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PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf

Australian Government

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APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0760824

Australian Competition and Consumer Commission

Closing Date:Sunday 03 August 2025

Specialist Advice and Services Division
Data and Intelligence Branch

Job Title	Senior Intelligence Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/123
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to the tactical and strategic intelligence work to support the ACCC achieve its strategic objectives?**

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

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

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

Duties

What you will do as the Senior Intelligence Analyst

As a Senior Intelligence Analyst, you will contribute to tactical and strategic intelligence work to support the agency achieve its strategic objectives. This will include a mix of proactive and reactive tasks in addition to the general reporting and source administration duties of the Intelligence Unit.

In this role, you will:

- Produce tactical and strategic intelligence assessments using internal and external data sources.
- Handle sensitive or confidential material in accordance with relevant policies and processes.
- Engage with a broad range of internal and external stakeholders, including presenting analysis and reports to boards and committees.
- Plan, organise and prioritise various work tasks with minimal supervision.

Eligibility

About you

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

- A detailed understanding, or ability to quickly acquire a detailed understanding, of the *Competition and Consumer Act 2010* and other relevant legislation, as well as a sound general knowledge of the role and functions of the ACCC/AER.
- A demonstrated ability to effectively:
  - Write a range of tactical and strategic intelligence products clearly and with influence to meet audience needs.
  - Plan, organise and prioritise various work tasks with minimal supervision.
  - Think critically to research, analyse and evaluate complex issues.
  - Communicate clearly and effectively in different contexts including to decision makers at presentations and workshops.
  - Lead a project to completion to achieve an outcome.
  - Work collaboratively with other people as an effective team member, help build and sustain positive relationships with colleagues and stakeholders both in person and virtually.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Fraser Inwood, (02) 6243 1338
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0760673

Australian Curriculum, Assessment and Reporting Authority (ACARA)

Closing Date:Sunday 03 August 2025

Communications Engagement and Executive Services
Communications and Engagement Communications

Job Title	Stakeholder Engagement Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$94,450 - $96,575
Future Merit Locations	Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Required to attend the office 1 day a week or when requested but mostly working from home.
Classification	APS Level 6
Position Number	SEO
Agency Website	

Job Description *https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=odeHja3A_fVPeNijL58yhQxx*

ACARA is seeking Stakeholder Engagement Officer position is to support the implementation of ACARA's strategic objectives by providing high-quality coordination and support in planning and delivering activities related to stakeholder engagement and communications.

Duties

About the position:

- Execute activities identified in ACARA's project communication and engagement plans, including coordinating meetings, correspondence, mailouts, surveys, and reports. Collect, analyse and summarise feedback from stakeholders to inform continuous improvement of ACARA's engagement initiative
- Facilitate CEO engagement with key stakeholders by coordinating meetings, briefings, events (both online and in-person) and correspondence. Prepare high-level briefing materials, manage logistics such as invitations, RSVPs, agendas, presentations, and produce actuate and timely meeting records

- Organise quarterly meetings for ACARA's National Peak Parents Group and National Peak Principals Group, including preparing briefing materials for the CEO, coordinating invitations, RSVPs, agendas, presentations, and minutes
- Maintain and update ACARA's central register to identify and track speaking opportunities for the CEO and key staff at external events. Assess alignment of invitations with ACARA's strategic priorities and provide timely advice to the CEO.

Eligibility

To be successful, you will have:

- Relevant tertiary qualifications and/or demonstrated experience working in communications, stakeholder engagement, corporate affairs or government/public relations, or a related field
- Excellent organisational skills, including a high level of initiative, problem-solving skills, strong project/time management, attention to detail, and the ability to prioritise to meet strict timelines
- Strong written and verbal communication skills, with the ability to translate complex information into clear, compelling messages and create targeted, effective written communications and presentations to meet the needs of audiences

Notes

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

To Apply

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

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Vacancy VN-0760961

Australian Curriculum, Assessment and Reporting Authority (ACARA)

Closing Date:Sunday 03 August 2025

Communications, Engagement & Executive Services
Communications and Engagement Communications

Job Title	Senior Media and Communications Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$123,964 - $126,753
Future Merit Locations	Sydney, Melbourne, Brisbane
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Required to attend the office 1 day a week if there is an office in the State but mostly working from home.
Classification	APS Level 6
Position Number	SMCO
Agency Website	

Job Description

https://aurecruitment.actionhrm.com/myrecruit/newApplicationWizard.htm?pc=_AfNRI_YVba5mssWHMyMDQxx

ACARA is seeking Senior Media and Communications Officer is to provide strategic media and communications advice and support to ACARA's divisions. The role includes leading the delivery of ACARA's social media strategy and providing widespread communications support, which include media relations and corporate communications.

Duties

This position is pivotal to helping tell the ACARA story, by promoting and enhancing the perception of ACARA's core products, our work plan priorities and organisational goals.

About the position:

- Develop, plan and implement media, communications and engagement strategies to promote understanding of ACARA and its work including strategies for key projects. Ensure approaches are targeted at a range of partners and stakeholders, reflecting their views
- Lead the development, delivery and evaluation of an innovative social media strategy to ensure ACARA's work, key projects and priorities are communicated in a consistent and engaging way, and support our brand and position as a trusted, valued and respected organisation

- Establish, maintain and manage a proactive forward communications schedule in line with ACARA's Work Plan and organisational priorities
- Lead the development of the ACARA Update newsletter, ensuring key projects are communicated to external stakeholders in a timely and engaging manner. Implement strategy and tactics to increase reach and engagement

Eligibility

To be successful, you will have:

- Tertiary qualifications in a relevant discipline and extensive experience in a senior communications position to be able to lead and broadly apply knowledge of communications issues and practices
- Demonstrated experience in developing and implementing communications and engagement initiatives and strategies, including strong knowledge of social media strategy and delivery
- Extensive experience in providing strategic advice in collaboration with peers to enable effective communication and stakeholder engagement strategies

Notes

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

To Apply

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

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Vacancy VN-0760779

Australian Electoral Commission

Closing Date:Monday 04 August 2025

Enabling and Regulation Group
Legal Services Branch Legal Services

Job Title	Senior Government Lawyer, Legal Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$118,146 - $133,138
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-128 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

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

The Legal Services Branch is headed by the Chief Legal Officer and has three legal teams: Electoral Law, Corporate Law and Regulatory Law. Branch members are predominately located in Canberra and Brisbane. Applicants from other capital cities will be considered on a case-by-case basis depending on skills and experience.

Regulatory law

- Ensures compliance with offences in electoral legislation, provides regulatory advice and where necessary seeks enforcement in the courts (civil or criminal).
- Is responsible for the enforcement of the civil and criminal offence provisions in the Commonwealth Electoral Act 1918 and the Referendum (Machinery Provisions) Act 1984 including but not limited to the authorisation requirements, multi voter and non-voter requirements, anti-avoidance compliance and other offences (e.g. bribery, misleading and deceptive publications and other polling place offences).
- Undertakes work in relation to other regulatory legislation such as the Regulatory Powers (Standard Provisions) Act 2014 and the Criminal Code Act 1995.

- Attends court to prosecute non-voters.

Electoral law

- Provides legal advice to the AEC in relation to the Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984, as well as industrial elections, fee-for-service elections and ballots, and Torres Strait Regional Authority.
- Advises on statutory interpretation and administrative law issues.
- Provides advice and support in relation to the legislative development process.
- Assists the AEC to make robust administrative law decisions.
- Co-ordinates FOI decision-making, which is shared across all legal teams.

Corporate law

- Provides advice to the AEC on matters that affect the day-to-day running of the agency including advising on a wide range privacy, information law, commercial law and employment law matters.
- Provides advice on commercial law and contract management, particularly in relation to the commercial negotiation of the AEC's internal ICT modernisation project, funding and disclosure reform program and a diverse range of procurements to support the staging of elections and referenda and the AEC's business as usual functions.
- Provides advice and acts in employment law matters, including Fair Work Commission and Australian Human Rights Commission complaints.
- Provides advice on privacy matters.

Duties

We are looking for legal talent to fill vacant positions across each of the three legal teams and create a merit pool for future opportunities, at the Senior Government Lawyer (EL1) level. Senior Government Lawyers manage and undertake day-to-day matters relating to the provision of legal advice and legal services to all areas of the AEC.

The duties of the positions involve being responsible for undertaking complex and/or sensitive legal work under broad direction, including to:

- provide high quality legal advice
- undertake research and analysis of legal issues
- attend court and tribunal matters
- draft and review policies for the agency
- correspond with internal and external stakeholders including external legal providers, the Minister's office, other APS agencies and political parties
- provide training to the agency on legal issues, and
- participate in section planning and aligning longer term plans with the AEC's goals and objectives.

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

To excel you'll have:

- Minimum 3 years post admission experience.
- Demonstrated ability to perform the duties of a Senior Government Lawyer and well-developed ability to analyse issues and provide high quality legal services.
- High standard of attention to detail and effective oral and written communication skills.
- Ability to work under limited supervision, take initiative, meet deadlines, and support management of a legal practice.
- Proven ability to work within a team and lead legal matters to ensure high quality outputs, including building team capability to maintain a high level of expertise and encourage career development.
- Experience in developing and actively managing key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Personal drive and integrity whilst achieving results within legislative and budget parameters
- A degree in law from an Australian tertiary institution, admission to practice in Australia as a legal practitioner and a practising certificate (or ability to acquire one).
- Experience in or ability to rapidly develop experience in at least one of the areas of law covered by the three legal teams: regulatory or compliance work and advocacy, statutory interpretation and advice writing, administrative law, employment law, commercial law, FOI and Privacy.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Stephanie Yusi, stephanie.yusi@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0760904

Australian Electoral Commission

Closing Date:Sunday 10 August 2025

Deputy Electoral Commission
Communication, Education and Engagement Branch Communications

Job Title	Design Communication Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$118,146 - $133,138
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-130 10271
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912609565135099~1/edit

The Communication and Campaigns section sits within the Communication Education and Engagement Branch at the AEC. The branch is a team of energetic, passionate and skilled practitioners, responsible for ensuring all people are informed about the process of voting in federal elections and referendums and encouraging voters to participate. This includes

consideration of people who experience barriers and may need additional support to equitably participate. This is achieved through the collective work of our sections, covering electoral education, strategic communication, campaigns, community engagement, Indigenous electoral participation, and design.

The Communication and Campaigns section has three teams of communication experts who deliver federal election and referendum advertising campaigns, provide quality design materials through the AEC design team and manage the agency internal communication services.

Advertising campaigns are critical to the success of major electoral events and help ensure people have all the information they need to be able to participate. The design team produces all corporate materials, education resources, and election materials such as ballot papers. The internal communication team plays an important role in knowledge sharing across the organisation and informing and engaging staff.

Duties

The Design Communication Manager manages a small dynamic team responsible for servicing the AEC through the efficient execution of design materials, ensuring that all work adheres to the AEC’s brand identity and meets client needs.

As part of the Communications and Campaigns section leadership team, the Design Communication Manager will participate in section planning and aligning longer term plans with agency goals and objectives.

The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise and knowledge within the area of graphic design and production.

Key position responsibilities include leading a technical design team, delivering high-quality user-cantered graphic design services across the AEC. In this role, you’ll work closely with internal stakeholders to understand their needs, uphold the AEC’s visual identity in line with government and accessibility standards, and manage multiple projects from concept to completion.

You’ll provide strategic visual communication advice to senior leadership, contribute to doctrine and election readiness activities and ensure compliance with legislation, governance and reporting requirements. We’re looking for someone with strong professional judgment, a collaborative approach, and a passion for building team capability in a fast-paced environment.

To excel you’ll have:

- Strong creative and design sensibility and with an understanding of contemporary design, usability and accessibility standards.
- Strong organisational and leadership skills to manage the workflow of the team while meeting agency priorities.
- A strong digital design portfolio of recent design work that demonstrates both print and digital media.
- Fluent in design tools such as Adobe Creative Cloud with an understanding of web design and the ability to effectively communicate with technical stakeholders to ensure designs are translated into the final product.
- Ability to communicate with clarity, and deliver succinct communication to a range of audiences, including senior executives and internal clients, while remaining calm and solutions focussed under pressure.
- Demonstrated high levels of personal integrity, accuracy and impartiality while achieving results within legislative and policy parameters.
- Demonstrated management of staff while developing capabilities, encouraging career development and embedding professionalism.
- Demonstrated ability to work in a fast-paced environment, managing multiple competing priorities with flexibility and positivity in the face of changing priorities and deadlines.
- Exceptional oral and written communication skills including demonstrated ability to prepare briefing documents and submissions and explain complex issues simply.

Desirable

- Tertiary qualification in visual communication, design or related field.
- Knowledge of, or ability to, quickly gain knowledge of:
- Australian federal electoral laws and practice.
- Commonwealth frameworks, including Resource Management Framework and Procurement Framework.

Eligibility

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

Notes

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To Apply

Position Contact	Catherine Booth, catherine.booth@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291260956513

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Vacancy VN-0760602

Australian Government Solicitor

Closing Date:Monday 04 August 2025

Australian Government Solicitor
Commercial

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Executive Level 1 (Senior Associate equivalent)
- Executive Level 2 (Senior Associate/Special Counsel equivalent)
- Opportunity for a career advising the Australian Government on the largest and most significant commercial legal matters
- Attractive remuneration package and flexible working arrangements available
- Ongoing opportunities available in Canberra, Sydney, Melbourne, Brisbane, Adelaide and Perth

AGS Commercial welcomes applications from commercial lawyers with deep technical legal expertise and excellent client relationship skills to join the Australian Government’s central legal practice. Roles with AGS Commercial offer long term career options with open door access to some of Australia’s most respected lawyers, and market leading transactions across a range of areas of corporate and commercial law.

We are particularly interested to hear from candidates with experience advising on Commonwealth procurement processes, technology/ICT, privacy and major projects.

About us

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

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

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

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

About the roles

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

- some of Australia's largest energy and infrastructure projects
- technology, ICT and IP projects with whole of Australian government impacts
- complex contracting arrangements, including the acquisition of goods and services to support Australia's national security and defence forces
- integrity, legal process and probity advice to government at the highest levels.

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

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

In these roles you will:

- contribute to the Commonwealth’s most important, high profile and complex national transactions, programs and reforms
- be part of a supportive, collegiate and high performing national legal practice
- provide a high standard of client service and maintain strong client relationships
- work as one of the Australian Government’s most trusted legal advisors and
- have the opportunity to support community interests though pro bono work. For more information about our pro bono work, refer to our website.

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

About you

The successful candidate will ideally have:

- a minimum of 5 years’ PQE for Executive Level 1 roles and a minimum of 8 years’ PQE for Executive Level 2 roles
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships and manage multiple client relationships and deadlines
- the ability to meet personal productivity/revenue targets
- demonstrated experience in developing and mentoring more junior lawyers
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade.

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.

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

To apply

To apply, please click the 'Apply' button and ensure that you upload a 1-2 page cover letter along with a copy of your CV and academic transcripts. Applications close on at 5.00pm (AEST) on 4 August 2025.

Further enquiries

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

Eligibility

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

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 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

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
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Vacancy VN-0760564

Australian Security Intelligence Organisation

Closing Date:Monday 25 August 2025

Job Title	Human Resources Graduate Program 2026 and 2027
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,512 - $104,249
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	12720242025
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.searchResults?in_organid=12852

The Organisation

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

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The Opportunity

Are you seeking an exceptional career where you can contribute and make a difference to the security of Australia?

The ASIO Human Resources (HR) Graduate Program is a dynamic 12-month program with intakes in mid-2026, and early 2027.

The program will showcase the breadth of Human Resources work that ASIO undertakes and set graduates on a pathway for a career with purpose.

We are seeking university students who will have completed their degree before the intake commences, or graduates from the past 3 years, who are looking for a meaningful career in HR.

Over 12 months, we will guide and mentor you to further develop your skills and knowledge which will enable you to contribute to ASIO’s mission. You will undertake placements across a number of HR areas giving you opportunities to work alongside colleagues throughout the organisation. They include, but are not limited to:

• Learning and Development.

• Recruitment and Selection.

• Human Resource Management.

• Human Resource Strategy.

• Diversity and Inclusion.

• Employment Relations.

• Workplace Health and Safety.

• Performance Management.

• Workforce Planning, Metrics and Reporting.

• Rewards Management.

On successful completion of the program, you will be promoted to the AE5 level (APS5 equivalent).

A merit pool may be created to fill future vacancies which has the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

What you will bring

You will bring a diverse range of skills, qualifications and life experience. We invite applications from people with the following attributes:

• Ability to operate independently and in teams.

• Ability to build productive relationships across ASIO and with external stakeholders.

• Demonstrate good interpersonal and verbal communication skills.

• Ability to demonstrate a client focus.

• Have exceptional judgement and the ability to provide advice to the business.

• Personal qualities that exemplify ASIO’s values and expected behaviours.

What we offer you

ASIO provides a number of benefits to its staff including:

• Significant training and development as part of a 12-month graduate program.

• A competitive salary, including a 7.5 per cent allowance for maintaining TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent.

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance.

Please note:

o Due to our unique working environment, work from home options are generally not available.

o During the graduate program, part-time working arrangements may be considered on a case-by-case basis and may require extension of the program in order to be accommodated.

