NSW, Perth WA, Sydney NSW
Salary	\$79,981 - \$86,801
Classification	APS Level 5
Position Number	3848
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Keen for a change? Enjoy a challenge? Love Network problem solving? Then come join our team. And be a part of a friendly, supportive, helpful, high performing and diverse team, and an organization with an excellent work culture and ethics.

Help us with some of the exciting projects we are currently working on. This is an excellent opportunity for a network enthusiast to learn and work in a cloud environment and on some cutting-edge network technology.

The Information Technology Branch has an immediate ongoing, permanent, vacancy as the Network Administrator at the Corporate Services Level 3 below barrier (APS 5) classification. This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies.

The Network team within the Civil Aviation Safety Authority (CASA) works with both the latest on premise equipment and new cloud technologies. Whilst some of the skills required may be new, CASA is keen to provide learning opportunities to help develop your skills.

Being a leader in the Government cloud migration field, CASA has also embraced new technologies that allow a flexible working arrangement. CASA offers staff the ability to work a ratio of 50% in office / at home. With offices in all mainland state capital cities, applicants from interstate are encouraged to apply.

As a member of a small agile team, the Network Administrator reports to the Team Leader Networks and undertakes a wide variety of work, including day-to-day network troubleshooting and assisting with both cloud and on-premise designs and deployments.

As part of the Service Delivery section, applicants will require a well-developed knowledge of core IT networking principles to assist other areas deliver services both internally and externally. Additionally, the

ability to work both collaboratively and individually, updating fellow team members and maintaining standard operating procedures, is highly desirable.

As the role supports critical network operations, there is occasional out of hours work and a rostered on-call component, which will support CASA's day-to-day business needs. On Call support includes pay incentives.

CASA has commenced a migration from on-premise computing to a cloud-based solution utilising Microsoft Azure as the cloud platform. The role will initially focus on maintaining the on-premise equipment, while transitioning to the cloud solution.

Duties

The Network Administrator under broad direction is responsible for, but not limited to:

- Troubleshooting on-premise network issues and supporting the uplift of CASA Network services to the cloud.
- Contributing to the planning and execution of new projects/initiatives including transition into business-as-usual operations.
- Contributing to the preparation of submissions to the Change Advisory Board and other governance forums.
- Organizing and prioritizing tasks in alignment with the Network team workplan.
- Monitoring work queues to ensure incidents and requests are actioned in-line with service level agreements.
- Ensuring documentation and standard operating procedures are maintained and updated
- Contributing to continual service improvement within the Network team
- Supporting the ICT lead during planning and execution of office uplift and/or relocation activities.

Our ideal candidate will have:

- Demonstrated experience in the following areas:
 - Routing and Switching
 - On Premise (HP, Cisco)
 - Firewall
 - On Premise (Fortinet)
 - Load Balancing
 - On Premise (NetScaler or similar)
 - Wireless Access Points.
- Demonstrated ability to work cooperatively with a broad range of internal and external stakeholders
- Highly developed written and oral communication skills, particularly in discussing technical matters with non-technical stakeholders.

Eligibility

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

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708274

Civil Aviation Safety Authority Australia

Closing Date: Monday 01 August 2022

Corporate Services
Information Technology

Job Title	Network Administrator - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Tamworth NSW, Darwin NT, Sydney NSW, Perth WA, Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Cairns QLD
Salary	\$79,746 - \$86,801
Classification	APS Level 5
Position Number	3848
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

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 - Wireless Access Points.
- Demonstrated ability to work cooperatively with a broad range of internal and external stakeholders
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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708281

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Corporate Services
Training

Job Title	Training Capability Specialist - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Tamworth NSW, Darwin NT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	1844
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Reporting to the Section Manager Capability and Strategy, the Training Capability Specialist is responsible for the planning, executing, co-ordination and management of procurement activities supporting CASA's training requirements.

The Training Capability Specialist also supports procurement activities related to wider branch activities when needed.

The Training Capability Specialist is required to work under limited direction, exercising reasonable autonomy and accountability in the undertaking of work that is complex in nature to deliver on section, branch and CASA outcomes.

The Training Capability Specialist is expected to have excellent stakeholder engagement and management skills. The position requires well developed research, analytical and decision-making skills to support completion of activities and to deliver defined outcomes.

The Training Capability Specialist may be required to supervise and manage a team during the conduct of projects in support of branch activities, with responsibility for all aspects of team management and development, including work priorities, allocation and monitoring work, performance management and the identification of opportunities for training and development of their staff.

The position may require some local and interstate travel.

Duties

The Training Capability Specialist is responsible for the following deliverables:

- procuring external training solutions on behalf of CASA, including scoping requirements with business units, gaining approvals, determining procurement methods, developing and issuing procurement requests and managing the evaluation of responses
- managing complex contracts through to finalisation; including review analysis, reporting and make recommendations of products, goods and services
- assisting the Corporate and Technical Capability Specialists during times of high workload to support capability activities
- liaising with external organisations and using networks across agencies to promote and coordinate attendance at procured training
- coordinating cost recovery in consultation with the Finance Branch for attendance at procured training by external stakeholders
- coordinating delivery of procured training, in consultation with the Training Operations Team, external providers, attendees and facilities to ensure efficient delivery of training activities
- providing guidance and mentoring to develop staff members as required
- proposing and facilitate innovative initiatives, and contribute to business improvement strategies and change in workplace practices
- providing inputs into the planning and prioritisation of team and branch work activities
- promoting workplace safety, equity and diversity and act in accordance with the CASA Values and Behaviours
- other duties as directed by the Section Manager Capability and Strategy.

Our ideal candidate will have:

- Highly developed communication and interpersonal skills
- Ability to manage and coordinate projects in an administrative and technically complex environment
- Understanding of government procurement practices
- Demonstrated experience in developing, conducting and managing procurement activities
- Knowledge of internal budget processes and practices
- Experience using government systems and applications
- Experience in delivering learning and development solutions in a demanding operational environment.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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

Notes

About the Civil Aviation Safety Authority Australia

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708283

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Training
Corporate Services

Job Title	Training Capability Specialist
Job Type	Full-Time, Ongoing
Location	Tamworth NSW, Darwin NT, Cairns QLD, Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Sydney NSW
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	1844
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Reporting to the Section Manager Capability and Strategy, the Training Capability Specialist is responsible for the planning, executing, co-ordination and management of procurement activities supporting CASA's training requirements.

The Training Capability Specialist also supports procurement activities related to wider branch activities when needed.

The Training Capability Specialist is required to work under limited direction, exercising reasonable autonomy and accountability in the undertaking of work that is complex in nature to deliver on section, branch and CASA outcomes.

The Training Capability Specialist is expected to have excellent stakeholder engagement and management skills. The position requires well developed research, analytical and decision-making skills to support completion of activities and to deliver defined outcomes.

The Training Capability Specialist may be required to supervise and manage a team during the conduct of projects in support of branch activities, with responsibility for all aspects of team management and development, including work priorities, allocation and monitoring work, performance management and the identification of opportunities for training and development of their staff.

The position may require some local and interstate travel.

Duties

The Training Capability Specialist is responsible for the following deliverables:

- procuring external training solutions on behalf of CASA, including scoping requirements with business units, gaining approvals, determining procurement methods, developing and issuing procurement requests and managing the evaluation of responses
- managing complex contracts through to finalisation; including review analysis, reporting and make recommendations of products, goods and services

- assisting the Corporate and Technical Capability Specialists during times of high workload to support capability activities
- liaising with external organisations and using networks across agencies to promote and coordinate attendance at procured training
- coordinating cost recovery in consultation with the Finance Branch for attendance at procured training by external stakeholders
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- providing guidance and mentoring to develop staff members as required
- proposing and facilitate innovative initiatives, and contribute to business improvement strategies and change in workplace practices
- providing inputs into the planning and prioritisation of team and branch work activities
- promoting workplace safety, equity and diversity and act in accordance with the CASA Values and Behaviours
- other duties as directed by the Section Manager Capability and Strategy.

Our ideal candidate will have:

- Highly developed communication and interpersonal skills
- Ability to manage and coordinate projects in an administrative and technically complex environment
- Understanding of government procurement practices
- Demonstrated experience in developing, conducting and managing procurement activities
- Knowledge of internal budget processes and practices
- Experience using government systems and applications
- Experience in delivering learning and development solutions in a demanding operational environment.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident.

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

Notes

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708317

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Guidance, Transformation & Safety Systems
Safety, Risk and Intelligence

Job Title	CASA Senior Risk Advisor - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Adelaide SA, Tamworth NSW, Perth WA, Darwin NT, Melbourne VIC, Cairns QLD
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	1919
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

CASA is seeking applicants to join the Safety, Risk and Intelligence Branch who are ready to use their extensive experience in a Senior Risk Advisor role to support us in identifying, assessing and managing risk across the organisation.

We are seeking candidates who work collaboratively and cohesively with management, colleagues and peers to support risk management activities across CASA Divisions and Branches.

Safety, Risk and Intelligence is a Branch of Group Transformation and Safety Systems Division within

Aviation Group and is responsible for analysis of safety data and the management of enterprise and Aviation Safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making. The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

The Risk Oversight Section provides an effective risk management capability to ensure CASA meets its ongoing regulatory and international risk management obligations and to support CASA in developing a comprehensive risk based regulatory approach for both aviation safety risk and internal CASA risk. The Section works constructively with its stakeholders and by provides expert advice, support and other deliverables to CASA personnel and various stakeholders. By combining these aspects, the Section ensures that CASA produces practical regulations, standards, policies, education packages and support tools that assist with the efficient implementation and effective capability associated with Risk Management.

The Senior Risk Advisor is responsible to the Section Manager Risk Oversight for the development and maintenance of a fit for purpose enterprise approach to risk management, that ensures that CASA meets all of its statutory obligations in relation to risk management. This position plays an important role in driving a positive organisational approach to risk management, through the establishment of strategic and productive working relationships across all levels in CASA. This position will suit somebody who is experienced in a regulatory environment, has worked across different levels of government or somebody who has an extensive multi-disciplinary governance background.

Duties

The Senior Risk Advisor, under broad direction of the Section Manager Risk Oversight, is responsible for the following deliverables:

- Provide expertise and advice in relation to strategic and enterprise-wide risk and risk management across all areas of CASA.
- Provide high level advice and reports to section manager, branch manager and various governance committees as required on all aspects of risk management across CASA.
- Embed a positive attitude toward risk and risk management within CASA.
- Support the ongoing implementation and use of the CASA risk register to record and support the management of CASA enterprise risk.
- Facilitation of risk workshops and contribute to the delivery of risk management training.
- Develop and deliver risk reporting strategies to ensure necessary risk information is delivered to key stakeholders.
- Maintain knowledge of relevant CASA or other government legislative and reporting requirements, Australian and International standards, quality assurance procedures and better practice models relating to risk management and risk governance.
- Continuously improve CASA's approach to risk governance, risk identification monitoring and reporting; and
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate will have the following skills and experience:

- Tertiary qualifications in related field (i.e. Risk Management or similar).
- Demonstrated experience in risk management including the development and implementation of an enterprise risk management system.
- Demonstrated experience in developing and successfully implementing risk management reporting.
- Familiarity with the Commonwealth Risk Management Policy and framework.
- A strong understanding of Commonwealth Corporate Governance matters and associated legislative frameworks and policies.
- Strong communication and presentation skills.
- Experience in delivering risk management training and risk workshop facilitation.
- Experience in complex stakeholder engagement and management.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident with the ability to obtain a baseline security clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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

Notes

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0708319

Civil Aviation Safety Authority Australia

Closing Date: Thursday 28 July 2022

Guidance, Transformation & Safety Systems
Safety, Risk and Intelligence

Job Title	CASA Senior Risk Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Tamworth NSW, Melbourne VIC, Darwin NT, Perth WA, Cairns QLD, Adelaide SA
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	1919
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

CASA is seeking applicants to join the Safety, Risk and Intelligence Branch who are ready to use their extensive experience in a Senior Risk Advisor role to support us in identifying, assessing and managing risk across the organisation.

We are seeking candidates who work collaboratively and cohesively with management, colleagues and peers to support risk management activities across CASA Divisions and Branches.

Safety, Risk and Intelligence is a Branch of Group Transformation and Safety Systems Division within Aviation Group and is responsible for analysis of safety data and the management of enterprise and Aviation Safety risk for the organisation, including the development of risk profiling to enhance CASA's and industry's decision making. The branch is also responsible for development of regulations, associated guidance material, as well as internal standardisation materials and advice related to safety management systems and risk management.

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Duties

The Senior Risk Advisor, under broad direction of the Section Manager Risk Oversight, is responsible for the following deliverables:

- Provide expertise and advice in relation to strategic and enterprise-wide risk and risk management across all areas of CASA.
- Provide high level advice and reports to section manager, branch manager and various governance committees as required on all aspects of risk management across CASA.
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- Develop and deliver risk reporting strategies to ensure necessary risk information is delivered to key stakeholders.
- Maintain knowledge of relevant CASA or other government legislative and reporting requirements, Australian and International standards, quality assurance procedures and better practice models relating to risk management and risk governance.
- Continuously improve CASA's approach to risk governance, risk identification monitoring and reporting; and
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate will have the following skills and experience:

- Tertiary qualifications in related field (i.e. Risk Management or similar).
- Demonstrated experience in risk management including the development and implementation of an enterprise risk management system.
- Demonstrated experience in developing and successfully implementing risk management reporting.
- Familiarity with the Commonwealth Risk Management Policy and framework.
- A strong understanding of Commonwealth Corporate Governance matters and associated legislative frameworks and policies.
- Strong communication and presentation skills.
- Experience in delivering risk management training and risk workshop facilitation.
- Experience in complex stakeholder engagement and management.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident with the ability to obtain a baseline security clearance.

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

Notes

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To Apply

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

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Prime Minister and Cabinet

Vacancy VN-0708346

Aboriginal Hostels Limited

Closing Date: Sunday 14 August 2022

AHL Executive
Business Development & Employment

Job Title	General Manager - Business Development and Employment
Job Type	Full-Time, Ongoing
Location	Perth WA, Darwin NT, Brisbane QLD, Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	VN8922
Agency Website	

Job Description

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

Aboriginal Hostels Limited (AHL) is a company wholly owned by the Australian Government. AHL's purpose is to provide safe, culturally-appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

A Board of Directors appointed by the Minister for Indigenous Australians is responsible for setting the strategic direction of the Company, consistent with the priorities and expectations of the Minister.

Duties

The General Manager, Business Development and Employment is a key member of the AHL Executive team working closely with and supporting the CEO and the Board of Directors. You will be responsible for building and aligning current and future organisational capability to deliver on strategic goals. In leading innovative business transformation and cultural change, you will focus on leading and managing:

- Business Development and Communication, including developing effective working relationships with key external stakeholders across government and community organisations, media management, develop and implement a communication and marketing strategy to drive increased occupancy and leverage donations, sponsorship and other funding opportunities.
- Business Strategy, including corporate planning and reporting, strategic projects and portfolio liaison.
- AHL's people and culture, including developing an agile workforce, increasing employment of First Nations people, developing a rewarding, inclusive and high performing organisational culture and ensuring health, safety and well-being of employees.

To be successful in this highly rewarding and challenging role, you will be an outstanding leader with the agility and experience to lead, develop and implement reform and provide strategic advice on emerging opportunities and ongoing business process improvement

You will have a strong commercial focus with significant experience in human resource management, business improvement and development, communications and marketing. You must also demonstrate an ability to engage, influence and build productive relationships with external stakeholders in developing and implementing key business improvements. Your people focus and sound judgement skills will be complemented by high-level business acumen, intellectual rigour, well developed communication skills and a high level of resilience and integrity.

Further information may be obtained from Mr Dave Chalmers, Chief Executive Officer, via email dave.chalmers@ahl.gov.au or phone 02 6212 2011.

Before applying, please obtain selection documentation by contacting Mr Dino Hladenki, Acting Director Human Resources via email dino.hladenki@ahl.gov.au

Applications close on 14 August 2022

Eligibility

This role is **Affirmative Measures – First Nations applicants only** (to constitute an Affirmative Measure under subsection 8(1) of the Racial Discrimination Act 1975) open to Aboriginal and Torres Strait Islander peoples only. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal and/or Torres Strait Islander person
- identify as an Aboriginal and/or Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

Successful applicants will be required to provide documents pertaining to their Indigenous heritage.

Notes

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 position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability>

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Dino Hladenki, 02 6212 2035
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0707975

Department of the Prime Minister and Cabinet

Closing Date: Thursday 28 July 2022

Corporate
Finance

Job Title	Advisers, Finance Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,770 - \$97,510
Classification	APS Level 6
Position Number	PMC/2022/133
Agency Website	

Job Description

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

The Opportunity

Finance Branch is seeking innovative and forward thinking finance professionals who can modernise and transform the way we work, to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across PM&C.

The Branch provides advice, contestability, control and assurance to the department based on the following principles:

- information that is accurate, transparent, consistent, relevant and timely
- simple, helpful, respectful, contestable and quality advice to assist decision making
- standardised and streamlined structures, processes, reporting and services, in order to remove duplication and reduce inefficiencies, and
- the automation of processes where it is efficient and viable to do so.

As an Advisor in Finance Branch, you will be part of a multi-functional team in a high-profile, fast-paced environment.

The Financial Governance and Service Delivery section provides advice and support to groups and divisions to ensure PM&C leaders can make well-informed decisions. This includes:

- managing and monitoring the department's internal governance structures, processes and policies including Accountable Authority Instructions and delegations
- providing advice to internal stakeholders on financial policies
- supporting business areas and staff through the delivery of helpdesk services covering human resources, finance, financial systems
- external reporting such as the department's gift register, and
- managing Compensation for Detriment caused by Defective Administration claims.

The team also leads internal corporate services reform projects from time-to-time.