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

The Human Resources Graduate Program is located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful applicants when relocating. Graduates at ASIO rotate through different roles, but the majority of program rotations and final placements are located in Canberra.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

How to apply

Click on ‘Apply online’ to commence your application. Your application **must** be complete and include the following:

• A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• A copy of your academic transcript.

• Details of 2 referees, which must include a current supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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

Closing date and time

Monday 25 August 2025 at 5:00pm AEST.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – Timeframes

As we are recruiting for 2026 and 2027 intakes, candidates can expect the following timeframes for the recruitment selection process:

• Program advertised and applications received from July to August 2025.

• Assessment Centres will be in October/November 2025.

• Candidates will likely be notified of outcomes in December 2025/January 2026.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements

accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index

In 2025, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO's inclusion work and positive culture for the second year in a row. In 2024, ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO proudly retained AWEI Gold Standard in 2025.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au

This vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.searchResults?in

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Vacancy VN-0760772

Australian Security Intelligence Organisation

Closing Date:Monday 25 August 2025

Job Title	Technologist Graduate Program – 2026 and 2027 intakes
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$93,490 - $102,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Due to our unique working environment, work from home options are generally not available.
Classification	APS Level 4;APS Level 5
Position Number	00120252026
Agency Website	www.asio.gov.au

Job Description

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

The Organisation

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

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

Duties

The Opportunity

ASIO's Technologist Graduate Program is a dynamic and fast-paced 12-month program. We are seeking candidates who are passionate about technology and continuous learning to work collaboratively to keep ASIO ahead of the game. As a Technologist Graduate, you will be assigned to one of the following streams:

- Science & Engineering.
- Data & Analytics.
- Information & Cyber Security.
- Software Engineering & Development.
- IT Platforms.

The 12-month program will equip you with the skills, experience and knowledge to undertake a wide range of technical roles and to establish a diverse and rewarding career in ASIO.

As a Technologist Graduate, you will undertake 3 workplace rotations designed to showcase the breadth of work that ASIO undertakes. Below is a snapshot of some of the work you may be involved in while on the graduate program (for which we will prepare you accordingly):

- Working with industry and domestic partners to investigate, implement and manage new capabilities, networks and technologies.
- Collaborating with business users to develop high-quality, high-performance software solutions within an agile environment.
- Advancing unique solutions to exploit technically-collected data, including through use of Machine Learning and neural networks.
- Reducing the attack surface and assure the ongoing security posture of IT infrastructure.
- Undertaking reverse engineering activities.
- Supporting cyber security investigations.
- Conducting forensic analysis of digital media.
- Providing technical collection capabilities, including telecommunications interceptions.
- Undertaking complex data analysis and innovative visualisation to aid investigations.
- Evaluating technical surveillance counter measures.
- Engineering high-end mechanical and electrical solutions.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Eligibility

What you will bring

We are seeking graduates who display the following attributes:

- The ability to work collaboratively in dynamic teams.
- An ongoing commitment to learning.
- The ability to design and deliver innovative solutions to constantly evolving technical problems.
- Personal qualities that exemplify ASIO’s values and expected behaviours.

Essential skills and qualifications

While we’re looking for attitude as much as aptitude, to apply you will need to have completed your degree before the program commences, or graduated in the 3 years prior, with a degree of technical relevance, such as but not limited to:

- Cloud Computing.
- Data Engineering, Data Science or Data Analytics.
- Software or Computer Systems Engineering.
- Cyber Security.
- Network Engineering.
- Computer Science.
- Information Technology or Information Systems.
- Digital Forensics.
- Electrical/Electronic Engineering.
- Mathematics or Statistics.
- Telecommunications.
- Project Management or Business Analysis with an ICT focus.

Eligibility

To be eligible for the role, you must:

- Be an Australian citizen.
- Have completed your degree before the program commences, or graduated in the past 3 years.
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- Significant training and development as part of a 12-month graduate program.
- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available. During the graduate program, part-time working arrangements may be considered on a case-by-case basis and may require extension of the program in order to be accommodated).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

The Technologist Graduate Program is located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful applicants when relocating. Graduates at ASIO rotate through different roles, but the majority of program rotations and final placements are located in Canberra.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

How to apply

Click on '*Apply online*' to commence your application. Your application must include the following:

- Succinct responses to the questions indicated in the application package, which include:
  - Tell us why you are interested in applying for the Technologist Graduate Program.
  - Tell us about a technical 'passion project' you've been involved in. This can be a personal initiative, tertiary related or other. We want to understand what your technical interests are, what drives you and how you apply it. Feel free to be as technical as you like.

    - In our workplace the rate of technical change means there is a premium on knowledge sharing. How important is learning and communicating to you?
- A copy of your academic transcript.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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

Closing date and time

Monday 25 August 2025 at 5:00pm AEST.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Technologist Graduate Program. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

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

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

The Recruitment Selection Process – Timeframes

As we are recruiting for 2026 and 2027 intakes, candidates can expect the following timeframes for the recruitment selection process:

- Program advertised and applications received from July to August 2025.
- Assessment Centers will likely run October - November 2025.
- Candidates will likely be notified of outcomes in December 2025/January 2026.

Employment conditions

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

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO has proudly retained AWEI Gold Standard in 2025.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6263 7888.

More information

For more information about ASIO, please visit: www.asio.gov.au.

This vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	https://www.asio.gov.au/careers

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Vacancy VN-0760885

Australian Security Intelligence Organisation

Closing Date:Monday 25 August 2025

Job Title	Intelligence Development Program – 2026 and 2027
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,122 - $120,947
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	11320242025
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213009

The Organisation

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

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The Opportunity

As an intelligence professional, you will have a diverse and rewarding career and make a difference every day. You will embrace the complexity within the security environment and confront the challenges, driving investigative outcomes that make real world change. With your team, you will collect information and use your critical thinking and communication skills to connect the dots – to stop terrorists and catch spies.

Your role will place you at the centre of the intelligence cycle – you will:

• Assess and validate incoming information.

• Direct investigative action to mitigate emerging threats.

• Play a critical role in delivering accurate, relevant, and timely intelligence to support informed decision-making.

ASIO is seeking applications for **Intelligence Analysts** for the **2026** and **2027 intakes**. Successful candidates will undertake a 12-month development program with comprehensive training in intelligence assessment, analysis and advice. Participants will develop the fundamental skills and knowledge required to gain an Intelligence Analyst licence. This is also the entry point for those seeking a career as an Intelligence Officer, an internally selected program offering training in the collection of human intelligence (HUMINT).

As an Intelligence Analyst you will have the opportunity to build a diverse career across a range of specialised analytical areas. You will identify and investigate patterns and anomalies, draw intelligence value from large volumes of information, solve complex problems, and develop subject-matter expertise to make intelligence assessments and produce high-quality advice.

Intelligence Analysts drive ASIO's identification and mitigation of national security issues and deliver impactful advice and assessments that inform government, national security partners and industry.

ASIO Intelligence Analysts are proactive team players who work together to drive outcomes. We encourage you to apply if you enjoy working with a dynamic team, are curious and creative, have good judgement and are a critical thinker.

Find out more about working at ASIO.

Opportunities for licenced ASIO Intelligence Analysts

Once you have obtained an Intelligence Analyst licence, there are multiple opportunities to specialise or to further develop your skills. Intelligence professionals in ASIO regularly move positions, meaning you can have many jobs within the one organisation – you'll never be bored and your skillset will only grow.

Following the 12-month training, you may be placed in:

• **Discovery**. Finding the crucial piece of intelligence in a large dataset, discovering the 'unknown unknowns'.

• **Investigations**. Taking one piece of security intelligence and finding how it fits into the big picture, to uncover the individuals seeking to harm Australia.

• **Strategic analysis**. Appling high-level analytical tradecraft to identify early indicators of change in the security environment and generating advice for decision-makers at all levels of Government.

• **Targeting analysis**. Employing specialised analytical tradecraft to identify, develop, and enhance operational opportunities and outcomes.

• **Threat analysis**. Using a range of information sources to build thematic expertise and develop an understanding of threats to Australia and Australians.

The skills and context you gain as an Intelligence Analyst are crucial to becoming an Intelligence Officer. Before applying to be an Intelligence Officer, all applicants will complete a minimum two-year domestic posting. You will further develop your skills, gain critical corporate knowledge with on-the-job experience, and develop a deep understanding of the security environment – all of which will help you in the field.

Intelligence Officers meet with members of different communities to help mitigate security threats, while also building ongoing confidential relationships with people to collect information to assist ASIO to achieve its mission. As an Intelligence Officer you will be trained in human intelligence (HUMINT) skills, equipping you to collect privileged information from valued human sources to inform security intelligence requirements.

It takes a team with a mix of skills to collect the dots and connect the dots. No matter what role you are in, you will contribute to our mission and our success. A multitude of careers in ASIO are unlocked via an Intelligence Analyst licence, allowing you to find your fit.

Duties

What you will bring

We invite applications from people with the following attributes:

• An interest in national security.

• Exceptional judgement and the ability to provide impartial advice.

• The ability to gather, research and analyse information to prepare written and oral briefings.

• Critical thinking, complex problem solving and logical reasoning.

• The ability to operate independently and as part of a team.

• The ability to demonstrate personal and professional resilience and adaptability.

• High-level interpersonal and verbal communication skills.

• The ability to build productive relationships across ASIO and with partners.

• The motivation and aptitude to undertake a comprehensive 12-month development program.

• A diverse range of skills, qualifications and life experience.

What we offer you

ASIO provides a number of benefits to its staff including:

• Significant training and development as part of a 12-month development program.

• A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent.

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are not available. During the program, part-time working arrangements may be considered on a case-by-case basis and may require extension of the program in order to be accommodated).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

• An Australian citizen.

• Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Candidates who apply for subsequent Intelligence Officer training must have an Australian drivers licence. This criteria will only apply following completion of Intelligence Analyst training and a defined period of employment.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate. Intelligence professionals at ASIO rotate through different postings, which may require you to move cities.

How to apply

Click on ‘Apply online’ to commence your application. Your application must include the following:

• A current CV outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• A pitch of no more than 2 pages outlining what skills, qualities and knowledge you will bring to ASIO.

• Details of 2 referees, which must include your current manager and a previous manager.

Your pitch is an opportunity to tell us why you are interested in an intelligence career with ASIO. In support of your application, candidates are encouraged to refer to ASIO’s People Capability Framework.

This framework outlines the capabilities and skills required for ASIO's workforce (see below):

• Strategic Thinking.

• Achieves Results.

• Productive Working Relationships.

• Personal Drive and Integrity.

• Communicates with Influence.

• Demonstrated skills and experience relevant to the role.

Please note that it is not necessary to address each of the capability criteria individually in your application; however, applicants are encouraged to review the ASIO People Capability Framework prior to submitting their application, as these capabilities will be assessed at various stages in the selection process.

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

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Closing date and time

Applications close **25 August 2025 at 5.00pm AEDT. No extensions will be granted and late applications will not be accepted.**

Suitability assessments are valid for 24 months. Candidates found unsuitable during the assessment process will not be eligible to reapply for the Intelligence Development Program for a period of 24 months. If you have previously applied since April 2023, we encourage you to confirm your eligibility before reapplying.

The recruitment selection process – what to expect

We thank all applicants for their interest in applying for the Intelligence Development Program. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include: application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

The recruitment selection process – timeframes

As we are recruiting for mid-2026, early-2027 and mid-2027 intakes, candidates can expect the following timeframes for the recruitment selection process:

• Program advertised July - August 2025.

• Online testing will likely commence in September 2025.

• Assessment Centres will likely run in October - November 2025.

Employment conditions

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

Australian Workplace Equality Index

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The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0760895

Australian Security Intelligence Organisation

Closing Date:Monday 11 August 2025

Job Title	AEE1 - Assistant Director, Vetting Authority
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$136,428 - $152,454
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	00220252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213009

The Organisation

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

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity,

religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value. Find out more information about diversity and inclusion at ASIO.

The opportunity

The newly established TOP SECRET-Privileged Access (TS-PA) Vetting Authority will centralise Australia's highest-level security clearance functions within ASIO over the coming years. Successful applicants will play an instrumental role in building this new capability, established to help protect Australia from the threat of espionage and foreign interference.

If you are looking to grow a career in the National Intelligence Community, now is an exciting time to join ASIO and play a key role as we scale our security clearance vetting capability with multiple new AEE1 (EL1 equivalent) leadership positions. We are looking for:

• Leaders with a genuine passion for continuous learning.

• Existing team leaders or mentors from within personnel vetting (Government or private).

• High performers with leadership exposure within a service delivery environment.

• Experienced analysts within intelligence, cyber or Defence looking for their next move.

We are looking for people from diverse backgrounds and cultures, who can bring transferrable skills from professions including, but not limited to:

• Human resources or procurement.

• Defence government or policy.

• Psychology or counselling.

• Complex office management or business administration.

• Consulting or contracting.

Applicants seeking a career move within the next 12 months are encouraged to apply now.

A merit pool may be created to fill future vacancies. The merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an integral part of the leadership team, successful applicants will contribute to the ongoing growth of the Vetting Authority with a focus on continuous improvement, project management and delivery. Role responsibilities include:

• Providing leadership and support to a team of 6 to 10 analysts or administrators, while fostering a culture of innovation, collaboration, and excellence.

• Ensuring vetting services are delivered in compliance with relevant legislation, policies and procedures.

• Coordinating the use of external service providers, including contractors and consultants.

• Applying detailed knowledge of security clearance vetting processes, standards and risk frameworks to make well-reasoned judgements on complex cases and provide effective quality assurance reviews of vetting recommendations and decisions.

• Building and maintaining strong stakeholder relationships with sponsoring agencies to manage personnel and insider threat-specific risks.

• Providing oversight of secure storage and administration of sensitive personnel security records.

What you will bring

We invite applications from people with the following attributes:

• Demonstrated ability to build capability and lead teams to deliver against organisational goals.

• Highly developed attention to detail, discretion and organisational skills.

• Demonstrated capability to operate effectively in a changing environment.

• Ability to lead and manage a technical capability or service delivery team.

• Ability to communicate with influence and build productive working relationships.

• Ability to apply evidence-based decision-making and communicate recommendations and reasons in a clear, concise and articulate manner.

• Ability to develop an understanding of the legal framework that governs ASIO operations, the security culture and rigour required.

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4%.

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility
To be eligible for the role, you must be:
- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

We advertise positions nationally to reach the broadest audience. Please refer to the above before applying.

How to apply

Click on ‘Apply online’ to commence your application. Your application must be complete and include the following:

• A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements for the position.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• Details of 2 referees, which must include a current or previous manager – ideally within the last two years.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the AEE1 capabilities and levels outlined in these frameworks. Please note, it is not necessary to address each of the capability criteria individually in your application.

You will need to demonstrate what you bring to the position in relation to the criteria below:

• Strategic Thinking

• Achieves Results

• Productive Working Relationships

• Personal Drive & Integrity

• Demonstrated Skills & Experience.

Consider ASIO’s People Capability Framework and Core Capability Guide, and the position description and classification level you are applying.

Closing date and time

Monday 11 August 2025, 5:00pm AEST.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for a position with the Vetting Authority. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

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

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

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

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0760944

Australian Security Intelligence Organisation

Closing Date:Monday 18 August 2025

Job Title	AE4 - Finance Graduate Program 2026 & 2027
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,512 - $104,249
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	12820242025
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

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

The Opportunity

Are you seeking an exceptional career where you can contribute to the security of Australia?

The ASIO Finance Graduate Program is a dynamic 12-month program that provides candidates with the skills, knowledge, and attributes required to support public financial management, strategic investment strategies, and digital enablement. Our graduates are curious, conscientious, and results-driven.

You are required to have completed a relevant degree prior to program commencement, or to have graduated in the last 3 years. We are seeking graduates who want a meaningful career in finance and accounting, with aspirations to professionalise with Chartered Accountants Australia and New Zealand or CPA Australia.

Fields of study we are looking for include, but are not limited to:

• Finance.

• Commerce.

• Accounting.

• Business.

Over 12 months, we will guide and mentor you, enabling you to further develop your skills, knowledge, and support your ability to contribute to ASIO’s mission. You will undertake placements across a number of finance and accounting areas, giving you opportunities to work alongside colleagues throughout the organisation.

On successful completion of the program, you will be promoted to the AE5 level (APS5 equivalent).

A merit pool may be created to fill future vacancies which have the same or similar requirements as this position. This merit pool will be valid for up to 18 months.

Duties

What you will bring

You will bring with you a diverse range of skills, qualifications, and life experience. We invite applications from people with the following attributes:

• An ongoing commitment to learning and development.

• Ability to work independently and collaboratively within teams.

• Ability to build productive relationships across ASIO and with external stakeholders.

• Demonstrate good interpersonal and verbal communication skills.

• Demonstrates a client-focus.

• Have the potential to provide business advice.

• Demonstrate strong problem-solving skills.

• Personal qualities that exemplify ASIO’s values and expected behaviours.

What we offer you

ASIO provides a number of benefits to its staff including:

• Significant training and development as part of a 12-month graduate program.

• A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4%.