Duties of the positions include:

- Interpreting and providing advice based on legislation, policy and procedures.
- Coordinating the provision of advice and guidance to others on operational activities and tasks.
- Coordinating financial governance requirements and promoting compliance with the financial management frameworks.
- Identifying financial issues and applying financial management knowledge to objective and systematic analysis and conclusions.
- Building and sustaining effective relationships with team members and actively participating in team work and group activities.
- Managing and prioritising workflows and resources.

A merit pool may be established and used to fill the same of similar vacancies for 18 months from the date of advertising. **Duties**

Our Ideal Candidate

We are looking for strong performers who not only want to apply their expertise, but who want to be part of an exciting change agenda.

Our ideal candidates will have strong stakeholder engagement skills and will liaise with stakeholders in relation to complex, difficult and sensitive issues. You will work with reasonable autonomy to achieve outcomes. You will have an improvement focus, strong results orientation, and seek to add value through improving processes and systems.

You will possess strong capabilities to analyse and interpret information. You enjoy working with others to understand complex issues, analysing results and communicating your findings.

You are able to build and sustain relationships with stakeholders and team members and actively participate in team-work and group activities; and work collaboratively, operating as an effective team member and provide constructive feedback to others.

Our ideal candidates will have:

- Strong initiative and sound judgement
- Strong written and oral communication skills
- An ability to produce quality work within short time frames
- Excellent interpersonal skills
- Strong analytical skills
- A commitment to continuous improvement

Desirable:

- Sound understanding of the PGPA Act framework, and Commonwealth resource management framework, or
- Experience or skills in a project management roles, is highly desirable.

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. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (For a period of up to 18 months, with the possibility of extension up to 3 years)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, 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	Sajiv De Silva, (02) 6271 5733
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0708074

Department of the Prime Minister and Cabinet

Closing Date: Thursday 28 July 2022

Technology and Business Services
Information Services

Job Title	Project Officer, Information Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,770 - \$97,510
Classification	APS Level 6
Position Number	PMC/2022/134
Agency Website	

Job Description

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

The Opportunity

The Information Services Branch (ISB) is responsible for the secure provision and support of Information and Communications Technology (ICT) services to PM&C and client agencies. PM&C both provides services to and receives services from other agencies across the public sector. The ICT Project Delivery team provides end to end project coordination and management function for the ISB, which involves managing a diverse range of projects varying in scale, duration, impact, stakeholder involvement, priority level and funding.

We are seeking highly motivated and experienced individuals to join our high calibre, friendly and supportive teams delivering creative ICT solutions. You will coordinate and assist in the management of several projects that encompass ICT Infrastructure, service management, web and applications development for both Prime Minister and Cabinet and a range of portfolio and related agencies.

The area is dynamic and engaged with a broad range of projects with diverse requirements and priorities. You will be required to liaise closely with the department's ICT outsourced service providers and other internal ISB teams to ensure projects run smoothly with an appropriate level of communication and reporting and are delivered in a timely manner to meet client requirements.

The role involves typical project responsibilities e.g. development of project documentation including project plans and status reports, risk management, project governance etc.

A merit pool may be established and used to fill the same of similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

Our ideal candidate will have:

- Demonstrated experience providing project administration and coordination support;
- Strong organisational skills, ability to manage competing priorities and respond to agile requirements;
- Strong communication skills, particularly to correspond and negotiate with a range of technical and non-technical staff at all levels;
- Demonstrated ability to work in a team;
- Demonstrated experience developing strong working relationships with stakeholders;
- Ability to provide stakeholders with accurate advice and support in a fast-paced environment.

Experience undertaking any of the functions mentioned above in an ICT environment will be highly regarded. **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. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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, as Minister for the Public Service, 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	Qurat Tariq, (02) 6271 5258
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0708368

National Indigenous Australians Agency

Closing Date: Sunday 31 July 2022

Economic Policy and Programs Group

Job Title	Group Manager, Economic Policy and Programs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	NIAA SES/2022/006
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

Our SES Band 2 Group Manager roles include policy development, program delivery, grants administration, enabling services and regional group managers with a key responsibility for engaging with multiple jurisdictions, stakeholders and First Nations partners. This recruitment process may form a merit pool for similar SES Band 2 vacancies that may arise over the next 18 months. You should indicate your preference for consideration of the immediate opportunity or for the type of role you wish to be considered for in your pitch.

We have an immediate opportunity to take up the role of Group Manager Economic Policy and Programs. This role provides strategic economic, employment and environmental policy and program delivery advice, which includes thought leadership across the NIAA. We are seeking an experienced and inspiring senior leader to join our senior executive team and get deeply involved in complex issues.

The Group Manager will bring a strong policy framework, and a focus on strategically important issues where value can be added. This includes an integrated approach to providing advice on a broad range of economic policy and program delivery areas.

In this role, the Group Manager will have the opportunity to influence a range of cross government agendas and sectors and drive delivery on a range of Government commitments and priorities including:

- Establishment of the Remote Engagement Program, which will replace the Community Development Program in 2023. This involves co-design with local groups in each of the five trial regions and a national co-design group to take the learnings from trials into design of the new, national program.
- Co-design and implement the new Indigenous Skills and Employment Program, for implementation from July 2022, replacing Vocational Training and Employment Centres, Tailored Assistance Employment Grants and the Employment Parity Initiative programs.
- Implement reforms to the Aboriginal Land Rights (Northern Territory) Act 1976 by establishing the Northern Territory Aboriginal Investment Corporation and resolving the remaining 40 land claims.
- Refresh the Indigenous Business Sector Strategy (a 10 year strategy commencing in 2018) to ensure it aligns with current economic conditions and Indigenous business needs, and move it into the second phase of implementation.

The Group Manager reports to Deputy Chief Executive Officer (DCEO), SES Band 3, with oversight of seven branch managers and their teams, comprising over 170 staff located predominately in Canberra with some out-posted staff.

We have an ambitious reform agenda ahead of us, so if you are someone that wants to leave your mark on the public service and be able to point to an accomplishment that has lasting impacts for the Australian people, NIAA is the place for you.

Duties

Our Ideal Candidate

As part of NIAA's Senior Executive, you will be a dynamic, professional, motivated and experienced leader who is capable of working in a challenging policy/program environment. You will be required to actively build genuine, effective and collaborative relationships with internal and external stakeholders particularly First Nations people and communities.

You will have well-developed strategic and economic policy and program skills and demonstrated expertise to work effectively under pressure and in a challenging, dynamic and ambiguous environment to deliver high-quality advice and tangible outcomes.

You will have a demonstrated understanding of the opportunities and challenges affecting First Nations Peoples and a high level ability to communicate effectively with Aboriginal and/or Torres Strait Islander peoples and communities.

You will have experience in leading and managing teams in developing innovative strategies and approaches, with strong negotiation skills and the ability to influence organisational outcomes.

You will be innovative, consultative, resilient and personally accountable for the quality of advice and the delivery of results. You are able to effectively identify and manage operational and reputational risk. You show initiative, sound judgement and personal drive.

To be successful, you will need to be self-aware, culturally competent and foster respect and inclusion in the workplace. You will also promote by personal example and other appropriate means the APS Values and code of conduct, as well as the NIAA values and behaviours.

Tertiary qualifications and/or experience in economic policy and programs are desired but not required.

WHS Advice:

The Group Manager is considered an Officer under the Work Health and Safety Act 2011 and is required to exercise due diligence in complying with the obligations under this Act.

Delegation Advice:

Occupants would be required to exercise 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.

Identified Positions

These positions are Identified which signifies that the roles have a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

These positions are required to liaise with First Nations people, communities and service providers. You will require cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
- demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- demonstrated capability and commitment to continue to develop cultural competency.

Eligibility

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

The occupant must be able to obtain and maintain a baseline (Protected) security clearance, or hold a current security clearance of an appropriate level.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Letitia Hope, (02) 6152 3132
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0708307

Australian Institute of Family Studies

Closing Date:Monday 01 August 2022

Research
Data Management and Linkage

Job Title	Manager, Data Management and Linkage
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$105,201 - \$116,176
Classification	Executive Level 1
Position Number	22-12a
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/work-with-us>

An exciting opening has arisen for a Manager, Data Management and Linkage to manage complex end-to-end data management activities, including key data governance processes for our flagship longitudinal study, Growing Up in Australia: The Longitudinal Study of Australian Children. If you are passionate about managing data linkage and analytics for data management projects and have exceptional stakeholder management skills, this role is for you!

The Data Management and Linkage (DML) team works across the Institute's Longitudinal and Lifecourse Studies area and the Data Linkage and Integration Authority, exposing DML team members to an array of interesting data-driven projects.

The Manager, Data Management and Linkage will take a leading role in managing and delivering high level data governance and management standards. The role touches on all aspects of the data lifecycle and adheres to industry best practices. Essential skills include:

- demonstrated experience in end-to-end data management, including complex survey data manipulation, data cleaning, preparation of final datasets and production of associated documentation

- demonstrated understanding of methodology processes for data linkage including data integration; data validation; metadata and data standard support, and expert data curation support
- a high level of competency and demonstrated experience in the use of SAS (and/or other data management software) for data processing and management is a prerequisite
- highly developed interpersonal skills, including the capacity to work collaboratively as an effective team member and use high-level influencing skills to work with external organisations
- experience in managing small teams to meet timelines and achieve results
- exceptional verbal and written communication skills, including experience in the development and production of plain language written materials and an ability to communicate effectively with a variety of stakeholders
- highly developed organisational skills, including the ability to work independently and prioritise and manage workloads to ensure timely completion of work, and manage project staff as required.

Duties

Under the direction of the Senior Manager, Data Management and Linkage, this position is required to:

- provide leadership to meet timelines and achieve results
- manage stakeholder liaison, particularly with the fieldwork providers
- manage data management projects, linkage projects, stakeholder activities, clients and facilities (facilities include secure data access arrangements)
- provide support on specialised data services, including the full range of data integration activities, to provide tailored services and data resources
- contribute to the development of key data governance processes and foster a culture of accountability around the management of AIFS data assets
- perform end-to-end data management activities to ensure the integrity, accuracy, consistency and completeness of datasets for LSAC and other longitudinal studies
- develop and maintain/update data documentation about data processes and data quality issues.
- manage ongoing data management activities for longitudinal studies (such as participant contact data and survey data)
- coordinate data user access queries for longitudinal studies
- set priorities and monitor workflow and practices to ensure timely completion of work and monitoring project progress to adjust plans as required.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes

for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Human Resources, 392147888
Agency Recruitment Site	https://aifs.gov.au/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0708313

Australian Institute of Family Studies

Closing Date: Monday 01 August 2022

Research
Data Management and Linkage

Job Title	Senior Data Officer, Data Management and Linkage
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	\$76,481 - \$94,264
Classification	APS Level 5;APS Level 6
Position Number	22-12b
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/work-with-us>

An exciting opening has arisen for a Senior Data Officer to put their data skills to work at the cutting edge of data linkage and integration. If you have a passion for data linkage, integration and data integrity, this is the role for you! You will be part of a team that contributes to making a positive difference to the lives of children, families and communities.

The Data Management and Linkage (DML) team works across the Institute's Longitudinal and Lifecourse Studies area and the Data Linkage and Integration Authority, exposing DML team members to an array of interesting, data-driven projects.

The Senior Data Officer, Data Management and Linkage position will provide data management and data processing services to projects linked mainly to the Building a New Life In Australia: The Longitudinal Study of Humanitarian Migrants project. Essential skills include:

- demonstrated proven experience assisting with data management activities including data validation, editing, imputation, and experience with relational databases
- demonstrated capability or experience performing statistical analyses and contributing to the preparation of reports and publications
- demonstrated proven ability to produce high quality work, through demonstrated attention to detail and flexible approach to diverse work demands in a fast-paced environment
- highly developed interpersonal skills, including the capacity to work collaboratively as an effective team member and use high level influencing skills to work with external organisations including key research partners
- excellent organisational skills including a demonstrated ability to initiate and follow up tasks, work independently, and prioritise and monitor progress to ensure the completion of work within agreed timelines
- relevant qualifications or equivalent experience in Statistics, Biostatistics, Data Science or a related field.
- a high level of competency and demonstrated experience in the use of SAS for data processing and management is a prerequisite.

Duties

Under the direction of the Manager, Data Management and Linkage, this position is required to:

- assist in managing large and complex longitudinal datasets as well as create analytical datasets by extracting, manipulating/transforming and merging data files
- perform end-to-end data management activities to ensure the integrity, accuracy, consistency and completeness of datasets
- automate data production processes and statistical reporting syntaxes
- develop and maintain/update data documentation about data processes/data quality issues
- maintain and innovate processes to bring efficiency and productivity
- work proactively and collaboratively within and between teams towards the realisation of shared goals
- set priorities and monitor workflow and practices to ensure timely completion of work.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Human Resources, 392147888
Agency Recruitment Site	https://aifs.gov.au/work-with-us

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Social Services

Vacancy VN-0708196

Department of Social Services

Closing Date: Thursday 04 August 2022

Legal Services
Legal Services

Job Title	Principle Legal Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$141,148 - \$159,345
Classification	Executive Level 2
Position Number	333_06/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Legal Services Group sits within the Chief Operating Officer Stream of the Department of Social Services and undertakes all aspects of the Department's legal work in support of the Department's mission to improve the wellbeing of individuals and families in Australian communities.

Our role is to actively manage legal risk for the Department by providing high quality, timely and pragmatic legal advice to portfolio Ministers, our Secretary and departmental officers. Joining the Legal Services Group is a great way to transition into the public service and / or the Department of Social Services, as our Group has visibility of work across the entire Social Services Portfolio and plays a central role in supporting stakeholders across the Department and the Australian Public Service.

We are a diverse and multi-disciplinary team that provides legal support to our stakeholders on a wide range of matters including legal advice on all programs administered by the Department, including social security, the National Disability Insurance Scheme, the National Rental Affordability Scheme, gambling, family assistance, child support and the National Redress Scheme for

Survivors of Institutional Child Sexual Abuse.

The Legal Services Group also provides legal advice and support in relation to corporate legal matters including commercial law, employment law, right to information and privacy, and litigation, and provides legal advice and services relating to Royal Commissions, as well as commissions of inquiry. The Legal Services Group manages the Portfolio's legislation program.

We are also responsible for the engagement of external legal service providers. The Legal Services Group takes great pride in the work it does. We are driven by a culture of high quality advice and output, celebrating hard work and achievements, supporting each other to deliver and grow in support of the Department's mission.

Duties

Our Principal Legal Officers are professional, motivated and experienced expert legal practitioners who strive in a high performing and diverse legal practice. We have vacancies in our team for individuals who are interested in challenging and absorbing work that supports the department to design, deliver and administer payments, programs, policies and services to the Australian community.

As a Principal Legal Officer, you will need to work collaboratively with staff across the department on the delivery of key priorities, while working with our executives to achieve the Legal Services Group objectives. Principal Legal Officers are senior lawyers, and must demonstrate significant experience independently providing advice on complex matters to clients. You will also need to be able to lead a small team of SLOs and LOs to deliver outcomes for the Department.

Your responsibilities as a Principal Legal Officer will include:

- providing expert strategic, practical and technically sound legal advice
- ensuring that legal advice given by the Legal Services Group reflects a sound understanding of the department's operations and strategic environment
- managing and supervising the work of junior lawyers to help build a high performing team by allocating resources and workflows, set work area priorities and timelines, and deliver business outcomes
- exercising sound judgement
- drafting high quality documents (including briefs, instruments, explanatory statements, agreements and correspondence)
- identifying and helping to manage risk for the department
- building productive and enduring relationships with internal and external stakeholders
- selecting, briefing and managing external legal services providers
- working collaboratively with other enabling services functions in the department
- helping to ensure the department complies with the Legal Services Directions 2017
- undertaking other duties relating to the work of the Legal Services Group, as directed.

Our Principal Legal Officers have the following key capabilities:

- Communication: Verbal and written - Expertise in written and verbal communication skills', including the ability to negotiate and influence a diverse range of people and is able to modify targeted and complex messages to diverse audiences.
- Research and analysis: Expert proficiency in undertaking complex legal research and analysis to identify, design and propose solutions, and is able to translate and present technical and complex information appropriately.
- Stakeholder engagement: Relationships - Expert skills in seeking opportunities to establish and nurture effective professional networks, cultivating positive relationships with stakeholders and clients, in pursuit of departmental outcomes.
- Risk management: Highly proficient in identifying, analysing, assessing and advising on complex legal risks and impacts.
- Project management: Expert in the application of project management methodologies to plan, organise and control resources to deliver specific goals or objectives.
- Critical thinking: Utilises highly developed critical thinking skills to (analyse/evaluate) complex issues to develop reasoned conclusions.
- Leadership: Encourages contributions, and communicates expected outcomes; strong personnel and resource management skills, including the ability to delegate and proactively drive work to achieve results.

Eligibility

A Bachelor's degree in law (or equivalent) is essential. You will need to currently hold, or be eligible to hold, a restricted practising certificate in the ACT.

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

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

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

Notes

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

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

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

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Leah Kennedy, (02) 6146 1376
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Thursday 04 August 2022

Legal Services
Legal Services

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$116,197 - \$134,224
Classification	Executive Level 1
Position Number	332_06/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Legal Services Group sits within the Chief Operating Officer Stream of the Department of Social Services and undertakes all aspects of the Department's legal work in support of the Department's mission to improve the wellbeing of individuals and families in Australian communities.

Our role is to actively manage legal risk for the Department by providing high quality, timely and pragmatic legal advice to portfolio Ministers, our Secretary and departmental officers. Joining the Legal Services Group is a great way to transition into the public service and / or the Department of Social Services, as our Group has visibility of work across the entire Social Services Portfolio and plays a central role in supporting stakeholders across the Department and the Australian Public Service.

We are a diverse and multi-disciplinary team that provides legal support to our stakeholders on a wide range of matters including legal advice on all programs administered by the Department, including social security, the National Disability Insurance Scheme, the National Rental Affordability Scheme, gambling, family assistance, child support and the National Redress Scheme for Survivors of Institutional Child Sexual Abuse.