• A variety of leave options in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available. During the graduate program, part-time working arrangements may be considered on a case-by-case basis and may require extension of the program in order to be accommodated).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must:

• Be an Australian citizen.

• Have completed your degree before the program commences, or graduated in the past 3 years.

• Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

The Finance Graduate Program is located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply. Due to this, some external advertising platforms may display other capital cities.

How to apply

Click on ‘Apply online’ to commence your application. Your application must be complete and include the following:

• A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• A copy of your academic transcript.

• Details of 2 referees, which must include a current or previous manager.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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

Closing date and time

Monday 18 August 2025, 5:00pm AEDT

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Finance Graduate Program. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles. Candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment, and panel discussion.

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

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

The Recruitment Selection Process – Timeframes

As we are recruiting for mid-2026 and early 2027 intakes, candidates can expect the following timeframes for the recruitment selection process:

• Program advertised and applications open July to August 2025.

• In person Assessment Centres will run from September / October 2025.

Employment conditions

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

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0760948

Australian Security Intelligence Organisation

Closing Date:Monday 11 August 2025

Job Title	AE4-AE6 Systems Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,512 - $120,947
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	13120242025
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

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

The opportunity

We are seeking System Analysts to join our Finance and Payroll Services teams. Bridging the gap between Finance and IT, suitable candidates will possess the talent to improve process and functionality, safeguard access control, and support the end-user experience.

As a successful candidate, you will be a motivated team player with a willingness to learn and develop your skills in a dynamic environment. A finance, payroll, or systems analyst background is desirable, but we also welcome applicants with transferable skills and a strong foundation in technical skills. You must be self-driven, eager to learn, and committed to delivering high-quality results.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an AE4 System Analyst you will:

• Undertake system analyst duties, under supervision.

• Support and enhance financial and payroll systems.

• Maintain system access controls, troubleshooting issues and provide user support.

• Support the development of dashboards and financial reports for effective decision-making.

• Identify and deliver system improvements and process automation.

• Assist with the month-end and year-end system closes.

• Co-develop training and documentation for financial and payroll systems.

As an AE5 System Analyst, you will:

• Undertake system analyst duties, under supervision.

• Lead work packages that enhance financial and payroll systems.

• Maintain system access controls, troubleshooting issues and provide user support.

• Support the development of dashboards and financial reports for effective decision-making.

• Identify and deliver system improvements and process automation.

• Coordinate the month-end and year-end system closes.

• Co-develop training and documentation for financial and payroll systems.

• Develop and maintain technical documentation and procedures.

• Review and quality control the work undertaken by others.

As an AE6 System Analyst, you will:

• Lead system analyst duties, under limited direction.

• Manage and prioritise multiple projects and tasks simultaneously.

• Lead work packages that enhance financial and payroll systems.

• Monitor system performance and work alongside IT to maintain system availability.

• Lead the development of dashboards and financial reports for effective decision-making.

• Apply your technical and subject matter expertise to provide advice, and training support to stakeholders and recommend potential solutions to resolve a range of queries.

• Provide advice and guidance to others and contribute to finance and pay systems strategies, procedures and policy.

• Coordinate the month-end and year-end system closes.

• Collaborate with stakeholders to resolve system-related issues and provide guidance.

• Review and quality control the work undertaken by others and support management assurance activities.

• Review and quality control the work undertaken by others.

What you will bring

We invite applications from people with the following attributes:

• A logical mind with strong numerical skills.

• Well-developed written and verbal communication skills.

• Strong interpersonal and liaison skills.

• Highly effective and flexible work prioritisation skills.

• For AE5 and AE6 candidates, prior systems analyst experience in a finance, payroll, human resource, or IT-related area.

• A proactive approach to identifying and leading system improvements.

What we offer you

ASIO provides a number of benefits to its staff including:

• Significant training and development as part of a 12-month graduate program.

• A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4%.

• A variety of leave options in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available. During the graduate program, part-time working arrangements may be considered on a case-by-case basis and may require extension of the program in order to be accommodated).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

• An Australian citizen.

• Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Accounting, Finance or Business qualifications are highly desirable.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful applicants where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply. Due to this, some external advertising platforms may display other capital cities.

How to apply

Click on ‘Apply online’ to commence your application. Your application must be complete and include the following:

• A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• Details of 2 referees, which must include a current manager or supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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

Closing date and time

11 August 2025 at 5:00PM AEDT.

No extensions will be granted and late applications will not be accepted.

Employment conditions

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

Australian Workplace Equality Index (AWEI)

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Enquiries

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More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0761056

Australian Security Intelligence Organisation

Closing Date:Monday 25 August 2025

Job Title	AE5-AE6 Vetting Assessors and Vetting Analysts
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,122 - $120,947
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	00320252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

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

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Play an instrumental role in protecting Australia's most privileged information, capabilities and secrets from the threat of espionage and foreign interference. As part of the TOP SECRET Privileged Access (TS-PA) Vetting Authority, you will directly contribute to vetting assessments in line with whole-of-government policy and ASIO security policies. You will represent ASIO and liaise with a range of stakeholders and clearance subjects from diverse backgrounds.

Vetting professionals also contribute to ongoing policy reform and vetting capability development.

Multiple opportunities are available:

• AE5 Vetting Assessors (APS5 equivalent)

• AE6 Vetting Analysts (APS6 equivalent)

We are looking for people from diverse backgrounds and cultures who can bring transferrable skills from professions including, but not limited to:

• HR or procurement.

• Defence, government, or policy.

• Psychology or counselling.

• Office management or business administration.

• Consulting or contracting.

A merit pool may be created to fill future vacancies. The merit pool will be valid for up to 18 months.

Duties

Role responsibilities

You will directly contribute to vetting assessments in line with whole of government policy and ASIO security policies. You will gather and analyse information, making assessments and recommendations on a person's suitability to hold a security clearance.

As an AE5 Vetting Assessor, you will:

• Work in a team, conduct checks, and perform administrative functions to support vetting assessments.

• Effectively represent ASIO through engagement with clearance applicants as well as external stakeholders.

• With supervision, manage a caseload, conduct interviews as required, develop assessments, and provide advice regarding an individual’s suitability to hold a TS-PA security clearance.

As an AE6 Vetting Analyst, you will:

• Assess an individual’s suitability to hold or maintain security clearances that permits access to classified material.

• Manage a case load autonomously, conducting interviews, developing assessments and making recommendations in a complex security environment about an individual’s suitability to hold a TS-PA security clearance in accordance with risk management principles.

• Use your excellent interpersonal and strong communication skills to build and maintain rapport with interviewees, effectively represent ASIO, and liaise with a range of stakeholders.

• Provide mentoring and support to new starters and other team members on vetting analysis and assessment.

What you will bring

We invite applications from people with the following attributes:

• Curiosity, empathy, and resilience.

• Understanding and sensitivity of the customs, practices, cultures, and beliefs of others, and are comfortable discussing sensitive and personal information.

• Excellent interpersonal and strong communication skills.

• The ability to form and maintain strong working relationships with people from different backgrounds.

• Strategic thinking and problem solving.

• Strong written communication skills.

Experience in one of the following is not required but highly regarded:

• Insider threat analysis.

• Personnel vetting.

• Intelligence assessments.

• Cyber security.

You do not require any specific qualifications for this position as ASIO provides relevant training and education to successful candidates upon commencement in their role.

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4%.

• A variety of leave options, in addition to the standard 4 weeks annual leave to maintain a work life balance.

• Flexible working arrangements. (Please note: due to our unique working environment, work from home options are not available).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Mentoring opportunities.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

• An Australian citizen.

• Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. We will seek to provide any reasonable adjustments within the recruitment and vetting process where possible and when required. We encourage you to contact ASIO Recruitment to discuss any specific adjustments to the process you may need.

Location

These positions are located in Canberra. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply, therefore some external advertising platforms may display other capital cities.

How to apply

Click on ‘Apply online’ to commence your application. Your application **must** be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements for the position.

- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

- Details of 2 referees, which must include a current or previous manager – ideally within the last two years.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the AE5 and AE6 capabilities and levels outlined in these frameworks. Please note, it is not necessary to address each of the capability criteria individually in your application.

You will need to demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking

- Achieves Results

- Productive Working Relationships

- Personal Drive and Integrity

- Demonstrated Skills and Experience.

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

Closing date and time

Monday 25 August 2025, 5:00pm AEST.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for positions in the Vetting Authority. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process to fully participate in the recruitment process or the workplace.

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

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

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

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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

Vacancy VN-0760825

Australian Skills Quality Authority (ASQA)

Closing Date:Sunday 03 August 2025

Quality and Program Support
Performance Monitoring & Compliance Management

Job Title	Senior Performance Monitoring Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW, Melbourne VIC
Salary	$96,572 - $105,910
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Perth, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 6
Position Number	To Be Confirmed
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are

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

What we do

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

Why we do it

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

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

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

Duties

About the Opportunity

We are seeking a **Senior Performance Monitoring Officer** who is responsible for utilising a broad range of monitoring activities (including performance assessment) to assess a provider's performance and compliance with the relevant standards. The Officer applies our contemporary methodology to systematically target areas of risk, and collect evidence from a provider(s) in line with their regulatory and registration obligations. The Officer will be responsible for analysing evidence, forming a view based on this evidence and writing a report that is clear, evidence-based and in line with good administrative law principles.

Key responsibilities include:

- undertaking a varied range of regulatory activities (including performance assessments) of providers both on site and virtually
- gathering and analysing complex data and intelligence from various sources to conduct fair, balanced, and effective risk assessments in line with ASQA's Regulatory Strategy and Risk Framework
- applying sound judgement and expertise to accurately research, interpret and apply complex legislation, information, and advice to inform findings and decision making
- engagement with providers, clearly communicating expectations to promote a shared understanding of risk and quality student outcomes, support self-assurance and greater transparency
- producing high quality reports which clearly set out risks and issues identified with findings that are supported by facts.

Skills and experience

To succeed in this role, you will have:

- demonstrated understanding of regulatory frameworks and the principles of effective regulation, including the ability to quickly acquire knowledge of VET legislation and regulatory frameworks

- strong analytical and problem-solving skills to support well- reasoned recommendations based on evidence
- highly developed written communication skills with demonstrated experience in preparing high quality reports, reasoning statements or other regulatory materials
- highly developed interpersonal skills with demonstrated negotiation, conflict resolution and engagement skills with internal and external stakeholders
- the ability to work independently under strict deadlines with demonstrated skills in effective time management, working with competing priorities and managing a case load effectively in line with agreed performance indicators
- demonstrated commitment to promote diversity, model the APS Values, APS Employment Principles and promote compliance with the APS Code of Conduct.

Mandatory

- To apply for this position, you must be an Australian Citizen.
- Experience (preferably 3+ years) working in a regulatory environment
- Availability to travel, involving overnight stays, on occasion.

Desirable

- Understanding of Vocational Education and Training (VET) in Australia including the regulatory framework.
- Willingness to obtain the qualifications required of auditors as outlined in the Standards for VET Regulators 2015
- Willingness to obtain Certificate IV in Government Investigations

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

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

What we offer

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

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)

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

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

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

Notes

How to apply

Visit Current vacancies for more information.

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

Please include the following in your application:

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

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

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

If you have questions about this exciting opportunity, please contact **Erin Conlon**, **Director Performance Monitoring and Compliance Management** via **Erin.Conlon@asqa.gov.au**.

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

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

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

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

About the Australian Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Erin Conlon, Erin.Conlon@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0760848

Defence Housing Australia

Closing Date:Monday 04 August 2025

Business Solutions & Technology
Infrastructure Operations App Support

Job Title	Applications Support Team Lead
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	$101,295 - $116,452
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493689
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you a Business Analyst looking to take on a different role to expand your people management skills? Are you looking for a role with lots of variety and lots of opportunity to grow? Defence Housing Australia (DHA) has an exciting opportunity for an Applications Support Team Lead to join our Business Solutions and Technology group. Apply now and be part of an organisation that is committed to serving our Defence members.

About us

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

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

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

Duties

About your team

The Business Solutions and Technology (BS&T) Division at Defence Housing Australia (DHA) delivers innovative technology solutions and support services to enhance operational efficiency across the organisation. Our work spans business analysis, software development, application support, data reporting, infrastructure, and cyber security. Within the Infrastructure Operations Branch, the IT Client Services Team ensures seamless IT support for DHA staff, managing hardware, software, and application-related issues.

About the role

The Applications Support Team Lead (DHA6) within the Business Solutions & Technology (BS&T) group is responsible for overseeing Level 2 application support for a diverse portfolio of systems. The role is a dynamic and hands on leadership role where you will balance technical problem solving with mentoring a small team to deliver timely, high-quality resolutions.

Note: we are seeking candidates who are based in Canberra.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

How to apply

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

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

Applications close: **AEST 11.55pm Monday 04 August 2025. Any questions? Please contact Kirsten Ricetti, Technology Group Business Manager T: (02) 6268 3766 E: kirsten.ricetti@dha.gov.au**

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Kirsten Ricetti, 02 6268 3766
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761065

Department of Finance

Closing Date:Thursday 07 August 2025

Corporate
Legal and Assurance Assurance and Risk

Job Title	Assistant Director, Assurance
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $153,655
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	Executive Level 1
Position Number	2025/117
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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

LAB comprises four core teams:

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

Duties

THE OPPORTUNITY

The Assistant Director, Assurance has responsibility for supporting the Head of Internal Audit to maintain the internal audit program, including targeted assurance reviews and other management-commissioned internal reviews. The Assistant Director also maintains close relationships with the Australian National Audit Office (ANAO) and business areas across the Department as they relate to performance audits and related pieces of external audit activities. The Assistant Director, Assurance leads the development, implementation, and ongoing refinement of the Department's Assurance Framework and related policies, processes, systems, and capability building.

In consultation with the Director, Assurance and Risk –

- Providing discipline-specific advice on:
  - Enabling the Accountable Authority to meet their responsibilities under the Public Governance, Performance and Accountability Act 2013 and related regulations, legislation, frameworks, and policies.
  - The Assurance Framework, and related policies and program of work.
  - Better practice methodologies, building capability and appreciation for what good looks like in assurance processes and business insights.
- Developing and delivering a work program covering:
  - Planning for and testing controls and treatments for risks to business continuity, as well as other facets of systems of internal control.
  - Continuous improvement of frameworks, processes, products, and guidance in use, ensuring they meet Department needs and obligations.
  - Maintenance of feedback loops and the flow of insights (and escalation) across all three lines of defence in the Department's assurance model.
- Building a high-performance assurance culture through:
  - Developing and delivering training activities, internal guidance material, and external capability building opportunities.
  - Facilitating workshops, small group, and directly learning opportunities for teams and leaders across the Department to implement the Assurance Framework and related systems and processes.
  - Integrating assurance activities with related processes, including the embedding of the Enterprise Risk Management Framework and performance reporting.
- Building partnerships with stakeholders by:
  - Initiating and building relationships within and outside the Department.
  - Establishing a reputation as a credible, trusted advisor, maintaining a responsive service that meets the needs of a range of stakeholders.
  - Maintaining a strong working relationship with external service providers.
  - Developing high quality written and verbal advice to a range of audiences.
  - Delivering a balance of proactive and reactive communications, ensuring stakeholders have access to the information and guidance they need.
  - Influencing others to take an enterprise-wide approach to assurance, audit, and systems of performance feedback and risk management.
  - Navigating ambiguity and remaining resilient in the face of setbacks.
- Undertaking research and reporting for a range of audiences by developing:
  - High quality reporting products and tools for extracting compelling business insights, translating this to clear advice and practical solutions.

- Knowledge libraries and internal guidance that builds capability and engagement with assurance processes across the Department.
- Technically robust materials, easy to understand for different users.
- Developing guidance that translate better practice principles into useful, applied instructions materials that can be adapted by different users.
- Utilising judgement and critical reasoning to identify what matters most to senior decision makers and risk owners across the Department.

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

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

This role is being advertised as non-ongoing. A non-ongoing position will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

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

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Vacancy VN-0760699

Department of Home Affairs

Closing Date:Sunday 03 August 2025

West
Operations West Maritime Operations WA - District

Job Title	Senior Border Force Officer, District Office
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138921
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138921/

Regional Operations | West | Operations West | Maritime Operations WA - District

The Australian Border Force (ABF) currently has nine District Offices based on the Western Australian coastline. District Operations Officers use a wide and varying range of border enforcement skills to secure the border and enforce compliance with a range of legislation. They facilitate the movement of people and goods across the border, including boarding, searching and clearing vessels or aircraft as required. They also conduct inshore maritime and onshore remote area patrols to collect intelligence and support security in Australia's maritime jurisdiction and the broader border continuum.

The ABF's WA District Offices are located:

- Albany
- Broome
- Bunbury
- Carnarvon
- Christmas Island
- Dampier
- Esperance
- Geraldton
- Port Hedland

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

Our ideal candidate

As a Senior Border Force you will perform an important role, working under the direction of a Supervisor, in managing teams to deliver a range of operational outputs. You will manage your teams to meet business area goals and operational targets in a highly complex, sensitive and at times high risk operational environment. In these roles you will:

- Be highly resilient to cope with isolation and environmental factors, including extreme temperatures and cultural differences.
- Be adaptable and flexible to accommodate varied work activities, changing priorities and to handle unforeseen events effectively.
- Be able to work effectively independently or as a member of a small team.
- Have a practical mindset and approach, including the ability to be resourceful and problem-solving.
- Possess effective communication skills and the ability to build and maintain relationships with the local community.