The Legal Services Group also provides legal advice and support in relation to corporate legal matters including commercial law, employment law, right to information and privacy, and litigation, and provides legal advice and services relating to Royal Commissions, as well as commissions of inquiry.

The Legal Services Group manages the Portfolio's legislation program. We are also responsible for the engagement of external legal service providers. The Legal Services Group takes great pride in the work it does. We are driven by a culture of high quality advice and output, celebrating hard work and achievements, supporting each other to deliver and grow in support of the Department's mission.

Duties

Our Senior Government lawyers are professional, motivated and an experienced self-starter that wants to join our high performing and diverse legal practice. We have vacancies in our team for individuals who are interested in challenging and absorbing work that supports the department to design, deliver and administer payments, programs, policies and services to the Australian community. Our Senior Government lawyers, work collaboratively with staff across the department on the delivery of key priorities, while working with Principal Lawyers to manage junior lawyers.

Your responsibilities as a Senior Government Lawyer will include:

- providing strategic, practical and technically sound legal advice
- ensuring that legal advice given by the Legal Services Branch reflects a sound understanding of the department's operations and strategic environment

- managing and supervising the work of more junior lawyers to help build a high performing team
- exercising sound judgement on legal and commercial issues
- drafting high quality documents (including briefs, instruments, explanatory statements, agreements and correspondence)
- identifying and helping to manage risk for the department (both legal and non-legal)
- building productive and enduring relationships with internal and external stakeholders
- selecting, briefing and managing external legal services providers\
- working collaboratively with other enabling services functions in the department
- helping to ensure the department complies with the Legal Services Directions 2017
- undertaking other duties relating to the work of the Legal Services Group, as directed.

Our Senior Lawyers have the following attributes:

- enthusiasm to be a part of the legal team delivering advice that helps make Australia's social welfare system and related programs and services function and achieve their intended goals
- willingness to accept responsibility and accountability
- professional integrity and credibility
- excellent written and oral communication skills (including negotiation and influencing skills)
- the ability to think creatively and operate effectively in a dynamic team environment
- a strong results orientation
- the ability to plan and manage complex legal projects
- resilience and a positive approach to the resolution of issues
- a proactive approach to professional development, including the development of junior lawyers
- astute judgment
- the highest ethical standards.

In addition to working with a high degree of independence, candidates at the SLO level will have responsibility for the supervision of junior staff in the first two years of their professional career. Candidates at this level would usually have between three and five years professional experience.

Eligibility

A Bachelor's degree in law (or equivalent) is essential. You will need to currently hold, or be eligible to hold, a restricted practising certificate in the ACT.

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

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

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

Notes

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

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

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

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Leah Kennedy, 02 6146 1376
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0708219

Department of Social Services

Closing Date: Thursday 04 August 2022

Legal Services
Legal Services Branch

Job Title	Government Lawyer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$88,490 - \$100,808
Classification	APS Level 6
Position Number	331_06/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Legal Services Group sits within the Chief Operating Officer Stream of the Department of Social Services and undertakes all aspects of the Department's legal work in support of the Department's mission to improve the wellbeing of individuals and families in Australian communities. Our role is to actively manage legal risk for the Department by providing high quality, timely and pragmatic legal advice to portfolio Ministers, our Secretary and departmental officers.

Joining the Legal Services Group is a great way to transition into the public service and / or the Department of Social Services, as our Group has visibility of work across the entire Social Services Portfolio and plays a central role in supporting stakeholders across the Department and the Australian Public Service. We are a diverse and multi-disciplinary team that provides legal support to our stakeholders on a wide range of matters including legal advice on all programs administered by the Department, including social security, the National Disability Insurance Scheme, the National Rental Affordability Scheme, gambling, family assistance, child support and the National Redress Scheme for Survivors of Institutional Child Sexual Abuse.

The Legal Services Group also provides legal advice and support in relation to corporate legal matters including commercial law, employment law, right to information and privacy, and litigation, and provides legal advice and services relating to Royal Commissions, as well as commissions of inquiry. The Legal Services Group manages the Portfolio's legislation program. We are also responsible for the engagement of external legal service providers.

The Legal Services Group takes great pride in the work it does. We are driven by a culture of high quality advice and output, celebrating hard work and achievements, supporting each other to deliver and grow in support of the Department's mission.

Duties

Our government lawyers are professional, motivated and an experienced self-starter that wants to join our high performing and diverse legal practice. We have vacancies in our team for individuals who are interested in challenging and absorbing work that supports the department to design, deliver and administer payments, programs, policies and services to the Australian community. Candidates at the APS6 level will usually be in the first two years of their professional career. You will work under the supervision of a Senior Legal Officer.

Your responsibilities as a APS6 lawyer will include:

- drafting practical and technically sound legal advice for second counselling by a senior or principal lawyer
- drafting legal advice that reflects a sound understanding of the department's operations and strategic environment
- exercising sound judgement on legal and commercial issues
- drafting high quality documents (including briefs, instruments, agreements and correspondence)
- identifying and helping to manage risk for the department (both legal and non-legal)
- building productive relationships with internal and external stakeholders
- managing client relationships and developing your own client base
- cultivating subject matter expertise
- briefing and managing external legal services providers
- working collaboratively with other enabling services functions in the department
- helping to ensure the department complies with the Legal Services Directions 2017
- contributing to Group projects
- undertaking other duties relating to the work of the Legal Services Group, as directed.

Our Government Lawyers have the following attributes:

- professionalism
- strong written and oral communication skills
- a strong results orientation
- a willingness to learn and develop subject matter expertise
- the ability to plan and manage complex legal projects
- resilience and a positive approach to the resolution of issues
- a proactive approach to professional development
- astute judgment
- high ethical standards

- demonstrated understanding of Whole of Government legislative and policy frameworks.

A Bachelor's degree in law (or equivalent) is essential. You will need to currently hold, or be eligible to hold, a restricted practising certificate in the ACT. **Eligibility**

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

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

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

Notes

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

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

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

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Leah Kennedy, 02 6146 1376
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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National Disability Insurance Agency

Closing Date: Wednesday 27 July 2022

Chief Risk Officer
Audit and Assurance Branch Internal Audit

Job Title	EL2 Internal Audit
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Richmond VIC, Brisbane QLD, Surry Hills NSW
Salary	\$127,766 - \$145,058
Classification	Executive Level 2
Position Number	0708_07/22_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL2 Director Internal Audit is accountable under broad direction to undertake work with a high level of complexity or sensitivity that delivers quality outcomes across the strategic functions of the National Disability Insurance Agency (NDIA). The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. The role is required to provide leadership, control, planning, resource management, performance management and decision making for the team membership and assigned Contractors working within the Work Area. EL2 Director Internal Audit will exercise a significant degree of independence and will use a high-level of decision-making and judgement. The role will be required to coordinate and assume responsibility for highly complex or sensitive projects and work program outcomes across the audit functions that have strategic or operational significance to the NDIA. The position is responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders. Where required, it will represent and negotiate on behalf of the NDIA to advance the NDIA's interests in cross-agency, inter-jurisdictional and other forums.

Duties

Responsibilities of the role include but are not limited to:

- Providing leadership and direction to others and ensuring a high level of integration and consistency across business, in terms of advice provided or functions managed.
- Delivering results within a framework of NDIA policies, priorities, objectives and strategy.
- Leading, coordinating and directing complex audits of programs, processes, systems and functions to provide assurance that risks facing the NDIA are being properly addressed and managed.
- Planning, coordinating and preparing high-level papers and reports, discuss findings with clients and senior executives, and assisting and developing others in the preparation of internal audits.
- Collaborating with business areas to conduct a range of audit activities across the NDIA.
- Developing and implementing strategies that improve internal audit functions.
- Undertaking high-level research and analysis with regard to technical and non-technical matters, for the purpose of maintaining and increasing compliance levels and improving internal productivity.
- Understanding, analysing, interpreting and complying with internal auditing standards, policies, strategies, and business/team plans and applying these in the work area.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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 and/or vulnerable people checks may need to be undertaken as per

Notes

This position will be offered Ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Vesna Berquist, 0448 236 169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0708369

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 28 July 2022

Senior Practitioner
Senior Practitioner Branch Research and Practice Evidence

Job Title	Assistant Director Practice Evidence
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$108,199 - \$122,818
Classification	Executive Level 1
Position Number	105_07/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Contribute to the strategic planning and development of the Commission's research and practice evidence program.
- Work with internal and external stakeholders to develop practice evidence priorities and activities that align with whole-of-Commission objectives.
- In consultation with the Director of Research and Practice Evidence oversee a Practice evidence program that identifies and synthesises internal and external research to inform best practice in the provision of high quality supports and in the reduction of restrictive practices.
- Provide leadership to Practice Evidence staff including setting work priorities, ensuring responsive delivery of project outcomes, and supporting professional development,.
- Provide advice and education to internal and external stakeholders on national and international evidence-based practice in behaviour support and reduction of restrictive practices.
- Contribute to the development and management of quality improvement implementation and evaluation projects and related education and engagement activities.
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and the Executive
- Work with internal and external stakeholders to identify the Commission's priorities for research and practice evidence.
- Behave in accordance with the APS values.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Donna Gillies, (02) 9942 5709
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0708376

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 28 July 2022

Senior Practitioner
National Operations - Behaviour Support Northern Territory

Job Title	Assistant Director Behaviour Support
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$108,199 - \$122,818
Classification	Executive Level 1
Position Number	106_07/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Working constructively and collaboratively in a team that has expertise in behaviour support and restrictive practices.
- Contributing to the development and implementation of policies relating to behaviour support and the reduction and elimination of restrictive practices.
- Contributing to the development of education, advice and support material for providers.
- Under limited direction, conducting quality assurance of behaviour support plans and ensuring that plans are reviewed and revised, where required.
- Actively supporting providers to implement policies and practices that ensure compliance with the NDIS framework, including both Commonwealth and state and territory legislative and policy requirements in relation to behaviour support and the use of restrictive practices.
- Assisting providers to develop best practice behaviour support plans and where restrictive practices are used, ensure those practices are reported, monitored and reviewed.
- Assisting providers to use effectively the Commission's ICT behaviour support system to develop behaviour support plans and to report the use of restrictive practices.
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission, including reportable incidents, complaints, investigations and compliance.
- Assisting with the assessment of the skills and experience of behaviour support practitioners against the competency framework.
- Working across the Commission, and with external agencies and bodies, and state and territory governments to ensure effective communication and information flows to support the behaviour support function.
- Contributing to submissions, reports, briefs and other documentation as required.
- Ensuring that record keeping is consistent with Commission and legislative requirements.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Donna White, +61 2 9942 5746
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0708379

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 28 July 2022

Senior Practitioner
National Operations – Behaviour Support Tasmania

Job Title	Assistant Director Behaviour Support
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$108,199 - \$122,818
Classification	Executive Level 1
Position Number	107_07/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Working constructively and collaboratively in a team that has expertise in behaviour support and restrictive practices.
- Contributing to the development and implementation of policies relating to behaviour support and the reduction and elimination of restrictive practices.
- Contributing to the development of education, advice and support material for providers.
- Under limited direction, conducting quality assurance of behaviour support plans and ensuring that plans are reviewed and revised, where required.
- Actively supporting providers to implement policies and practices that ensure compliance with the NDIS framework, including both Commonwealth and state and territory legislative and policy requirements in relation to behaviour support and the use of restrictive practices.
- Assisting providers to develop best practice behaviour support plans and where restrictive practices are used, ensure those practices are reported, monitored and reviewed.
- Assisting providers to use effectively the Commission's ICT behaviour support system to develop behaviour support plans and to report the use of restrictive practices.
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission, including reportable incidents, complaints, investigations and compliance.
- Assisting with the assessment of the skills and experience of behaviour support practitioners against the competency framework.
- Working across the Commission, and with external agencies and bodies, and state and territory governments to ensure effective communication and information flows to support the behaviour support function.
- Contributing to submissions, reports, briefs and other documentation as required.
- Ensuring that record keeping is consistent with Commission and legislative requirements.

Eligibility

Notes

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

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To Apply

Position Contact	Donna White, +61 2 9942 5746
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0708393

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 28 July 2022

Complaints/Participants Complaints Commissioner
National Complaints Handling

Job Title	Senior Complaints Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	104_07/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Support the operation and monitoring of the complaints handling functions, consistent with the National Disability Insurance Scheme Act 2013 (NDIS Act) and Rules.
- Utilising statutory provisions under the NDIS Quality and Safeguarding Framework and the NDIS Act, manage and resolve a caseload of complaints about the provision of supports and services by NDIS providers. This includes assessing moderately complex complaints and contributing to complaints handling activities.
- Monitor incoming complaints and status to ensure high risk complaints are escalated to be dealt with expeditiously, and escalate any delays or workflow obstacles with line managers.
- Liaise regularly with managers as to the management of caseload.
- Contribute to education and training in relation to the effective handling of complaints to inform and educate participants, providers, and the public about the Commission's complaint handling functions.
- Provide expert advice to the Assistant Director and Director about trends and issues through the assessment and analysis of information gathered through the complaints process.
- Develop productive working relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the complaints handling function, and the Commission more broadly.
- Coaching, mentoring and guidance to others and contribute to a learning culture where expertise can be appropriately shared.
- Behave in accordance with the values promoted by the Commission.

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>

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Rebecca Lane, 3237 6542
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0708318

Australian Bureau of Statistics

Closing Date: Sunday 31 July 2022

Corporate Services Division
People Strategies and Capabilities Workforce Management

Job Title	Senior Workforce Planner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Docklands VIC, Sydney NSW, Adelaide SA, Belconnen ACT, Brisbane QLD, Hobart TAS
Salary	\$86,081 - \$97,214
Classification	APS Level 6
Position Number	22/WFM_APS6
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is looking to fill multiple Senior Workforce Planner roles in our Workforce Management team. We are looking to fill these roles both on a permanent and temporary basis at the APS 6 classification level.

The roles can be undertaken at either of our offices located in Belconnen (ACT), Docklands (Melbourne), Adelaide CBD, Sydney CBD, Hobart CBD or Brisbane CBD, although flexible working arrangements (including a hybrid model of working from home and the office) apply.

About the Area

These roles are in our Workforce Management Section, responsible for business partnerships, short to medium workforce planning across all ABS office locations and Human Resources Metrics, Reporting and Analytics. These roles will partner with business areas and individuals to implement efficient and effective management practices to support strategic and operational workforce planning.

About the Roles

Workforce Planners analyse current workforce external and internal environments to forecast future workforce needs, ensuring the ABS can achieve its strategic priorities. They achieve this by identifying, analysing and monitoring current and future business priorities and workforce needs, develop strategies, policies and guidelines to implement changes required to meet evolving workforce priorities. Workforce Planners need to be solutions focused to develop short-medium term operational workforce plans.

Senior Workforce Planner key responsibilities include:

- partnering with business areas to develop and implement operational workforce plans
- leading or supporting project work to implement workforce strategies
- engaging with business areas by providing expert advice and analysis of their workforce, including responding to and managing changes to work programs
- providing business intelligence to confirm HR data and use HR metrics to inform and measure workforce actions
- developing practical strategies to support business areas with staffing requirements
- supporting transition of staff at the end of work program
- possibly managing a small team.

Duties

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

- human resources experience – ideally workforce planning or HR generalist
- engaging, influencing and managing relationships with stakeholders/clients, colleagues and senior leadership
- experience in solving complex people related problems
- ability to acquire and use knowledge of current and emerging workforce issues/trends to inform workforce actions/strategy
- communication skills – experience in writing reports, presentations and/or HR plans, as well as delivering presentations, running meetings and facilitated sessions
- strategic, conceptual and analytical thinking skills.

Desirable:

- Human Resources qualifications
- people management experience
- project management skills.

Eligibility

To be eligible for these roles you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the locations specified (Adelaide, Brisbane, Canberra, Hobart, Melbourne or Sydney), based on the needs of the hiring area and to meet the requirements of being a merit based process. The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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

About the Australian Bureau of Statistics

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

To Apply

Position Contact	Daniel Rouse, 08 8237 7579
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0708329

Australian Bureau of Statistics

Closing Date: Wednesday 27 July 2022

Enterprise Strategy & Communications
Enterprise Portfolio Management Office

Job Title	Project Support Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Belconnen ACT, Docklands VIC, Brisbane QLD, Adelaide SA
Salary	\$68,122 - \$86,073
Classification	APS Level 4;APS Level 5
Position Number	22/EPMO_APS5_4
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=A6C9E96A-473B-DCC7-D9C4-C8BC8CE3E358>

The Australian Bureau of Statistics (ABS) is currently looking to fill multiple Project Support Officer positions at the APS 5 and APS 4 levels to work in our Enterprise Project Management Office (EPMO).

Ongoing (permanent) positions are available on a full-time or part-time basis at either the APS 5 or APS 4 classification level. The roles can be undertaken at either of our offices located in Belconnen (ACT), Docklands (Melbourne), Adelaide CBD or Brisbane CBD, although flexible working arrangements (including a hybrid model of working from home and the office) applies.

Duties

The EPMO is seeking professionals who are passionate about project management. The EPMO supports the delivery of ABS projects, builds project management capability in the ABS and enables significant investment decisions.

Project Support Officer responsibilities vary depending on your skills, the role and the requirements of the team. APS 5 Project Support Officers will be responsible for more complex work.

Key duties may include:

- contributing to the preparation of reports on project activities and milestones
- liaising with internal and external stakeholders on project issues
- compiling and presenting data into formats suitable for interpretation
- assisting in project management activities
- coordinating training programs
- business continuity administration.

What we are looking for (selection criteria)

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

- be able to build and maintain productive working relationships with your team and stakeholders
- ability to organise and manage competing priorities
- well-developed written and oral communication, the ability to communicate complex information
- an eye for detail
- experience applying project management methods
- use of office management software such as Excel and Word
- use of project management software such as Microsoft Project and Jira.

In addition, skills or experience in business continuity management will be highly regarded. The EPMO also looks after Businesses Continuity for the ABS and is looking for someone to support the administration of this function. **Eligibility**

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- need to obtain (or hold) and maintain at least a Baseline security clearance.