- Be able to prioritise activities, ensuring alignment with regional and national objectives.

Duties

You will be accountable and responsible for supporting the delivery of a range of activities, which may include but not limited to:

- Be responsible and accountable for efficiently completing duties, displaying self-awareness, personal drive, common sense and emotional intelligence in all aspects of your work.
- Understand and support the ABF vision, mission, whilst following direction from your supervisor to contribute to the business area outcomes, maintaining a positive outlook and being adaptable to change and open to feedback.
- Operate as an effective and efficient team member, making sound decisions that comply with legislative, policy and regulatory frameworks.
- You will work cooperatively with partner agencies on issues including immigration, biosecurity, fisheries, police, industry, foreign affairs and trade, revenue collection, health and the environment.
- Conduct routine border activities providing day-to-day/ routine departmental functions in respect to the movement of vessels, goods, crew and passengers across the border.

Additional information

If successful, candidates are required to;

- Hold or have the ability to obtain a Use of Force permit (in house training) which includes being willing to carrying and using personal defence equipment, including a firearm.
- Hold or have the ability to obtain First Aid qualifications (basic and intermediate).
- Hold or have the ability to obtain TBOSIET (Tropical Basic Offshore Safety Induction and Emergency Training).
- Hold or have the ability to obtain a Working with Children Check.

District office locations attract an allowance and housing assistance. For information can be found in the Home Affairs Enterprise Agreement.

Eligibility

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

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

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

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

Notes

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

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

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

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

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About the Department of Home Affairs

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To Apply

Position Contact	Peter Faulkner, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138921/

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
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Vacancy VN-0760716

Department of Home Affairs

Closing Date:Sunday 03 August 2025

Finance Division
Financial Operations Financial Framework

Job Title	Senior Taxation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	138824
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138824/

Chief Operating Officer Group | Finance Division | Financial Operations | Financial Framework

Join a team of knowledgeable professionals in Financial Operations Branch who are responsible for:

- Financial, asset and taxation accounting including the production of financial statements.
- Financial governance frameworks and financial systems.
- Travel, credit cards and accounts payable.
- Financial learning and development.

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

Our ideal candidate

Our ideal candidate is looking to join a great team of highly performing professionals working in a challenging and flexible environment.

If you:

- are a self-starter with a high level of technical expertise in Fringe Benefits Tax and Goods and Services tax,
- have relevant qualifications and/or experience,
- have high-level interpersonal, stakeholder engagement and communication skills; and
- are an enthusiastic team player,

we're keen to have you join us.

Duties

Assist with preparation and lodgement of the department's annual FBT return including:

- Benefit data quality assurance, developing and maintaining excel worksheets, and collating supporting documentation.
- Assist with preparation and lodgement of the monthly Business Activity Statement for the department and National Emergency Management Agency and lodgement with the Australian Taxation Office.
- Research and provide advice on Goods and Services Tax (GST), Fringe Benefits Tax (FBT)
- Conduct Quality Assurance (QA) and detailed analysis of GST transactions.

- Reconcile tax related general ledger accounts and prepare FBT and GST journals.

Additional information

The following skills and experience are mandatory:

- Demonstrated comprehensive knowledge of FBT requirements for large employers
- Demonstrated tax experience.

The following qualifications are highly desirable:

- A tertiary qualification in Business/Commerce or Law or equivalent.

Eligibility

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

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

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

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

Notes

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To Apply

Position Contact	Meagan Stewart, 02 6198 7658
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138824/

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Vacancy VN-0760718

Department of Home Affairs

Closing Date:Sunday 03 August 2025

Major Capability
Sourcing & Vendor Management IT Procurement

Job Title	Procurement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	138955
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138955/

GM Technology & Major Cap Group | Major Capability | Sourcing & Vendor Management | IT Procurement

The Branch is committed to building staff capability through formal training and qualifications relating to procurement and contract management, and provides the opportunity to leverage these skills on behalf of the Major Capability and ICT Divisions. SVMB is responsible for leading engagement with people vendors to on board the large contractor workforce utilised by the capability development and delivery areas. This also includes strategic workforce planning and centralised talent acquisition for the Technology and Major Capability Group.

The IT Procurement (ITP) Section, within Sourcing and Vendor Management Branch (SVMB), is a centre of excellence that provides subject matter expertise and highly skilled Procurement Officers and Commercial Managers to advise on and undertake all technology and capability related ICT procurements and ongoing commercial management of software and cloud contracts across the Home Affairs Portfolio.

The Section delivers the following end to end services:

- Procurement of IT hardware; and
- Procurement of IT software, software renewals and professional services.

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

Our ideal candidate

- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace.
- Strong understanding of Commonwealth Procurement Rules (CPRs) and consistently act in accordance with integrity frameworks and behaviours including ethical decision making.
- Demonstrated success in end-to-end procurement planning and execution, particularly for ICT goods and services.
- Interpersonal effectiveness to build rapport and maintain internal and external stakeholder relationships.
- Ability to lead and mentor a small procurement team.

Duties

- Lead and manage complex ICT procurement activities, including planning, market engagement, evaluation, contract negotiation, and execution in accordance with CPRs and departmental policies.
- Procure and manage the Department's overall software sustainment arrangements, ensuring timely renewals, compliance with licensing agreements, and alignment with business as usual (BAU) operational requirements.
- Manage vendor relationships, ensuring contractual obligations are met, issues are resolved efficiently, and continuous improvement opportunities are identified.
- Provide strategic advice and guidance to internal stakeholders on complex or sensitive IT procurement matters, including procurement planning, software licensing models, contract risk, and value for money outcomes.
- Supervise and develop a small procurement team, fostering capability, maintaining workload oversight, and contributing to a culture of high performance and collaboration.

Additional information

Mandatory

- Professionalism in representing the Department to internal and external stakeholders.
- Strong time management and prioritisation skills.
- Ethical decision making and behaviour.
- Act consistently in accordance with integrity frameworks and behaviours.
- Demonstrated experience in providing procurement advice and services in a similar type of environment.
- Demonstrated management experience in a similar type of environment.

Desirable

- Certificate IV in Government (Procurement and Contracting) or higher.
- Government experience either at a state or federal level.
- A minimum of 2 years' experience as a Procurement Officer, or in a similar role.

Eligibility

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

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

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To Apply

Position Contact	Jamie Pustavrh, 02 6225 8821
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138955/

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Vacancy VN-0760788

Department of Home Affairs

Closing Date:Sunday 03 August 2025

Procurement, Property and Contracts
Property National Facilities

Job Title	Senior Facilities Officers, Property Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NSW NSW
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138860
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138860/

Operating Officer Group | Procurement Property & Contracts | Property | National Facilities

A career in Home Affair's National Facilities is one of the best moves you will ever make. Why? Because our functions are so diverse. We have exciting work with real purpose. Our work is transformational. You can follow your passion, shape your career and make a difference.

We have an APS 5 position available in our National Facilities Teams, specifically in NSW, and we will establish a merit pool to draw from for future vacancies. Being successful in any one of these roles in Property Branch will have you managing and problem solving for some of the most diverse properties in the Australian Government portfolio. Aside from that; we'll empower you to work where you're at your best. You'll be part of a dynamic National team with shared values for excellence, strong communication and stakeholder outcomes. We attract the best people from a wide variety of backgrounds, we excel at building and maintaining a diverse inclusive workplace that fosters innovation, and we love what we do.

Our Branch manages the planning, procurement, leasing and management of office and residential accommodation in Australia and overseas. This includes (but is not limited to) capital

works, staff accommodation, airport and seaport leasing, operational properties, facilities management, spatial management, and contract management arrangements.

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

Our ideal candidate

- You're a confident communicator, with the ability to build and sustain stakeholder relationships and engage with various business lines and levels.
- You are a problem solver with the ability to juggle competing deadlines and tasks within a dynamic workplace
- You're resilient and have an ability to work with an agile mindset, adapting to new and changing priorities.
- You're self-aware and have a high-level of initiative, flexibility and resourcefulness.
- You're a self starter with excellent time management skills, attention to detail and an ability to plan and schedule works.

Duties

The Department is looking for dynamic individuals who enjoy working in a fast-paced, challenging environment, and have the ability to manage multiple activities.

- Assist with the management of regional property space including allocation of space, block and stack exercises and updating Serraview.
- Manage and co-ordinate day-to-day facilities activities including, but not limited to:

* Asset Management

* Official car park management, including ballots where appropriate and visitor car parking

* Work order management including logging, review and escalation of unresolved work orders

* Scheduling of contractor attendances and contractor oversight

* Undertake quality control and quality assurance processes to ensure compliance.

* Work order management including logging, review and escalation of unresolved work orders

* Develop and maintain strong and cooperative working relationships with contractors, business areas, and stakeholders.

* Site cleaning inspections and audits

- Provide a high level of customer service
- Ensuring building facilities comply with government regulations and environmental, health and security standards

- Overseeing and reporting issues in relation to contracts for services including: cleaning, handymen services, secure waste, and parking
- Support the delivery of National or local projects, under direction of National Office team and regional supervisor.

Additional information

- Due to the dynamic and challenging nature of the work, personal resilience, flexibility and adaptability, whilst assessing and managing any potential risks are key requirements for all officers.
- Certificate IV in Contract Management and Procurement would be well regarded as would any qualifications in Property Management or Trades.
- Ability to travel at times
- Present information in a clear and effective manner through oral and written communication
- Ability to learn and use relevant computer software

Eligibility

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To Apply

Position Contact	Tammy Hackett, 0466 947 213
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138860/

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Vacancy VN-0760811

Department of Home Affairs

Closing Date:Sunday 03 August 2025

Job Title	Executive Assistant, Australian Border Force Commissioner
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 6
Position Number	139146
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139146/

About our team

The Australian Border Force (ABF) is Australia's frontline border security agency and customs service. It plays a critical role at the border - which is one of Australian's most significant national assets - to provide a secure, resilient and prosperous Australia.

The ABF sits within the Department of Home Affairs and is led by the ABF Commissioner, who has control of ABF operations, working closely and collaboratively with the department and other Commonwealth agencies, industry and international partners in the delivery of functions and powers under the Australian Border Force Act 2015, Customs Act 1901, Migration Act 1958 and other relevant legislation.

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

Our ideal candidate

We are seeking an experienced and highly professional Executive Assistant to support the ABF Commissioner. This is a key role at the heart of the ABF's leadership team, providing high-level executive, administrative and strategic support to enable the Commissioner to deliver on leadership responsibilities efficiently and effectively.

You will be the point of contact for senior stakeholders across government and external sectors, ensuring the smooth management of priorities, communications and engagements in a fast-paced high-pressure environment. This is a position of trust that requires sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

Duties

The Executive Assistant will work in a small team that works collaboratively to provide seamless, professional and responsive support to the ABF Commissioner, ensuring priorities are managed efficiently and strategic objectives are delivered. In this fast-paced and dynamic environment, team members rely on strong communication, trust and a shared commitment to service excellence, often juggling competing demands while maintaining attention to detail and a proactive mindset.

The Executive Assistant will provide a range of high level administrative support services, which includes, but is not limited to:

- Managing competing demands, establishing or renegotiating priorities and adapting flexibly to meet objectives, including monitoring and tracking incoming documents and correspondence to ensure appropriate taskings are triaged and actioned accordingly.
- Undertaking research and analysis, exercising sound professional judgement and using a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
- Proactively assist, pre-empt, react quickly and flexibly to any changes in the ABF Commissioner's schedule, including rescheduling to achieve the required outcomes.
- Diary management, including prioritising time and drawing attention to matters of importance.
- Liaising with stakeholders and assist with the resolution of complex and/or sensitive policy, project or operational issues, responding to their needs and expectations as required.
- Team orientated, with the energy and commitment to actively lead, foster and develop other support staff across the ABF, the Department and the wider APS.

Additional information

Qualifications/Experience Requirements

- Ability to use your judgement and initiative to solve problems.

- Strong attention to detail with the ability to carrying out tasks thoroughly and with accuracy and consistent high-quality.
- Excellent written and verbal communication skills with the ability to liaise, collaborate, build and maintain strong relationships with a range of stakeholders.
- Superior ability to self-organise, prioritise and manage time effectively.
- Strong knowledge of Microsoft office suite.
- An ability to produce quality work within short timeframes and with competing priorities.

Highly desirable

- Demonstrated experience in working to a high-level Senior Executive as an Executive Assistant or similar for more than two years.

Eligibility

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

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

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To Apply

Position Contact	Lyn Foster, 0474 583 733
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139146/

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Vacancy VN-0760843

Department of Home Affairs

Closing Date:Wednesday 06 August 2025

Procurement Property & Contracts
Property Property Contracts

Job Title	Manager Staff Housing
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	139058
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139058/

Manager Staff Housing sits within the Property Contracts team within Property Branch. The innovative and dynamic team is responsible for the effective management and delivery of key property services including:

- Management, delivery and strategic alignment of the Department's onshore staff housing portfolio ensuring fit for purpose houses at regional locations are provided to the highest standard for posted Australian Border Force Officers.
- Contract management, governance and advice in relation to the Department’s property services contract, under the Whole of Australian Government (WoAG) deed, held by the Department of Finance. Ensuring our residential and commercial premises, which are owned and leased, by the Department are well managed and maintained, in accordance with the contract.
- Management of procurement activities related to property and security related panels, which enable the correct provision of service providers to support the delivery of key property and security services, which are used by multiple Government entities.

Our ideal candidate

- Operates under broad direction to develop and implement the Staff Housing Framework ensuring strategic alignment and continuous improvement to meet performance outcomes.

- Is a strong leader with the ability to guide teams to deliver successful outcomes, aligning to strategic and operational requirements.
- Engages well with others, has strong stakeholder management and governance skills and ability build rapport quickly.
- Thinks innovatively, uses planning tools appropriately and prioritises to achieve desired outcomes.
- Understands financial management practices, including operational and capital budget management and forward year planning, based on the departmental financial framework.
- Ability to manage, resolve and provide advice regarding issues impacting the delivery of a project, using correct methods.
- Experience in managing small teams, creating a sense of purpose and working collaboratively to create a positive culture and desired outcomes of the Staff Housing Framework.
- Ability to collaborate through key program networks including ABF officers, property service provider, senior executive and other commonwealth entities.

Duties

- Develop and deliver the Staff Housing Framework including, strategy development, budget management and forward planning to optimise property requirements and meet operational needs.
- Coordinate and manage a range of stakeholders to deliver the end to end governance arrangements to support the staff housing portfolio, with the intent to inform the current and future state requirements.
- Financial planning and budget management to ensure the financial allocations of capital and operational spending is optimised based on the departmental funding allocation.
- Continuous improvement and monitoring of relevant policies and procedural instructions, including internal guidelines of best practice to support the current and future staff housing portfolio.
- Manage, resolve and provide advice regarding issues that impact delivery of the Staff Housing Framework using correct methods and escalating where required.
- Deliver a standard national approach to ensure our properties, are safe, compliant and acceptable.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Ellie Urquhart, 0417 830 113
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139058/

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Vacancy VN-0761010

Department of Home Affairs

Closing Date:Tuesday 05 August 2025

Integrity Security & Assurance
Security Branch Security Intelligence and Coordination

Job Title	SCIF Security Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	138612
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138612/

Chief Operating Officer Group | Integrity Security & Assurance | Security Branch | Security Intelligence and Coordination

The Sensitive Compartmented Information Facility (SCIF) Management and Communications Security Intelligence Officer (COMSO) team is fundamental in ensuring The Department of Home Affairs mitigates the risk of non-compliance in the management of Sensitive Compartmented Information (SCI) within the department's SCIFs. The team facilitates and manages the department's compartments, facilitates access of highly sensitive partner data to all clients within the department and ensures the ongoing smooth operation of departmental SCIFs including ensuring full compliance as required by Australian Signals Directorate (ASD), Protective Security Policy Framework (PSPF) and Information Security Manual (ISM).

Our ideal candidate

- Is able to effectively work autonomously in a high pressure environment
- Enjoys working in a high security environment
- Ability to develop and implement detailed Policy, Procedural Instructions and Support Material
- Strong communication and professional writing skills
- Highly developed research and analysis skills.

Duties

- Maintain a working knowledge of the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and other relevant legislative requirements, industry standards and better practice models
- Use their knowledge of whole of Government security protocols, review, draft and implement operating procedures and procedural instructions aimed at ensuring compliance with security requirements
- Work with multiple stakeholders to workshop and plan new SCIF design requirements
- Support the COMSO team in the preparation and delivery of high quality security awareness sessions to small and large SCIF groups
- Liaise with ASD and other stakeholders to facilitate and maintain the accreditation of the department's SCIFs and providing support to ensure their ongoing operation
- Participate in a roster to provide after-hours SCIF on-call support

Additional information

- Ability to develop and implement detailed Policy, Procedural Instructions and Support Material
- Strong communication and professional writing skills
- Highly developed research and analysis skills
- Security risk management.