Notes

The roles are only available to be filled in the locations specified (Canberra, Brisbane, Adelaide or Melbourne), based on the needs of the hiring area and to meet the requirements of being a merit based process. The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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

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To Apply

Position Contact	Lyndsay Bassett, (02) 6252 6598
Agency Recruitment Site	https://abs.nga.net.au/?jati=A6C9E96A-473B-DCC7-D9C4-C8BC8CE3E358

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Treasury

Vacancy VN-0708385

Australian Bureau of Statistics

Closing Date: Wednesday 27 July 2022

Data Strategy, Integration and Services Division (DSISD)

Job Title	Senior Statistical Infrastructure Officer (APS 6)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Docklands VIC, Belconnen ACT
Salary	\$86,081 - \$97,214
Classification	APS Level 6
Position Number	22/DSISD_SIB_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=7E0F3C56-E896-B5D4-F850-C8BC8CB75A6E>

Duties

The Australian Bureau of Statistics (ABS) is looking for people to fill a number of Senior Statistical Infrastructure Officer roles in our Statistical Infrastructure Branch.

This is an ongoing role at the APS 6 classification level.

The role can be undertaken at either of our offices located in Belconnen (ACT), Docklands (Melbourne) or the CBD of Adelaide, Brisbane, or Hobart, although flexible working arrangements (including a hybrid model of working from home and the office) apply.

What we are looking for (selection criteria)

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

- People and project management skills and the ability to identify opportunities for continuous improvement and deliver quality outcomes within a dynamic and complex environment
- Conceptual, analytical and creative skills, including the ability to critically assess complex information and recognise the links between interconnected issues to ensure coherent outcomes
- An ability to manage and develop a high performing team, providing direction to others regarding the purpose and importance of their work and engaging with competing priorities
- Oral, written and presentation communication skills including the ability to build and sustain relationships to work collaboratively with a network of key people internally and externally, and operate effectively in a team
- Awareness of the role of statistical infrastructure and its uses in the production of statistics and in support of policy development and program delivery through data driven analysis
- Knowledge of statistical registers and/or data and metadata management frameworks, processes and best practice
- Academic qualifications in data and metadata management, statistics, economics or fields with a strong qualitative or quantitative component are desirable.

About the role

Senior Statistical Infrastructure Officer responsibilities are varied, depending on the individual's skills, their role and the requirements of their team. APS6 Senior Statistical Infrastructure Officers will lead their team to undertake a range of activities, including:

- Custodianship of ABS standards and classifications, encouraging their use to ensure the standardised collection and dissemination of data, leading to consistent data quality and comparability of data over time and across collections.
- Leading the maintenance and update of ABS statistical classifications and standards, for topics including occupation, religious affiliation, industry, language and ancestry.
- Shaping and administering the ABS Coding Strategy, including supporting the use of ABS coding tools by areas across the ABS to enhance the automation and reduce the costs of the production of classificatory statistics
- Providing business leadership for the development of coding tools as part of a multi-disciplinary team, ensuring strong stakeholder engagement and co-design with a range of organisations who will benefit from the tools

- Building and managing relationships with stakeholders across policy and program delivery areas (all levels of government), industry and other representative groups, and a range of functional and subject matter areas within the ABS
- Maintaining the ABS Business Register and deriving outputs from the ABS Business Register, such as survey frames for business-based collections and publications like Counts of Australian Business Entries and Exits.

About the business area

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

Recently, the branch has embarked on several large classification reviews and is driving the modernisation of coding – the allocation of textual responses to classification categories – in the ABS.

The Statistical Infrastructure Branch is located across five sites and embraces virtual teams and flexible ways of working. Teams are not all co-located.

How to apply

Please read the attached *Applicant Information Kit* for more information about this role and the selection process.

To apply you will need to upload your current resume, provide referee details, and respond to the following question demonstrating your capability against the selection criteria (in no more than 500 words):

Describe a time where you delivered a project in a complex environment with multiple stakeholders. Which skills were critical to you and your team's success? Your response should make reference to the skills outlined in Section 2 of the Applicant Information Kit.

For further information about this position, please contact: jason.atkinson@abs.gov.au or (08) 8237 7334.

Applications close at 11:30 p.m. AEST Wednesday 27 July 2022.

Did you know that research shows that men apply to jobs when they meet an average of 60% of the criteria? Women and marginalised people tend to only apply when they tick every box. If you think you have what it takes, but don't necessarily meet every single point on the job description, please still apply or get in touch with the contact officer to find out more.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply;

- will need to undertake pre-employment checks, including national police check and health assessment; and
- need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the locations advertised (Adelaide, Brisbane, Canberra, Melbourne, or Hobart), based on the needs of the hiring area and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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About the Australian Bureau of Statistics

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To Apply

Position Contact	Jason Atkinson, (08) 82377334
Agency Recruitment Site	https://abs.nga.net.au/?jati=7E0F3C56-E896-B5D4-F850-C8BC8CB75A6E

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Treasury

Vacancy VN-0708386

Australian Bureau of Statistics

Closing Date: Sunday 24 July 2022

Macroeconomic Statistics Division (MSD) and Prices and Economic Statistics
Futures Division (PESFD)
Various

Job Title	Assistant Directors (EL1)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Hobart TAS, Perth WA
Salary	\$105,758 - \$122,254
Classification	Executive Level 1
Position Number	22/MSD_PESFD_EL1
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is Australia's national statistical agency and an official source of independent, reliable information. We tell the real story of Australia, its economy, and its people by bringing life and meaning to numbers.

We are also leading the Australian Public Service (APS) Data Professional Stream to develop a data capable APS workforce.

We have several Assistant Director roles available at an Executive Level 1 (EL 1) classification level. These roles are based in the Canberra, Melbourne, Sydney, Brisbane, Hobart and Perth* offices.

* There are currently no vacancies in Perth. Applicants interested in Perth can still apply and if found suitable, will be placed in a merit pool to be considered for future opportunities.

Duties

About the role and area

Macroeconomic Statistics Division

The Macroeconomic Statistics Division (MSD) produce some of Australia's most important economic statistics, including National Accounts, Balance of Payments, Finance and Wealth and Government Finance Statistics. The division is responsible for key economic measures including GDP, Household Saving and wealth, Australia Current Account and International Investment position and Housing Finance.

These statistics are used by governments and other stakeholders to formulate and assess economic policies, evaluate economic performance, understand the drivers of economic growth and to understand the structure of, and emerging trends in, the Australian economy.

Prices and Economic Statistics Futures Division

The Prices and Economic Statistics Futures Division (PESFD) is responsible for a range of activities, including measures of inflation in Australia, such as the Consumer Price Index, as well as deflators to enable the production of volume measures across a range of economic statistics. These important statistics are of significant interest to policy makers and economic analysts to inform monetary and broader economic policy.

There are multiple Assistant Director positions in MSD and PESFD, including in the Production, Income and Expenditure Branch, International Statistics Branch and Prices Branch.

As an **Assistant Director in MSD/ PESFD**, your responsibilities will include:

- Leading a team of analysts to produce monthly or quarterly statistical outputs which are produced by MSD or PESFD including the National Accounts, Balance of Payments, Consumer Price Index and Producer Price Index.

- Providing statistical leadership to enhance the quality of statistics produced by MSD and PESFD. This may include sourcing and implementing new data sources and improvements to methods and processes.
- Providing high-level conceptual and technical leadership and advice on economic statistics produced by MSD and PESFD, methods and the supporting statistical frameworks.
- Actively managing key stakeholder relationships within and outside the ABS. Representing your area in corporate and strategic meetings and discussions.
- Supervising a team with a focus on people development and building capability to deliver high quality outputs.

What we are looking for (selection criteria)

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

- Demonstrated ability to work collaboratively, and previous experience in managing and developing staff for high performance.
- Strong statistical and project management skills and the ability to deliver quality outcomes within a dynamic and complex environment.
- Ability to set priorities for the work area, show initiative and manage competing demands.
- Strong conceptual and analytical skills, including the ability to critically assess information and develop innovative solutions.
- Effective oral, written and communication skills, including the ability to collaborate and present on complex issues with internal and external stakeholders.
- At least three years' experience in a data or statistical role.
- Academic qualifications in statistics, economics, econometrics, mathematics, psychology/social sciences or other field with a strong quantitative focus is highly desirable.

Eligibility

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

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

Notes

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

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To Apply

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

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Treasury

Vacancy VN-0708249

Australian Taxation Office

Closing Date: Wednesday 27 July 2022

ATO Corporate
Digital Experience Digital Experience

Job Title	Assistant Commissioner, Digital Experience
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_541_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=19933586-CA31-A8C6-ED23-C8BC89D2DA9D>

We are seeking an experienced and successful leadership professional with a strong record of achievement in the design and delivery of digital experiences in a large and complex environment to join our Corporate team.