Mandatory

- Positive Vetting security clearance, or the ability to obtain this clearance
- COMSO Qualification or willingness to obtain.

Desirable

- Previous COMSO/SCIF experience is preferred, but not necessary.

Eligibility

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

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

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

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

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

Notes

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

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

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

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

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To Apply

Position Contact	Daniel Bourke, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138612/

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Vacancy VN-0760935

Department of the House of Representatives

Closing Date:Monday 04 August 2025

Committee Office Committee Office

Job Title	Senior Researcher
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$93,889 - $106,555
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 6
Position Number	5602
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

https://candidate.aurion.cloud/dohr/production/

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

The Senior Researcher has a key role in a small secretariat workgroup, providing research, report writing and administrative support to one or more parliamentary committees. The Senior Researcher works under the limited direction of the Committee Secretary and one or more Inquiry Secretaries. Senior Researcher roles may require occasional domestic travel to support committees.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Senior Researcher will:

1. Under limited supervision, provide research, analytical and writing support for a parliamentary committee, including preparation of meeting and briefing papers and drafting of minutes of proceedings and committee reports.
2. Under limited supervision, prepare correspondence and respond to requests in relation to committee business.
3. As part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups.
4. Contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required, including supervision and development of staff as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

NOTE: *The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.*

Eligibility

Selection criteria

The successful candidate will have:

1. strong research, analytical and writing skills, and experience preparing written reports, advice and correspondence.
2. demonstrated capacity to build and maintain productive working relationships in a sensitive environment.
3. demonstrated organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines.
4. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

Security Assessment: Designated committees will require appropriate security clearances.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Paul Zinkel, 02 6277 4579
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0761004

Department of the House of Representatives

Closing Date:Tuesday 05 August 2025

Committee Office
Committee Office Committee Office

Job Title	Office Manager
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$82,826 - $89,610
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 4
Position Number	5426
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

https://candidate.aurion.cloud/dohr/production/

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

About the role

The Office Manager will be responsible for providing administrative assistance and office support to a small secretariat team comprising a Committee Secretary, Inquiry Secretaries and research staff. The Office Manager processes committee and inquiry documents, maintains secretariat records, arranges travel and committee bookings, and collects statistical information.

The work of a secretariat is variable; including periods of heavy workload and short deadlines. Office Managers usually work to a single secretariat however they are expected to provide administrative support across the Committee Office if required. Office Manager roles may require occasional domestic travel to support the Committee.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Office Manager will:

1. Manage the provision of general administrative support to a secretariat and its committees.
2. Provide advice to Members, Members' staff, secretariat staff and external stakeholders on administrative matters related to committee inquiries.
3. Use a range of ICT systems to support committees (e.g. web publishing, document and database management, processing travel bookings and financial transactions).
4. Maintain relevant records, from file creation to archiving or disposal.
5. Manage secretariat financial transactions, including processing invoices and preparing purchase orders.
6. Induct and train new administrative staff and advise and assist other staff on administrative and ICT matters as required.

NOTE: The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.

Eligibility

Selection Criteria

The successful candidate will have:

1. proven administrative skills, including the ability to manage multiple tasks simultaneously, establish priorities, guide workflows, and work under limited supervision
2. proven communication and interpersonal skills, including supporting and developing other staff and working in a small team environment
3. ability to use a wide range of ICT applications and to quickly learn new ICT systems
4. sound judgement, including maintaining confidentiality and discretion in a sensitive environment
5. ability to quickly acquire a good working knowledge of the operation of Parliament and its committees.

Notes

Security Assessment: Designated committees will require appropriate security clearances.

Further information about the department is available on the DHR website.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Rebeka Mills, 02 6277 4259
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0760920

Department of the Senate

Closing Date:Tuesday 05 August 2025

Procedure Office
Legislative Scrutiny Unit

Job Title	Legislative Research Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$86,271 - $92,665
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement.
Classification	APS Level 4
Position Number	84
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

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 Legislative Scrutiny Unit within the Procedure Office, in the role of Legislative Research Officer.

The Legislative Research Officer provides high level administrative and coordination support for the Parliamentary Joint Committee on Human Rights, the Senate Standing Committee for the Scrutiny of Bills or the Senate Standing Committee for the Scrutiny of Delegated Legislation. A significant responsibility of this position is the organisation, coordination and documentation of the committee's scrutiny work. Duties include proofing and editing a variety of documents, coordinating a high volume of correspondence to and from the committee, managing the committee's databases, contributing to the preparation, printing and tabling of reports and other committee publications and preparing other correspondence and documents relevant to the committee's business.

The Legislative Research Officer also uses relevant software and web publishing packages to prepare and publish materials for the committee's webpages, coordinates arrangements for committee meetings and hearings, and maintains registers, manuals and databases relevant to the Legislative Scrutiny Unit. The Legislative Research Officer is required to liaise directly with parliamentarians and their staff, ministerial offices, and officials in executive departments and agencies in the performance of these duties.

Duties

1. Provide high level administrative and coordination support to the Parliamentary Joint Committee on Human Rights, the Senate Standing Committee for the Scrutiny of Bills or the Senate Standing Committee for the Scrutiny of Delegated Legislation.
2. Manage and maintain accurate databases of legislation under scrutiny and extract data as required for reporting and statistical purposes.
3. Prepare and distribute outgoing correspondence to departments, agencies and ministers and liaise with relevant staff to coordinate and distribute responses within the timeframes set by the committee.
4. Prepare committee reports and other publications for printing and tabling and publish relevant information and material on the Senate's website using web-based authoring software paying close attention to accuracy, layout and design.
5. Assist in the preparation, organisation and conduct of committee meetings and hearings, with particular responsibility for compiling briefing material and other relevant papers and taking minutes during meetings.
6. Liaise with parliamentarians and their staff, ministerial offices, the committee's legal advisers, employees, and external departments and agencies.
7. Respond to general inquiries from various stakeholders, including members of the public.
8. Undertake preliminary analysis of legislation and advice received from ministerial officers or departments, and other research tasks to support the secretariat.
9. Use computer software packages such as Microsoft Office including Word, Excel, Share Point, Outlook and knowledge of Adobe Acrobat.

Eligibility

Desirable

- Experience in using Microsoft Office applications and web-based authoring software.
- Familiarity with legislation.

Notes

To apply, you are asked to provide a statement of claims against each selection criteria, of no more than 300 words per criterion. You are also asked to provide a copy of your CV or résumé.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQA+, mature aged employees and people with caring responsibilities.

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 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0760785

Department of the Treasury

Closing Date:Sunday 03 August 2025

Foreign Investment Division
Compliance Branch

Job Title	EL1 Assistant Director, Compliance Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$132,786 - $152,319
Future Merit Locations	Canberra, Perth, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	19-2025
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

The Compliance Branch is responsible for monitoring and enforcing compliance with Australia's foreign investment laws. Its role is to promote confidence in, and provide assurance of compliance with the foreign investment framework to the Australian Government and the community.

The Compliance Branch does this through a range of activities which include:

- educating foreign investors and their advisers on their obligations under the foreign investment legislation
- assessing and assuring compliance through proactive investigations and other forms of compliance assessment
- undertaking enforcement action to address non-compliance and where appropriate, enforcing compliance through penalties and sanctions.

Duties

About the roles

We're seeking applications from experienced and motivated team members for positions in the Compliance Branch's Compliance Frameworks, Risk and Strategy, Monitoring, Audit or Serious Non-Compliance & Enforcement teams. Depending on the role, responsibilities and duties may include:

- undertaking proactive and responsive compliance activities to assess compliance with Australia's foreign investment laws and prevent and detect non-compliance
- investigating potential non-compliance with Australia's foreign investment laws and/or
- assessing compliance reports for triage purposes, analyse data to identify compliance trends
- developing internal guidance and procedures to support best practice compliance operations.

Working with a high degree of independence, EL1 Assistant Directors will:

- manage concurrent compliance tasks, projects or investigations, including complex cases
- investigate and deliver enforcement outcomes, including to analyse information and data, plan and carry out investigations, gather evidence, legal analysis and other enforcement-related processes
- use analytical capability and professional judgement to evaluate compliance and recommend effective responses
- make regulatory risk assessments to identify priorities for compliance operational activity and evaluating outcomes of those compliance activities
- develop and implement policies, procedures and systems to support the lawful and appropriate exercise of compliance and enforcement powers
- manage various business or process development processes, including a compliance case database and reporting processes
- supervise and develop the performance of APS-level team members and support the team's EL2 director in shepherding the performance of the team.

Desirable Qualifications / Experience:

- experience carrying out investigations or evidence-based assessments
- excellent interpersonal, and oral and written communications skills including the ability to liaise and engage with stakeholders at all levels
- ability to develop strong relationships with stakeholders; and collaborate and reconcile alternative positions to achieve timely and robust outcomes
- critical thinking skills to identify issues and potential solutions
- demonstrated ability to exercise strong attention to detail in analysis and written and oral communication
- organisational skills and the ability to manage competing priorities
- sound judgment and resilience to achieve objectives in challenging, fast-paced environments
- ability to work independently and use initiative to achieve desired outcomes
- Qualifications in law, accounting, commerce and/or finance are highly desirable but not essential.

The successful applicants are required to have a minimum Negative Vetting 1 (NV1) security clearance or the ability to obtain and maintain one.

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

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, should they become available within 18 months from the date advertised.

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

About the Department of 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	James Peacock, 02 6263 2828
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0760762

Federal Circuit and Family Court of Australia

Closing Date:Sunday 27 July 2025

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

Job Title	Legal Associate - FCFCOA - Division 1
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0631-07-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=BF68C69C-DD80-B134-E985-E40663B060DB

Purpose of Position

The primary role of Legal Associates is to support and assist judges of the Federal Circuit and Family Court of Australia (Division 1), which is a Federal Court of superior record that exercises jurisdiction exclusively in Family Law.

Legal Associates assist in researching cases, points of law, preparing matters for hearing and other related matters for judges sitting at first instance and/or in Appeals. 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.
- day-to-day running of chambers including responding to enquiries.
- 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 and day-to-day running of chambers.

Eligibility

Qualifications

It is a mandatory that candidates have completed a qualification in law with a strong academic record.

Selection Criteria

1. Demonstrated legal research, analysis and drafting skills underpinned by good attention to detail and accuracy. Ability to prepare briefing materials, well-drafted correspondence and case summaries.
2. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
3. Initiative to work autonomously and take responsibility for progressing work while also being able to work collaboratively, build and maintain positive professional relationships and deal appropriately with sensitive and confidential information.
4. Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court’s case management systems.
5. The ability to adapt to changing situations and priorities.
6. A high standard of ethical behaviour.

7. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
8. 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.
9. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.
10. Ability to travel when required.

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

About the Federal Circuit and Family Court of Australia

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

To Apply

Position Contact	Rachelle Lombardo, telephone 0419 398 396
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=BF68C69C-DD80-B134-E985-E40663B06

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Vacancy VN-0760877

Federal Circuit and Family Court of Australia

Closing Date:Tuesday 05 August 2025

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

Job Title	Deputy Associate (Legal) FCFCOA - Division 2
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0633-07-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=BF07FE77-6553-89DD-3C90-E406DDC07E30

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
- Assist with the general operation of chambers; and

- Other duties, as required.

Eligibility

Qualifications

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

Selection Criteria

1. 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.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

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To Apply

Position Contact	Clare Foley, (02) 8623 4475
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=BF07FE77-6553-89DD-3C90-E406DDC0

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Vacancy VN-0760975

Future Fund Management Agency

Closing Date:Wednesday 30 July 2025

Job Title	Lead - Identity Access Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 6
Position Number	JR100234
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

The Identity Access Management Lead plays a key role in materially supporting and uplifting the identity and access management capabilities of the Agency, including credential management and privileged access management systems.

The role assists other team members when required in maintaining, improving and reporting on the security posture of the Agency. Working closely with all members of the Technology Security team and with other Technology team members, the Identity Access Management Lead ensures Agency related business needs are guided towards a secure implementation, using fit-for-purpose and best-practice-based mitigation measures.

The Identity Access Management Lead will build a deep understanding of all Agency Technology solutions and assist the Security Operations teams to operate and maintain the Agency's services and infrastructure securely.

Key to the success of this role is the passion to continually learn, keep abreast of emerging threats and controls; have a good understanding of the Agency's business and investment objectives; protect the data and systems that support it; always focusing on achieving successful outcomes and providing value to the Agency, as a valued team member.

Key Responsibilities

Identity and Access Management

• Maintain Agency identity management security posture, especially from a role-based-access-control and privileged access perspective.

• Lead and guide technical strategies for Identity and Access Management ("IDAM") systems, driving best practices and innovation.

• Govern and support the maintenance of IDAM technologies like Active Directory and CyberArk.

• Ensure regular review and maintenance of the relevant identity and access management standards.

• Assist in the design and implementation of authentication and authorisation mechanisms.

Credential Management

• Provide maintenance and support for the Agency's Password Vault solutions.

• Govern and administer the Agency's password vault and secrets management platforms including password rotation of secrets, maintenance of procedures, vault structures and access requests.

• Play a key role in uplift of credential management / password and secret vault solutions and uplift projects.

Privileged Access Management

• Maintenance and uplift of the Agency's Privileged Access Management ("PAM") solution and framework including supporting documentation.

• Administration of access requests to privileged roles and resources on Agency systems.

• Secure systems and services by onboarding privileged accounts into the PAM solution. Onboard new service providers aligned to least privilege principles.

• Management of service accounts including lifecycle management through processes and technology.

• Establish Principle of Least Privilege access to systems and implement role-based-access-control (“RBAC”) group access roles and implement dual-control for highly privileged accounts.

• Monitor and audit PAM solution.

• Provide temporary privileged escalation support when needed.

• Mentor and train Agency teams and users to the PAM framework and usage.

• Management of the PAM managed service provider and support partners.

Research & Evaluation

• Stay up-to-date with the latest product developments pertaining to the Microsoft security toolsets and processes in use.

• Undertake research to contribute to future initiatives and continual security improvements that mitigate information security risks relevant to the Agency.

Continuous Security Improvement

• Identify improvement capabilities within the current security toolsets and processes, actively participating in the planning and implementation of the improvements.

• Assist the Technology Security team with transition of initiatives from proof-of-concept into a production / business-as-usual operational mode, including the development of standard operating procedures, taking the lead as required.

Eligibility

Qualifications

• Be a qualified security professional with demonstrated relevant experience.

• A current certification is desirable.

Knowledge and Experience

• Proficient skills in IDAM tools (CyberArk preferred), privilege access, role-based access control.

• A strong technical background in on-premises services specifically Identity Services and Directory Services.

• Experience with secrets and password management solutions, supporting and managing through the full lifecycle.

• Strong Security architecture experience.

Applicants for this role should hold Australian Citizenship.

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0761001

Job Title	HR Systems Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days onsite (must include Tuesday and Wednesday) and two days work from home
Classification	APS Level 5
Position Number	JR100235
Agency Website	www.futurefund.gov.au

Job Description

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

Investing for the benefit of future generations of Australian's requires the world's best Talent. Our commitment to securing a prosperous future hinges on attracting and retaining individuals who embody the spirit of forward thinking and innovation. As part of the People, Culture & Inclusion business unit, our Employee Experience team provides employees with the expertise, tools and services to support the delivery of the Agency business plan and includes employee lifecycle, wellbeing, business partnering and people systems.

Reporting to the Senior Manager - Employee Experience, The HR Systems Analyst (Employee Experience Systems Specialist) is responsible for enhancing the employee lifecycle trough intuitive technology solutions. The role focusses on streamlining workflows, improving data accessibility and reporting, shaping a dynamic PCI technology roadmap in collaboration with internal and external partners, and supporting day to day operations and strategic projects to meet evolving needs within the various PCI functions.

Duties

As HR Systems Analyst (Employee Experience Systems Specialist) you will be responsible for optimising employee lifecycle workflows by maintaining and enhancing Workday-enabled processes and dashboards, streamlining off-system workflows, and ensuring clarity and transparency across the People, Culture and Inclusion (PCI) function. You'll gather and document requirements for system changes, collaborate with stakeholders and vendors to ensure platforms

are fit-for-purpose, and maintain up-to-date guides and documentation. Additionally, you will oversee access and platform governance by conducting quarterly access reviews, maintaining clean security roles, and proactively addressing any gaps across PCI systems.

In support of the Remuneration, Analytics and Governance team, you will support reporting and self-service capabilities, ensuring compliance with legislative and policy requirements, and contribute to cyclical performance and remuneration activities. You'll lead PCI's engagement with Corporate Technology and managed-service partners to manage enhancement backlogs, coordinate testing, resolve incidents, and maintain a PCI technology roadmap. The role also includes providing expert support for projects, handling day-to-day queries, and ensuring continuity during team absences, with a strong focus on delivering a seamless and employee-centric experience.

Eligibility

We're seeking a highly skilled Workday HCM professional with certification and a background in HR, Business, or Information Systems, bringing hands-on experience in configuring and maintaining core HCM, talent, advanced compensation, and performance modules. You should demonstrate strong expertise in access control, compliance, and data governance, alongside advanced reporting capabilities using tools like Workday and Power BI. Adept in Agile delivery, vendor collaboration, and continuous improvement practices, with a proactive approach to process mapping and self-service enablement.

Candidates should have excellent interpersonal and communication skills, high attention to detail, sound judgment, and the ability to thrive both independently and in team environments. You should maintain composure under pressure and consistently delivers in fast-paced, evolving settings.

The Future Fund values honesty, respectful communication, and transparency. Collaboration is essential—team members are expected to support one another, contribute to shared goals, and foster open, respectful dialogue. We value curiosity and innovation, encouraging continuous improvement through experimentation, data-driven decision-making, and simplification of processes.

Finally, we embrace a culture of smart risk-taking, where early issue identification, shared learning, and alignment with organisational risk appetite are key to protecting our people, data, and reputation.

Please note the position is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0760917

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 03 August 2025

Strategic Policy and Partnerships Communications

Job Title	Digital and Content Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$85,072 - $93,353
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 5
Position Number	929
Agency Website	

Job Description

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

We are seeking an experienced, dynamic and creative digital professional to join our small team at the Great Barrier Reef Marine Park Authority, Australia's lead management agency for the Reef. Working as part of a team, you will provide strategic input into the Reef Authority's digital and marketing plan, processes and reporting to ensure content and our communications channels remain on-brand, build our audience, and positions us as the authoritative voice for the Reef.

In this position, you will be involved in developing a range of audience-focused content for our channels including, but not limited to: entertaining and interactive content, written posts, images, engaging videos, reels, animations, and infographics. You will play a crucial role in supporting optimal user experience across our digital channels, developing and implementing effective website strategies including SEO and web design, and supporting the Digital and Marketing section.

You'll know your way around social media channels, website management tools, scheduling tools and measurement, and be able to use your creative copywriting and content producing skills to optimise content across channels to maximise audience reach, amplify the messages, and ensure return on investment.

The position also supports the team in providing creative material to journalists and stakeholders, as well as participating in other projects that supports the overarching communications strategy, across the team and the organisation.

Duties

- Contribute to the Reef Authority's digital and marketing initiatives, provide strategic and practical advice, and identify opportunities for delivering a creative and audience-focused digital experience through implementing our digital and marketing activities.
- Produce engaging and creative ways to tell-stories and position the Reef Authority through interactive content, graphic design, video, audio, photography, infographics, blogs, animations and reels, with the in-house teams or via external suppliers from the planning stages (conception, storyboard, copywriting) right through to the finished product.
- Assist with coordinating content and managing social media platforms including moderation, handling comments, messages, and actively engaging with other key stakeholder channels to increase brand awareness.
- Contribute to the ongoing maintenance and enhancement of our corporate website using our content management system, ensuring a seamless user experience and up-to-date information. Support the Digital Manager and wider section by assisting with the ongoing enhancement and maintenance of the Reef Authority's communication channels, publications and content management system.
- As part of the team, participate in section functions including media relations media clips, after-hours on-call roster and media liaison.

Eligibility

Essential requirements

Demonstrated experience in creating content (graphic design, video, photo) and strong knowledge of related software applications such as Adobe Creative Suite.

Experience in website content management systems.

Be able to travel and participate in on-call media roster, including working weekends and outside core hours when required.

Applicants **must:**

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Braden Smith, 0433 401 907
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0760981

Great Barrier Reef Marine Park Authority

Closing Date:Monday 04 August 2025

Marine Park Operations Reef Interventions

Job Title	Assistant Director Reef Rehabilitation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$117,323 - $128,590
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	1020
Agency Website	

Job Description

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

We are seeking a dynamic and experienced natural resource manager to strengthen the Reef Authority's understanding of and involvement in coral reef rehabilitation projects, particularly the Reef Restoration and Adaptation Program (RRAP). The position will work closely with Australian Institute of Marine Science (AIMS) colleagues to contribute to planning, implementation and delivery of the RRAP Pilot Deployment Program (PDP).

The position will be required to work across policy, planning, legal, permitting and operational field delivery sections of the Reef Authority to provide coordinated oversight for the delivery of the RRAP PDP and other coral reef rehabilitation projects within the Great Barrier Reef Marine Park.

The position will work closely with partner agencies to ensure that emerging reef rehabilitation tools and techniques are informed by the best available science, that appropriate risk and benefit evaluations are conducted, and that they are compliant with Reef Authority legislation and policies. The position will also work to identify strategic and operational synergies between reef rehabilitation projects and existing programs including the Crown-of-thorns Starfish Control Program and the Reef Joint Field Management Program. The provision of expert reef interventions advice to the Reef Authority and partner agencies is also a requirement of the position.

About You

- You are a very experienced Project Manager with a proven track record of managing complex projects.
- You are a natural leader and a team player who can work across an organisation to build a cohesive approach to solving complex and contentious issues.
- You will have excellent negotiation skills and the proven ability to work collaboratively with individuals, stakeholder groups and management.
- You will have excellent problem-solving skills with the ability to communicate and include others in the solution.
- You are logical, have good analytical skills and are detailed in your work.

Duties

- Provide strategic direction and leadership in a dynamic environment to deliver high quality outcomes, meet deadlines and achieve organisational goals.
- Develop and maintain relationships with partner agencies, clients and stakeholders and consult on coral habitat rehabilitation and other reef intervention policies, procedures, and activities.
- Coordinate the development of cross agency procedures and policies to guide the delivery of coral habitat rehabilitation and other reef intervention initiatives, including authorisations and risk assessments.
- Provide oversight of the design, development, and implementation of field trials of coral reef rehabilitation tools and techniques in partnership with Reef stakeholders and funding agencies.
- Develop, maintain and apply contemporary knowledge of coral reef habitat rehabilitation approaches to inform policy and implementation advice to the Reef Authority and partner management agencies.

Eligibility

Essential requirements

- Relevant tertiary qualifications from a recognised tertiary institution in Environmental Science, Marine Science, Engineering, or another relevant field.
- Minimum dive qualification of Dive Master or ADAS Part 1 Diver (or training to AS/NZS 2815.1) or equivalent and maintain training requirements as per AS/NZS 2299.1:2015 Occupational diving operations – Standard operational practice.

Applicants **must:**

- be an Australian citizen at time of applying for position.
- be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Brigid Kerrigan, 0437 723 968
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0761044

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 13 August 2025

Marine Park Operations Reef Interventions

Job Title	Assistant Director - COTS Program Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$117,323 - $128,590
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	196
Agency Website	

Job Description

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

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

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

The Position

We are seeking a program management professional preferably with a marine or environmental science background to join our team, working to deliver the Crown-of-thorns Starfish (COTS) Control Program. This position is essential to deliver a program that is safe, effective, and

complies with the requirements of the Reef Authority's legislative and policy operating environment.

Responsibilities include: provision of strategic direction, leadership, and policy advice relating to the COTS Control Program; long-term strategic planning and resourcing of the Program including management of the multi-million dollar annual budget; oversight of contractors and contract performance to ensure delivery of safe and high standard COTS on-water operations; engagement and coordination with Program partners and stakeholder groups including Reef Traditional Owners and the Tourism sector; and provide the Director with support and recommendations to inform decision-making.

About You

- You have strategic vision and are able to motivate and inspire others.
- You are a leader who sets the pace through your actions and expectations.
- You thrive under pressure, have an eye for detail and don't get flustered when faced with competing priorities.
- You are an effective communicator who recognises the ideas and contributions of others.
- You value collaboration and the need for engagement to achieve effective outcomes.

Duties

- Provide leadership, direction, and strategic advice in relation to delivery of the COTS Control Program
- Coordinating, preparing, and reviewing complex high-quality advice and written material – for the Director and senior leadership team, stakeholders and service providers – that is timely, practical, transparent and risk-based. Advice and material could include but is not limited to - briefs; reports; agenda papers; position statements; policies; and strategic plans.
- Collaborate with and supervise staff across the Reef Interventions section as required, by contributing to cross-sectional projects, emerging issues, and corporate planning as part of a broader team.
- Engage, consult, and partner with stakeholders and service providers to support the delivery of the COTS Control Program and the Reef Authority's priorities more broadly.

Eligibility

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

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

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

It's desirable that the successful candidate has:

- Relevant tertiary qualifications (or equivalent experience) in program / project management or public sector administration.
- Relevant tertiary qualifications (or equivalent experience) in marine or environmental sciences, or natural resource management.
- The ability to travel on occasions.
- Minimum dive qualification of Dive Master or ADAS Part 1 Diver (or training to AS/NZS 2815.1) or equivalent and maintain training requirements as per AS/NZS 2299.1:2015 Occupational diving operations – Standard operational practice.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Brigid Kerrigan, 0437 723 968
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0760994

National Library of Australia

Closing Date:Sunday 03 August 2025

Digital Projects and Innovation

Job Title	APS 6 - Program Manager, Digital Workspace
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$95,375 - $105,910
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	106057
Agency Website	

Job Description

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

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

Duties

The Library is seeking to fill an ongoing **Program Manager, Digital Workspace (APS6)** in the Projects & Innovation section of the Digital branch.

We are seeking a talented and motivated individual with a blend of technical, functional and soft skills to provide expertise and support on the design, development, and maintenance of the Library's Digital Workspace.

Under broad direction from Director, Projects & Innovation, you will design, develop and maintain the Digital Workspace (Microsoft SharePoint, Teams and intranet), ensuring it remains up-to-date and integrated with Microsoft 365. You will refine information architectures and system-embedded governance ensuring policy compliance, provide essential support and training to Library staff, conduct quality assurance activities, and continuously enhance the employee and user experience, making interactions with the Library Digital Workspace user-friendly for all staff.

You will manage relationships with internal and external stakeholders. This will include interacting and coordinating activities with a wide range of stakeholders across the organisation to understand business Digital Workspace needs, best practice and continuous improvement opportunities. You will also foster a collegiate approach to technical delivery with Technology Operations and other Digital Branch teams providing services to the section, as well as manage outsourced suppliers.

Eligibility

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

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Mark Piva, (02) 62621631
Agency Recruitment Site	https://nla.nga.net.au/cp/

Vacancy VN-0760997

National Library of Australia

Closing Date:Sunday 10 August 2025

Digital Technology Operations

Job Title	APS 6 - System Administrator Patch Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$95,375 - $105,910
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	106108
Agency Website	

Job Description

nla.nga.net.au/cp/

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

Duties

The Library is seeking to fill an ongoing **System Administrator, Patch Management APS6** role in the Technology Operations Section of the Digital Branch.

This role contributes to, and is primarily responsible for, administration of the Windows operating systems, BAU Windows/Cyber related tickets, infrastructure related tasks, vulnerability assessments and patching activities.

We are looking for a team player, who can work independently and as part of a team across multiple stakeholders, with a positive and professional attitude, and open to learn and apply new skills and knowledge.

To succeed in this role, you must have:

- Knowledge of patch management principles and practices for Windows systems. This includes understanding how to identify vulnerabilities, prioritise patches, and apply them promptly.
- High level expertise with relevant technology stacks and infrastructure assigned to the role.

The following will be highly regarded:

- Proactive security approach including but not limited to application hardening, Operating System configuration, server and firmware upgrades and other Essential Eight mitigations.
- Possession of relevant industry certifications such as CompTIA Security+ or Certified Information Systems Security Professional (CISSP), or relevant experience.
- Scripting, especially with PowerShell, for automation repetitive tasks to improve efficiency and streamlining the patching process.

Eligibility

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

The preferred applicant must be able to obtain and maintain a baseline security clearance.

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Mariusz Kalinowski, (02) 6262 1632
Agency Recruitment Site	nla.nga.net.au/cp/

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Vacancy VN-0760941

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Friday 22 August 2025

Regulatory Operations
Perth

Job Title	Executive Director - Regulatory Operations (Well Integrity and Risk-Based Regulation)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$323,697 - $339,288
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA' policy.
Classification	Executive Level 2
Position Number	13520
Agency Website	https://www.nopsema.gov.au/

Job Description *https://www.nopsema.gov.au/about/careers*

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

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

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

Role:

NOPSEMA is currently seeking an experienced dynamic Executive Director with extensive experience in providing leadership and management in the operations of a regulatory organisation and/or a major hazard industry, including a strong background in understanding and managing operational risk across the lifecycle of assets and wells to join its Regulatory Operations Division in our Perth Office.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia’s future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced senior leader with significant leadership experience and proven track record in a regulatory environment and/or major hazard industry, apply now and take the next step in your career with this exciting opportunity.

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

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key responsibilities:

In managing the objectives and risk based regulatory approach, you will be responsible for leading and guiding the ongoing regulatory operations of the well integrity function and integration of the function into other Regulatory Operations Division lifecycle activities.

As an experienced senior leader who can drive a strategic and risk-based approach to regulating well integrity risk across industry, you will provide oversight of the use of regulatory powers to result in fair, consistent and defendable regulatory outcomes and lead the promotion, advice and influence activities to titleholders and industry across all well integrity and lifecycle topics including external representation and presentations.

You will work closely with the Deputy CEO – Regulatory Operations and other Executive Directors and Directors to plan and deliver activities, manage resources across the function and evolve the division.

About you:

To be successful in this role, you will be an experienced senior executive with significant demonstrated experience in an objectives and risk based regulatory industry including permissioning based documentation, where hazards, risks and controls are systematically assessed and documented.

You must be able to demonstrate the ability to lead change in raising the effectiveness and efficiency of well integrity regulatory operations and cultivate and enhance organisational health, including liaising effectively and collaboratively with colleagues and other organisations.

Eligibility

You will be required to pass a pre-employment medical assessment and

maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for

the position.

You will be required to obtain and maintain a Maritime Security

Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction

and Emergency Training (BOSIET).

Prior to any offer of employment, the recommended applicant will be

required to undertake pre-employment checks, including national police

clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources

and/or offshore renewable electricity sector shares.

This position requires the employee to be available to monitor, read, and

respond to contact from NOPSEMA or a third-party on a work-related

matter outside of their ordinary hours of work.

Notes

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

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Senior HR and Safety Adviser, (08) 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0760834

National Portrait Gallery of Australia

Closing Date:Sunday 10 August 2025

Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$86,305 - $92,991
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	7415
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/aps5-executive-assistant-2025

Reporting to the Executive Officer, the Executive Assistant provides high-level administrative and coordination support to the Director of the National Portrait Gallery. This role contributes to the broader functioning of the Executive by supporting communications, processes and engagement across the senior leadership team.

The Executive Assistant role is dynamic, people-facing and central to the daily rhythm of the Director’s Office. It requires a calm, confident presence and a strong sense of discretion, reliability, and responsiveness.

The Executive Assistant is often the first point of contact for the Director’s Office and must exercise sound judgement, initiative, tact and discretion. The role demands a high degree of professionalism and the ability to manage competing priorities calmly and effectively.

This position requires a significant on-site presence aligned to the Director’s schedule. Occasional after-hours work will be required.

Duties

Specific Tasks

· Coordinate the daily operations of the Director's Office, including provision of high-level administrative support with diary management, meeting coordination, inbox management, hospitality, event support, financial acquittals, and document preparation.

· Provide secretariat services, including scheduling of meetings, drafting agenda, coordination of papers and updates to action registers, attendance at meetings and minuting meetings and outcomes.

· Work closely with the Executive Officer to ensure seamless workflows, communication channels and administrative processes. This includes the delivery of consistent high-quality support across the Executive, with a focus on collaboration and shared outcomes, while actively supporting team cohesion and clear communication.

· Prepare and collate materials for the Director's engagements, including briefs, presentations and speaking notes.

· Undertake filing and records management functions, ensuring records are accurate, complete and are managed in accordance with Agency policy.

· Contribute to the planning, coordination and delivery of Executive meetings and All Staff Briefings, including the preparation of agendas and follow-up of actions.

· Liaise on behalf of the Director with internal and external stakeholders, including government officials, artists, donors, Board members and senior Public Servants.

· Coordinate domestic and international travel arrangements for the Director.

Eligibility

Selection Criteria

· Demonstrated experience in providing highly developed broad-ranging administrative and coordination support to a senior executive, including diary and travel management, briefing coordination and meeting preparation.

· Proven ability to balance and prioritise competing demands, anticipate needs and ensure smooth daily operations in a dynamic work environment.

· Strong interpersonal skills, with the ability to build and maintain positive working relationships across a broad range of internal and external stakeholders.

· Sound judgement and the ability to work with limited guidance, particularly when dealing with confidential and sensitive information, including the ability to triage and escalate issues appropriately.

· Confident and adaptable communication skills, both written and verbal, with the ability to prepare clear, well-structured documentation tailored to audience needs and engage effectively with stakeholders with professionalism and tact.

· Demonstrated initiative, flexibility and a collaborative approach to supporting a small, high performing team.

· Demonstrated experience in providing secretariat support for senior-level meetings, including scheduling, agenda preparation, minute-taking and action tracking.

Industry Specific:

· Familiarity with Office 365, MS Teams and Tessitura or similar CRM software will be well-regarded.

· Demonstrated experience in a cultural institution will be highly regarded.

Notes

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

For more information, please get in touch with Yasmin Martin on (02) 6102 7072 or yasmin.martin@npg.gov.au.