As Assistant Commissioner, Digital Experience you will be responsible for providing contemporary streamlined digital products and services. You will lead the design and delivery of world class digital experiences and communications, for staff and clients, supporting the ATO's vision through many areas including but not limited to:

- Creative, print and video production
- Content development and delivery
- Internal communications, social media and corporate events
- Website strategy and management

Duties

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- a proven track record of managing complex internal and external stakeholder groups
- experience in developing innovative digital experience strategies to assist in targeting messaging to broad and specific audiences.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing vacancies have the potential to become ongoing. Non-ongoing opportunities will be offered for a specified term. Non-ongoing opportunities may be filled for a period of up to five years. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Alys Buchtmann, 02 6216 1081
Agency Recruitment Site	https://ato.nga.net.au/?jati=19933586-CA31-A8C6-ED23-C8BC89D2DA9D

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Treasury

Vacancy VN-0708371

Royal Australian Mint

Closing Date: Thursday 28 July 2022

Royal Australian Mint
Sales, Marketing & Innovation Ecommerce

Job Title	Ecommerce Support Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 4
Position Number	949
Agency Website	https://www.ramint.gov.au

Job Description

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

We are looking for an **Ecommerce Support Officer**.

Duties

Duties

Customer service

- Showing initiative in the resolution of customer related issues.
- Managing customer queries with active use of the Mint's order management system (Epicor).
- Managing customer services returns and exchange requests.
- Managing banking transactions for the direct sales area on a daily basis and liaise with the Finance Branch in relation to discrepancies.

Ecommerce administration

- Uploading new products and data across websites, using a content management system.
- Maintaining stock of existing products and managing inventory.
- Demonstrating the ability to work with multiple computerised packages.
- Using eCommerce and/or ERP systems.

Eligibility

Skills

- Inquisitive mind, ability to solve problems and suggest appropriate solutions.
- Good organisational skills including time management.
- Attention to detail.
- Excellent communication skills.
- Willingness to learn quickly and adapt to constant change.
- Demonstrate logical approach to problem resolution and well developed analytical and diagnostic skills.
- Ability to work under pressure and short deadlines.
- Capable of working as part of a team but also self-driven and can work individually.
- Ability to seek advice and accept feedback.
- Experience working in a customer service role.
- Sound user of Microsoft Office suite and ability to learn and adopt new software where needed.

Security clearance

Baseline

For more information on the role, please refer to the **Position Description. Notes**

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au>)

Please submit your application by **11:30pm on Thursday 28 July 2022**. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **pitch (500 words)** which describes how your skills meet the requirements of the role as detailed in the Position Description. Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the above criteria and what value you can add to the Mint.

Should you have any questions regarding the role, please contact Ms Elisa Rodriguez on (02) 6202 6830.

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

About the Royal Australian Mint

To Apply

Position Contact	Elisa Rodriguez, 02 6202 6830
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0708163

Department of Veterans' Affairs

Closing Date: Thursday 28 July 2022

Clients' Benefits
Business Improvement & Quality Assurance Education Schemes Team

Job Title	Education Schemes Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$65,937 - \$70,832
Classification	APS Level 3
Position Number	DVAO1551
Agency Website	https://www.dva.gov.au/

Job Description

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

The Education Schemes Team provide financial assistance, student support services, guidance and counselling for eligible children to help them achieve their full potential in education or career training. The team is responsible for decision making and processing of claims for clients, in line with relevant legislation and policies. They also manage work associated with in-bound phone calls, emails and client engagement.

Duties

- Assist with the administration of the Veterans' Children Education Scheme (VCES) and the Military Rehabilitation and Compensation Education and Training Scheme (MRCAETS):

- Interpret and apply VCES and MRCAETS legislation and policy guidelines, exercising delegations appropriate to the APS3 level.
- Approve payment of Education Allowances, Additional Tuition, and other assistance including payment of accounts.
- Assist with the identification of cases requiring escalation.
- Assist with the identification, investigation and preparation of submissions for the recovery of payments made in excess of entitlements.
- Provide a high level of customer service and engage with students, their families and support networks regarding the Education Schemes.
- Participate in stakeholder engagement activities, as required.
- Assist with general administrative tasks, including preparation of statistical information, estimates of expenditure and other reports as required.
- Contribute positively to organisational change and broader objectives.

Eligibility

- Applicants must be an Australian citizen to apply.
- Applicants must have or the ability to gain Working with Vulnerable people registration, as per State legislation.

Notes

A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

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

To Apply

Position Contact	Jon Alcantara, (03) 6221 6712
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0708178

Department of Veterans' Affairs

Closing Date: Thursday 28 July 2022

Clients' Benefits
Business Improvement & Quality Assurance Business Improvement

Job Title	Business Improvement Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$91,239 - \$103,605
Classification	APS Level 6
Position Number	DVAO1552
Agency Website	https://www.dva.gov.au/

Job Description

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

The Business Improvement and Quality Assurance Branch incorporates delivery of the Compensation Quality Assurance program, Internal Reviews and Appeals function and the Education Schemes and supports the Client Benefits Division to identify and act on business improvement opportunities to enhance the services provided to Veterans and their families.

Duties

- Prepare briefs, submissions, policies and procedures for senior management
- Develop productive relationships and liaise with internal and/or external stakeholders to achieve positive outcomes
- Analyse and make recommendations on legislation, policy and procedures
- Assist with the critical assessment of work flow and business processes
- Identify, establish and implement new services, systems and system improvement initiatives

- Assist with the preparation of statistical information, estimates of expenditure and other reports as required
- Assist with the implementation of cultural and procedural change to achieve a client focused culture

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

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

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To Apply

Position Contact	Scott Weeding, 0498 047 575
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0708395

Department of Veterans' Affairs

Closing Date: Saturday 31 December 2022

Various
Various

Job Title	Critical Workforce Register
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Perth WA
Salary	\$65,937 - \$126,039
Classification	APS Level 3; APS Level 4; APS Level 5; APS Level 6; Executive Level 1
Position Number	CWG
Agency Website	https://www.dva.gov.au/

Job Description

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

The Department of Veterans' Affairs (DVA) Critical Workforce Register has been established to continue to meet our objectives and to assist with high priority work.

DVA is seeking registrations from eligible candidates for non-ongoing (temporary) employment opportunities across a range of classifications, business areas and locations across Australia.

DVA exists to meet the Nation's commitment to care for our veteran and defence service community – the men and women who have served Australia in time of war and conflict as well as peacetime. This commitment extends to the families of these individuals. We do this through programs of care, compensation, commemoration and Defence support services. DVA is both a policy and service delivery agency.

In response to changed veteran needs and expectations, DVA is embarking on the largest transformation program it has undertaken for decades with a view to be putting veterans and their families first.

You may be contacted if your skills closely align to those needed by the agency, and as the need arises.

Priority areas:

The Clients' Benefits Division (CBD) delivers products and services to give effect to defined DVA policy outcomes. It is responsible for case management of claims including registration, assessments, determinations, reviews and reconsiderations, as well as operational support activities such as quality assurance and compliance, performance reporting, business coordination and improvement and business systems administration.

The Parliamentary and Governance Branch coordinates, supports and provides quality assurance services for the Minister, the Commissions and senior executive committees.

The Branch is responsible for ministerial and parliamentary support including; cabinet liaison and parliamentary workflow support, the Departments corporate plan, annual report and governance arrangements, including secretariat support for the Commissions, Veterans Minister's Council, Ex-Service Organisation Round Table, National Consultation Framework and a range of governance

committees; and secretariat and logistical support for a range of international and domestic Ministerial meetings and non-commemorative events including engagement with counterpart departments from Five Eyes countries on matters relating to veterans.

Duties

Refer to job documentation for more information for each role.

Eligibility

Eligibility:

Applicants must be an Australian citizen to apply.

Candidates will be required to undertake a pre-engagement checking process which includes a nationally coordinated criminal history check (NCCHC).

Notes

Roles may initially be offered on a non-ongoing basis for up to 18 months with the possibility of extension. These opportunities will be offered for a specified term or for duties that are intermittent/irregular. Some roles may become ongoing subject to organisational needs.

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, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

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>

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To Apply

Position Contact	psgreruitment@dva.gov.au , psgreruitment@dva.gov.au
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0708406

Department of Veterans' Affairs

Closing Date: Thursday 28 July 2022

Chief Operating Officer
People Services People Capability

Job Title	HR Adviser
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$83,013 - \$86,511
Classification	APS Level 5
Position Number	DVAO1553
Agency Website	https://www.dva.gov.au/

Job Description

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

As an **APS5 HR Adviser** in the People Services Branch you are required to undertake work that is moderately complex in nature and operate under limited direction.

You will be responsible for making decisions relating to Diversity and Inclusion, Learning and Development and/or Recruitment in Department of Veterans' Affairs (DVA).

You should have a degree of initiative and discretion in dealing with confidential and sensitive matters.

We have three roles currently vacant, they are:

- HR Adviser, Leadership, Management & Performance
- HR Adviser – Diversity and Inclusion
- HR Adviser – Recruitment

Duties

Please refer to the job documentation for further information for each role.

Eligibility

Applicants must be an Australian citizen to apply.

Notes

A merit pool will be established to fill similar positions within DVA within the next 18 months. Please note that the merit pool may not be shared with external agencies.

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

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To Apply

Position Contact	Deanne Cobb, (02) 6289 6165
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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