Applications close midnight 10 August 2025

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Yasmin Martin, (02) 6102 7072
Agency Recruitment Site	https://www.portrait.gov.au/content/aps5-executive-assistant-2025

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Vacancy VN-0760505

Office of National Intelligence

Closing Date:Monday 04 August 2025

Job Title	APS6/EL1 Senior Officer and Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bruce ACT
Salary	-
Future Merit Locations	Bruce
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6;Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

Who are we looking for?

We are on the hunt for applicants who are curious about data and technology with the ability to think critically, who are comfortable engaging with technical and non-technical stakeholders and are motivated to continue learning in an ever-changing industry. Ideal candidates thrive at the intersection of data, policy and people, who want to use their skills to inform and shape practical solutions and are innovative, team orientated, data-driven, and able to adapt to a dynamic environment.

Our **EL1 positions** (Assistant Director) require an understanding of policy and governance progression, and experience and/or an interest in data and AI management along with the ability to work under broad direction to initiate and execute work plans to deliver objectives. These roles require the ability to facilitate collaboration between multiple technical and non-technical stakeholders, and lead engagement across stakeholders. It is expected you will have some responsibility in leading and managing a small team.

Our **APS6 positions** (Senior Officer) require an understanding of policy and governance development, along with exposure to data and AI management or a curiosity to develop this knowledge to help drive impactful outcomes. These roles influence and contribute to the success of projects and team objectives, supporting senior officers in analysing and providing recommendations. They require the ability to work with autonomy and apply judgement in identifying and responding to issues and assignments relating to each deliverable/task assigned.

The Team

The Digital and Data Division within the Office of the National Intelligence (ONI) is dynamic and growing. Data is at the core of our work; and we are dedicated to innovation and transformation.

We are seeking to fill multiple roles within the Data Branch, working under the leadership of the Chief Data Officer, these roles sit within the Data Strategy team. The team drives innovation by leveraging data and technology to gain advantage through analysis and collaborative, interoperable community environments.

The Data Strategy team collaborates with the NIC to provide coordinated advice on data and AI-related Australian Government policies and frameworks, with a focus on the safe, ethical, and responsible use of AI.

The team works in a dynamic environment, engaging with stakeholders across the NIC and with the Department of Prime Minister and Cabinet, Department of Finance, Digital Transformation Agency and Department of Industry, Science and Resources, within the national security and intelligence context.

Duties

Key Attributes

Our ideal candidate would have:

- experience in the development, drafting, and progression of policies and frameworks;
- an understanding or interest in developing an insight into AI and/or data governance and management requirements;
- strong analytical and problem-solving abilities, with keen attention to detail, and excellent written and verbal communication skills;
- experience in establishing and maintaining effective working and collaborative relationships with internal and external stakeholders; and
- ability to establish priorities, monitor progress, and work to deliver required outcomes within set timeframes.
- EL1 – demonstrated experience in leadership and management

Desirable attributes:

- Relevant tertiary qualification
- Relevant industry qualifications

Eligibility

Am I eligible to apply?

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	recruit@oni.gov.au, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0760781

Office of National Intelligence

Closing Date:Monday 04 August 2025

Job Title	Senior Executive Band 2, Multiple Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Senior Executive Service Band 2
Position Number	Various
Agency Website	

Job Description

https://onicareers.nga.net.au

The Roles

ONI is recruiting a number of current and anticipated vacancies in its senior executive service (SES) at the Band 2 level. These are outstanding opportunities for leaders with initiative, drive, integrity, a depth of experience and a motivation to do work of national significance.

To be eligible for these roles, you will have a highly developed understanding of Australia’s international political, strategic and economic interests, and a proven record in one or more of several fields including national security, international economics, cyber and critical technology or foreign policy analysis.

Successful candidates will take responsibility for delivering complex intelligence products to government while coordinating national intelligence efforts across ONI, the intelligence community and government more broadly.

All our senior leaders work collaboratively to foster an integrated organisational culture, achieve organisational objectives and support workforce development, including through attraction, retention and staff development.

ONI is seeking candidates to lead the following divisions:

First Assistant Director-General Cyber and Critical Technology Intelligence Centre: The Cyber and Critical Technology Intelligence Centre (the Centre) is responsible for producing all source intelligence assessments; funding, shaping and deploying cutting-edge science, technology and research; and is responsible for enterprise management of the National Intelligence Community (NIC) on cyber and critical technology matters.

The Centre is responsible for applying our convening power and expertise in cyber and critical technology to maximise the value Australia's intelligence capabilities provide to Government. We champion collaboration and collective action, looking for ways the NIC can tackle common challenges.

The successful candidate will have deep cyber security and technology subject matter expertise, entrepreneurial drive, exceptional representational skills and strong record of engagement across government, the private sector, academia and research sectors, defence industry and the tech sector both nationally and internationally, as well as experience building and leading high-performing teams.

First Assistant Director-General Analytical Capabilities Division: The Analytical Capabilities Division is responsible for providing the training, capabilities and systems for ONI to deliver rigorous, timely analytical insights. This includes ministerial and foreign engagement and broader outreach. The Division also undertakes open source intelligence collection and analysis, and provides open source leadership to the National Intelligence Community (NIC). And it includes the National Intelligence Academy which provides training on intelligence skills to the NIC.

The successful candidate will have intellectual heft and creativity and proven ability in analytical leadership, demonstrated experience in leading large multi-disciplinary teams, as well as developing and maintaining effective delivery systems and processes, and a strong record of engagement across both government and private sector entities including, think tanks, academia and industry.

ONI may use this recruitment process to fill a range of SES Band 2 roles covering:

• all-source intelligence assessments

• intelligence mission management

• coordination of the National Intelligence Community (NIC)

Duties

Key Attributes

Successful candidates will demonstrate the following broad attributes:

- Strong understanding of Australia's international political, strategic and economic interests.
- Capacity to exercise influence across the National Intelligence Community and government more broadly.
- Exceptional representational skills including the ability to identify, establish and nurture new relationships and maintain cooperative interactions within the agency and externally.
- Experience in integrating diverse activities spanning multiple agencies to achieve whole-of-government outcomes.
- Strong people management skills and the ability to lead high-performing, diverse teams who are empowered to succeed.
- Integrity in making informed decisions which consider risk and value different perspectives, contributions and backgrounds.
- Ability to identify and embrace innovative methods and improved practices to achieve excellent outcomes that align with organisational objectives and anticipated future requirements.

Qualifications:

Tertiary level qualifications or equivalent experience in international relations, national security, public policy, economics or another relevant field is desirable.

Eligibility

Am I eligible to apply?

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your

job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://onicareers.nga.net.au

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Vacancy VN-0760955

Office of National Intelligence

Closing Date:Wednesday 06 August 2025

Quality Assurance Office

Job Title	Assistant Director QAO Audit and Compliance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$125,162 - $141,470
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

The Assistant Director Quality Assurance Office (QAO) Audit and Compliance position requires a combination of security policy and/or vetting expertise, coupled with strong communication and customer engagement skill.

You will enable this enterprise-level capability that assures the quality, consistency, and transferability of the highest-level security clearance. You will drive the development and delivery of audit activities that cover all components of the highest-level security clearance and produce compliance reporting to inform a range of customers, including security professionals and high-level executive boards.

You will provide expert policy advice and manage stakeholder engagement across the NIC and wider government. You will be part of a team of specialists that deliver this whole-of-government capability.

Who are we looking for?

We are looking for driven and enthusiastic individuals with strong communication and stakeholder engagement skills. You will excel at working collaboratively with internal and external stakeholders to achieve the best outcomes.

You are comfortable working in a diverse working environment and engaging with people ranging from new to senior staff from various backgrounds, generations and personality types.

You work with a solutions focus, combining knowledge and experience, critical and creative thinking, and sound judgement to manage the various types of issues/situations that may arise.

Duties

- Develop and improve processes and practices for quality assurance audits, including participating in and leading audit activity.
- Develop and manage assurance and compliance business intelligence reporting that informs key stakeholders.
- Review and propose updates to security clearance policies in accordance with audit outcomes.
- Ensure audit capabilities remain contemporary, fit-for-purpose, and aligned with relevant wider government policy.
- Collaborate with other government agencies and key stakeholders to deliver audit and compliance activities.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0760957

Office of National Intelligence

Closing Date:Wednesday 06 August 2025

Quality Assurance Office

Job Title	Assistant Director QAO Insider Threat Capability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$125,162 - $141,470
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

The Assistant Director Quality Assurance Office (QAO) Insider Threat Capability position requires you to manage a small team of specialists that develop and maintain contemporary insider threat policy advice.

The team is responsible for providing insider threat policy expertise and managing stakeholder engagement across the National Intelligence Community and broader Australian government.

A key component of the role is the development, delivery and coordination of insider threat program training packages. You will be part of a team of specialists, developing their skills and expertise to help deliver this whole-of-government capability.

Who are we looking for?

We are looking for driven and enthusiastic individuals with strong communication and stakeholder engagement skills. You will excel at working collaboratively with internal and external stakeholders to achieve the best outcomes.

You are comfortable working in a diverse working environment and engaging with people ranging from new to senior staff from various backgrounds, generations and personality types.

You work with a solutions focus, combining knowledge and experience, critical and creative thinking, and sound judgement to manage the various types of issues/situations that may arise.

Duties

- Develop, implement and maintain best practice guidelines for insider threat management
- Review and propose updates to security clearance policy
- Collaborate with key stakeholders and other government agencies to assist with insider threat capability uplift
- Engage with domestic and international partners on insider threat best practice
- Contribute to the development and delivery of training programs and engagement activities.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0760996

Office of National Intelligence

Closing Date:Sunday 10 August 2025

Job Title	Business Support Unit Team Leader/Office Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$103,748 - $117,729
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

The Business Support Unit is responsible for the effective governance arrangements of ONI travel and expense management (including credit cards), media subscriptions and provides support for accounts payable and account receivable processing.

The Business Support Unit Team Leader role is unique, varied and diverse. It has a high degree of independence, and requires professionalism, integrity and the ability to thrive in a changing environment.

Who are we looking for?

We are looking for someone who is client focused and can organise and manage the priorities of their team so deadlines can be met. The ability to work autonomously, use initiative, sound judgement, tact and discretion are key capabilities for performing in this role successfully. You will also contribute to the strategic planning of the team.

Duties

- Developing and maintaining policies and standard operating procedures
- Implementing streamlined processes and systems to improve efficiencies
- Providing accurate advice to all levels of staff across the agency

- Managing a small team
- Maintaining contemporary knowledge of relevant governance frameworks.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, (cumulative) periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

Vacancy VN-0760993

Sport Integrity Australia

Closing Date:Sunday 10 August 2025

Corporate Finance and Procurement

Job Title	Assistant Director, Financial Accounting
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - SA SA
Salary	$121,683 - $132,618
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0045_0725
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

The Finance team undertakes all finance functions of the agency. Managing departmental, administered and user-pays revenue, the team prepares the internal and external budgets and provides regular advice to the Executive on financial management issues.

The Role:

The Assistant Director Financial Accounting is responsible for the provision of accurate and timely financial reporting to internal and external stakeholders to assist in operational and strategic decision making.

Duties

The duties of the Assistant Director Finance will vary according to the needs of the business as informed by the Chief Financial Officer. Under limited direction, duties and responsibilities include, but are not limited to:

- working closely with the finance team and widely across the business to accurately record financial transactions in compliance with the finance law
- ensuring financial accounts are reconciled accurately and in a timely manner
- co-ordination and successful delivery of Sport Integrity Australia's annual financial statements in line with Commonwealth Government reporting requirements,
- Management of the ANAO Annual Financial Statement audit process
- accurate recording of the value of assets in the agency FMIS including assistance with valuation processes
- management of tax reporting obligations such as GST and FBT
- providing financial information to inform Sport Integrity Australia's internal and external budget processes and monthly management reporting
- regular review of the fees charged for agency services, in line with the Government’s charging framework
- management of the agency’s activity-based costing framework
- updating to the Commonwealth’s budget system (CBMS) including monthly actual reporting and variance analysis
- ensuring compliance with Commonwealth policies and Estimates Memoranda (EM’s)
- day to day liaison on budget matters with portfolio department contacts, external stakeholders and the Agency Advice Unit (AAU) of the Department of Finance
- delivery of a high-quality financial management framework providing regular reporting on performance against Sport Integrity Australia's strategic objectives
- leadership and supervision of a small, professional team (1 APS5) delivering value-adding services to Sport Integrity Australia stakeholders
- preparing contributions for the Annual Report, Ministerial and Senate Estimate Briefs and questions on notice as required
- leading, mentoring and coaching individuals and groups to develop and deliver consistent, quality outcomes aligned with Sport Integrity Australia's Strategic Plan and the expectations of internal and external stakeholders
- through accurate recording of project costs in the FMIS, assist Project Managers (and the business) in managing and reporting on project costs to the Project Review Committee.

Key accountabilities include:

- Leading a financial team and ensure confidentiality is maintained at all times
- Providing professional financial advice contributing to business outcomes in line with government legislation and policy
- Using interpretation, analysis and judgement to select an appropriate course of action
- Implementing policies in accordance with accepted government financial standards

- Compliance with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions.

Eligibility

Selection Criteria

- Demonstrated experience in the coordination and management of financial accounting at an agency level, including monthly financial reporting and financial statements, leading to strategic outcomes and good fiscal management
- Demonstrated knowledge of, and ability to interpret and apply finance law in the public sector
- Highly developed oral and written communication skills, including the ability to develop and maintain productive working relationships.
- Strong liaison, interpersonal and negotiation skills, including the ability to influence change.
- Demonstrated personal qualities of integrity, initiative, drive and adaptability, and experience in implementing sound workplace management practices.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the World Anti-Doping Code (WADC) 2021. If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

Notes

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government’s efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don’t have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Paul Nemes, (02) 6222 4309
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0761043

Taxation Ombudsman

Closing Date:Thursday 31 July 2025

Job Title	Senior Executive Assistant/Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$101,786 - $123,315
Future Merit Locations	Various locations - NSW
Office Arrangement	On Site
Office Arrangement Details	Onsite in the Sydney CBD office
Classification	APS Level 6
Position Number	EXT-25-EO3
Agency Website	https://igt.gov.au/

Job Description

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

The Senior Executive Assistant/ Office Manager is responsible for providing support to the Inspector-General and ensuring the smooth running of the Tax Ombudsman office. The Senior Executive Assistant/ Office Manager performs various secretariat, operational, financial, human resources, and administrative tasks to ensure the office and agency operations run smoothly and provides executive support and advice to the Inspector-General.

This is a great opportunity for current Executive Assistants or Executive Support Officers looking to broaden their experience and capabilities in the Australian Public Service!

We may offer ongoing or non-ongoing from this selection process. We may create an order of merit to fill similar roles both ongoing and non-ongoing in future.

We have great employee benefits including generous leave, competitive remuneration and 15.4 per cent superannuation. All employees are set to receive a 3.4 per cent salary increase from 1 March 2026. Our Enterprise Agreement also has the provision for further potential salary advancements where an employee meets the eligibility criteria and demonstrates satisfactory performance
Inspector-General-of-Taxation-Enterprise-Agreement-2024-2027.pdf

Duties

Key duties and responsibilities:

- Oversee day-to-day office management and operations, ensuring efficiency in workflow, processes and administrative functions.
- Provide Secretariat duties including drafting agendas, minutes, actions, commissioning of papers
- Act as the main point of contact and liaison for the office, establishing, promoting and managing positive and productive relationships with external stakeholders.
- Executive support – oversight and planning of the Agency head's diary and providing administrative support to make best use of their time.
- Support to the Chief Operating Officer in managing the employee recognition program, staff induction program, onboarding/offboarding and other HR duties.
- Manage minor procurements, invoice processing and acquittals and manage the supply of office materials.
- Provide high level advice and support, and coordinate briefing to the Inspector-General, in support of the achievement of the strategic priorities of the agency and meeting key deadlines.
- Manage Agency property including physical security, employee safety and assets.
- Supporting the Executive in building organisational culture in line with the APS values.

Why you'll love working with us:

Diverse, challenging, and varied work

This isn't just an administrative role. This role is core to the success of the agency. You'll interact with a wide range of stakeholders, from Ministers' offices, government departments, tax professional bodies or our building management, while supporting the senior leadership to drive the smooth operation of the agency. No two days will be the same—your role will evolve as you manage the dynamic and fast-paced needs of a high-impact government office.

Small team, big impact

This is a unique opportunity to work in a micro agency of just 36 people. You will work closely with the agency head and Executive and see the whole organisation in practice. The whole team work closely together and there is a strong commitment to the purpose of the agency and a shared passion to create maximum impact on behalf of the taxpaying community. The role has a real breadth of responsibilities and a chance to lead on a wide range of functions not possible in larger organisations.

Empowering environment

At the Tax Ombudsman, you'll have the autonomy to truly own your role and drive results aligned with our agency's strategic direction and day to day priorities. We foster a culture of innovation, inclusivity, and continuous improvement, encouraging you to bring fresh ideas and new ways of working.

Career growth

This is your chance to develop a deep understanding of public sector governance, integrity and oversight. You will join a team of passionate experts who are committed to ensuring fairness in the tax system. As part of working at the Tax Ombudsman you'll gain a unique, front-row seat to the intersection of systemic change, public administration, and service delivery. You will be exposed to deep dive reviews, complaint investigations, and enabling functions—providing you with valuable skills and experience that will propel your career.

Eligibility

Required qualifications and skills you will bring to the role:

- Proven experience in a similar role.
- Strong organisational, multitasking skills, with a keen attention to detail and time management.
- Experience in Secretariat functions, supporting key governance committees
- Strong problem-solving abilities and an eye for process improvement and risk mitigation
- Strong communication skills, both written and verbal, with the ability to liaise with a range of stakeholders.
- High level of discretion and professionalism when handling confidential information.

Eligibility:

- Undergo pre-engagement checks and obtain and maintain a national police check.
- Subject to a probation period
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.
- The position is only available in Sydney.

Notes

How to apply:

To apply, please submit:

1. your resume (maximum 4 pages) including 2 referees.
2. a 500-word pitch outlining why you want the role and what relevant skills and experience you will bring to the role. Applications can be submitted by emailing **ruth.owen@igt.gov.au** by **31 July 2025.**

For any further inquiries, please contact on 0427902463 or by email at **ruth.owen@igt.gov.au**

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent.

We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Ruth Owen, 0427902463
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Agriculture, Water and the Environment

Vacancy VN-0760924

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 05 August 2025

Biosecurity Operations
Traveller Operations and Policy Travellers Operations

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC
Salary	$77,728 - $84,619
Future Merit Locations	Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	2025/2542
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Traveller Operations & Policy (TO&P) Branch develops and implements regulatory policy for traveller biosecurity and human health, drives modernisation and reform initiatives, delivers biosecurity regulatory screening and inspections of goods at air and seaports and manages non-compliant travellers including by issuing infringement notices. The branch is leading the planning and design of the department's requirements for the new Western Sydney International Airport.

Travellers Operations perform a range of screening, inspection and assurance related activities associated with international aircraft and crew, air and sea passengers at international airports and ports nationally.

Duties

The Jobs

As an Administration Officer you will be responsible for supporting governance activities and managing administrative tasks across the Travellers Operations Section to achieve outcomes in line with the department's corporate plan and the divisional business plan. Duties may include but are not limited to:

• handling purchasing, expense management and invoice processing to ensure responsible use of financial resources

• managing administrative tasks including organising meetings, providing support for operational travel arrangements, maintaining office equipment and supplies, fleet management, maintaining security clearances and updating databases and registers

• facilitating resource allocations for overtime and casual workforce arrangements

• monitoring, responding to and disseminating electronic mail in a timely manner

• preparing and managing correspondence, reports and other documents to support decision making processes

• supporting administrative governance activities, including ensuring compliance with departmental policies and procedures

• developing and maintaining positive working relationships with team members and stakeholders

• assisting with the onboarding of, and providing administrative support to, new employees

• engaging in learning and development opportunities to achieve personal and team objectives

• managing, modelling and monitoring compliance with appropriate standards of behaviour in line with departmental expectations and including the APS Code of Conduct and Values

• promoting and complying with departmental WHS and Rehabilitation policies and guidelines and being alert for and reporting risks to local management and WHS.

Please note that this recruitment process will initially be used to fill **two vacancies in the section** and that the roles **may be able to be performed from either of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

• A sound knowledge of the Microsoft Word and Excel programs together with the ability to quickly learn internal IT systems.

• Experience in managing administrative tasks and preparing correspondence to support decision-making processes.

Eligibility and other requirements

The successful applicants must:

• hold and maintain a valid Australian motor vehicle drivers licence

• 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

• obtain and maintain an Aviation Security Identification Card (ASIC).

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Maria Bruzzese, 0481 063 131
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0760928

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 12 August 2025

Biosecurity Operations
Cargo Operations South & Detector Dogs Detector Dog Capability

Job Title	Assistant Director - Detector Dog Policy and Program Support
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Melbourne, Adelaide, Brisbane, Canberra, Darwin, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1999
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo Operations South and Detector Dogs (COS&DD) pathway delivers regulatory assessment and inspection of goods across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training and operations.

The Detector Dog Capability Section is responsible the delivery of policy, technical training, operational capability support and general program support for the Biosecurity Detector Dog Program. The section works closely with Detector Dog Operations, and traveller, mail and cargo pathway operations and policy teams, to optimise effectiveness and proficiency of the department’s detector dog capability. The team is also responsible for dog and handler selection, training and verification, program policy and standards and canine welfare, kennelling and transport.

Duties

The Job

Reporting to the Director - Detector Dog Capability, the role will lead the Policy and Program Support Team to:

• review, develop and implement detector dog program policy and guidance materials

• work with relevant operational and corporate teams to develop communications products and other material relevant to the detector dog program

• draft Ministerial and departmental correspondence, executive updates, briefings, decision minutes and reports

• provide secretariat and administrative support for the Detector Dog Working Group and Detection Capability Steering Committee

• undertake routine program enabling tasks such as monitoring and providing input into budgets, expenditure tracking, invoice payments and contract management.

In addition, as an individual you will:

• provide a high level of leadership and management to your team, including building staff capability

• model and promote the APS Values, the APS Employment Principles and compliance with the Code of Conduct

• work professionally and collaboratively with stakeholders to support delivery of departmental and program outcomes.

Please note that this recruitment process will initially be used to fill **one vacancy in the section and that the role may be able to be performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For information on the work of our Detector Dog Handlers please click here.

Eligibility

What we are looking for

Knowledge and experience

• Policy development experience, including stakeholder consultation and change management experience.

• Demonstrated experience leading a team.

• An understanding of Department of Agriculture, Fisheries and Forestry biosecurity systems, and familiarity with the biosecurity operational and regulatory environment is desirable but not mandatory.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kirsty Blair, 0466 352 870
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761015

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 06 August 2025

Plant Exports Branch Business Systems Program

Job Title	Program Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/610
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant and Live Animal Exports, Animal Welfare and Regulation Division** supports Australian agriculture industries and the government through development of animal welfare policy for export and domestic issues; management of policy, operations and certification for the export of live animals, animal reproductive material, plants, and plant products; management of the government priority to phase out live sheep exports; and we foster regulatory stewardship across export related functions.

The **Plant Exports Branch (PEB)** facilitates trade and market access through the development of technical operational phytosanitary export inspection and certification policies. The branch does this by developing and implementing policies and guidance materials that ensure Australian horticulture, grain and other plant-based exports meet Australia's export legislation, international obligations and importing country conditions. The branch has a key role in advancing Australia's market access priorities by actively engaging in overseas market access negotiations. The branch works with all participants in the export pathway to continuously improve the export framework and ensure expert advice and support is available to the horticulture and grain export industries. In addition, the branch administers the development and training of authorised officers to conduct inspections.

The **Business Systems Program** is responsible for:

- Developing and implementing certification and audit policies.
- Providing advice and technical expertise on certification and audit policies.
- Supporting the executive with internal business assurance and risk management activities.
- Maintaining plant export systems including EXDOC, Micor and PEMS.
- Managing the branch's finances and resources and liaising with relevant stakeholders for budgets and forecasting.

Duties

The Job

We are seeking a motivated, detail-oriented and well organised person to provide high-level administrative support to the program. Key responsibilities include, but are not limited to:

- Providing administrative support to the program including:
  - Plant export certification charging
  - Plant export annual establishment charging
  - Assessment of export registered establishment applications
  - Mailbox management, ensuring timely and accurate responses to inquiries.
  - Assist with end-of-month forecasting and journal processing as required.
- Contribute to the development, implementation, and continuous improvement of instructional materials that support the administration role.
- Assisting with the preparation and issuance of regulatory decisions in accordance the relevant legislation.
- Administering the team SharePoint site including managing user access, maintaining content and ensuring functionality.
- Identify and implement opportunities for process improvements within the role.
- Providing information and support to key export reform initiatives across the department.

Eligibility

What we are looking for

Knowledge and experience

- The ability to interpret legislative and regulatory frameworks and how to apply them.
- Ability to develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section.
- Proficiency in the use of Export systems and the ability to learn new systems quickly.
- Experience in developing instructional material.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kylie Collet, 02 6272 3976
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0760591

Administrative Review Tribunal

Closing Date:Thursday 31 July 2025

Governance & Executive Support Branch Executive Support

Job Title	Executive Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$85,755 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	40900,42602
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an Executive Support Officer!

Are you looking to join a dedicated, professional team with a great culture who contribute to the Tribunal's work across a broad agenda?

Do you possess skills in data management, reporting and have strong attention to detail?

If so, this could be the opportunity you have been looking for!

We are recruiting for two full-time ongoing Executive Support Officers to join the Governance & Executive Support branch at the Administrative Review Tribunal.

These roles are flexible and can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney or Perth.

About the opportunity

Reporting to the Executive Officer, the Executive Support Officer provides a range of executive support to Jurisdictional Area Leaders and List Leaders of the Administrative Review Tribunal (ART), including in relation to member performance.

Executive Support Officers primarily provide administrative support related to member performance, including undertaking data entry and reporting activities. Executive Support Officers may provide a range of other administrative support within the Executive Support Section.

About the Tribunal:

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

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

You can learn more about the Tribunal on our website.

What we offer:

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

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

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Administration and records management**: Maintain accurate and current records consistent with relevant standards. Accurately record data related to member performance in relevant Tribunal systems. Data analysis: Generate reports and identify trends and issues through data analysis.
- **Innovation and Change:** Adapt new or changed ways of working and generate solutions to enhance the Tribunal's capacity for providing consistent, high-quality and accessible services to users. Contribute to a culture of embracing change and continuous improvement.
- **Knowledge Application:** Highly developed understanding, or the ability to rapidly acquire a highly developed understanding, of the ART's operations and in particular, the ART Performance Standard for Non-Judicial Members and the ART Performance Standard Guideline

About you:

You will be experienced in administration and records management with the ability to generate reports and identify trends. You will be looking to join an innovative high tempo team and have a strong appetite to learn,

To be successful in this role you will have:

- Well-developed ability to manage competing and changing priorities in a complex environment, with excellent attention to detail and sound organisational skills.
- Sound judgement and good analytical skills, including the ability to escalate issues appropriately and the ability to draw on data to identify issues.
- Demonstrated ability to generate new ideas and approaches and adopt a positive approach to dealing with uncertainty and ambiguity.
- Verbal and written communication skills of a high standard including a demonstrated ability to communicate effectively with tact and confidentiality.
- Knowledge of, or the ability to quickly gain knowledge of, the operations, systems, caseload and legislative and policy frameworks of the Tribunal.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Tertiary qualifications in a field of study that might demonstrate some or all of the required capabilities, OR relevant experience in a similar work environment, OR subject-matter expertise related to one or more of the ART’s jurisdictions.

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

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

Notes

NO AGENCIES PLEASE

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

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

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Attorney-General's

Vacancy VN-0760933

Attorney-General's Department

Closing Date:Wednesday 06 August 2025

Corporate Services
Data, Evaluation and Behavioural Insights

Job Title	Senior Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS
Salary	$119,142 - $144,694
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0231/25_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=51BE9463-9112-FAF5-761C-E4078F4E0694

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The Data, Evaluation and Behavioural Insights Branch works to improve decision-making and policy development through better use of data and behavioural insights. We are a collaborative area that is passionate about tackling important problems with creative solutions. Our people come from diverse backgrounds (including economics, law, graphic design, national security, evaluation, data science and behavioural science), with different ways of working and thinking. Our work sits at the intersection of data, policy, and law and provides the opportunity to work with diverse areas and subject-matter experts across domains. Leading in expertise and knowledge on issues related to data analysis, data visualisation, data policy, behavioural insights and program evaluation, we are flexible, influential and collaborative.

Our branch is seeking a highly motivated Senior Data Scientist to lead and shape cutting-edge AI and business intelligence initiatives. You will join a growing, collaborative and high-performing Data Science Team that supports the AGD's national-level priorities across law, policy, security and digital transformation. As a senior leader in the team, you will drive delivery of projects across Generative AI, LLMs/SLMs, predictive modelling, OCR, and BI solutions such as interactive dashboards and advanced analytics. The role spans the full data lifecycle --from data wrangling to deployment --and requires technical excellence, creativity and strategic thinking. You will work closely with multidisciplinary teams from legal, policy, evaluation, national security and behavioural science backgrounds, translating complex data into insights that inform critical decisions and reform.

Key Responsibilities:

- Lead and deliver multiple concurrent AI and BI projects, including those using LLMs, GenAI, OCR and predictive modelling.
- Design, develop and maintain interactive dashboards and AI-powered data products using Python, SQL and Power BI.
- Contribute to the evaluation, governance and responsible use of AI, supporting the development of internal AI frameworks and standards.
- Translate business and policy challenges into AI solutions through close consultations with internal stakeholders.
- Mentor and guide junior teams in technical development, solution design and stakeholder engagement
- Communicate effectively across technical and non-technical audiences, including presenting to senior executive stakeholders

How you can help us make a difference

To be successful, you will:

- Be highly proficient in Python, including libraries such as pandas, scikit-learn, transformers (Hugging Face) and PyTorch or TensorFlow.
- Understand LLM inference, prompt engineering and fine-tuning, with hands-on experience deploying GenAI models in practice.
- Be confident working with structured and unstructured data and have strong SQL skills for data querying and transformation.
- Have experience developing data products in Power BI or other dashboarding tools.
- Work independently and strategically while contributing to a highly collaborative team environment.
- Demonstrate initiative, resilience and professionalism in a dynamic environment.

- Translate complex data science concepts into actionable insights for a variety of stakeholders, including legal and policy staff.

Additionally, it would be desirable to have:

- Tertiary qualifications and experience in mathematics, data science, computer science, AI/ML or a related field.
- Experience leading applied AI projects within government or a complex, multi-stakeholder environment.
- Understanding of AI ethics, bias, risk and evaluation frameworks.
- Experience delivering capability uplift, coaching junior staff and embedding data science in business workflows.
- Familiarity with DevOps/MLOps practices and cloud platforms such as Azure or AWS.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Lily li, (02) 6141 6775
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=51BE9463-9112-FAF5-761C-E4078F4

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Attorney-General’s

Vacancy VN-0760976

Attorney-General's Department

Closing Date:Sunday 10 August 2025

Public Law & Modern Slavery
Office of Legal Services

Job Title	Assistant Director, External Legal Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$119,142 - $144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0235/25_II/IFD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=9D934C7A-3375-067B-344B-E407CAF4F209

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the ‘Apply Online’ button to the left of this advertisement.

Duties

Employment Opportunity

The External Legal Services Team (ELS) is a collaborative, motivated and innovative team that has frequent interaction across government entities and the private sector legal industry. An opportunity exists for an Assistant Director or Senior Legal Officer to join ELS to fill an ongoing vacancy. The position offers an excellent opportunity to gain an understanding of Commonwealth legal needs and risk whilst develop strong working relationships across the Commonwealth and the private sector legal industry.

The ELS is responsible for the administration and management of the Whole of Australian Government Legal Services Panel (the Panel) as well as certain reporting obligations as set out in the Legal Services Directions 2017 (Directions). The Panel is made up of 51 private sector legal services providers appointed to one or more of the six broad areas of law that are utilised to service the Commonwealth's legal needs and compliment services provided by the Australian Government Solicitor.

As part of the management of the Panel on behalf of the Commonwealth of Australia we routinely provide advice on areas such as:

- relationship and contract management advice with external legal services providers and Commonwealth entities
- access to external legal services
- practice management advice and best practice for external legal procurement
- advice on matters relating to engagements with external legal services providers
- managing the Head Agreement and associated obligations on parties to the agreement
- compliance with the Directions for legal expenditure
- provide secretariat support to the Commonwealth Legal Practice Managers Forum
- administer the Legal Panel Portal.

How you can help us make a difference

Executive level staff in ELS are proactive, collaborative problem-solvers and team players, with a wide variety of skills. We are looking for candidates with skills covering:

- supervision of staff
- developing and maintaining strong working relationship across Commonwealth legal teams and private sector suppliers
- leading engagement on specific projects/taskings with Commonwealth entities and/or private sector stakeholders
- confidence in providing sound and considered policy and legal advices (where appropriate)
- developing materials for and leading presentations
- strong analytical and critical thinking skills to identify and develop workable solutions while exercising sound judgement
- ability to work flexibly and support others to meet team and branch goals
- strong negotiation skills and the ability to quickly develop and maintain strong relationships in fast-paced and sometimes tense situations
- excellent time and risk management skills
- ability to think strategically and consider how decisions made today influence or can affect decisions of tomorrow
- the ability to set and implement team goals; and work collegiately to achieve the desired outcome
- a legal qualification, while not essential, would be desirable.

In addition to those already engaged in the Public Service we strongly encourage applications from suitably qualified persons from the private sector who have experience in practice administration/management, procurement or senior administrative roles.

Eligibility

To be eligible for employment at the Attorney-General’s Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

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To Apply

Position Contact	Christopher Carmichael, 02 6141 5949
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9D934C7A-3375-067B-344B-E407CAF

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Attorney-General's

Vacancy VN-0761002

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 06 August 2025

Intelligence
Mission Coordination and Analysis Strategic Analysis and Outreach

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be nogotiated
Classification	APS Level 6
Position Number	6117_07/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

Intelligence Analysts within the Criminal Intelligence Assessments Team provide key support to securing the aviation and maritime environment by conducting analysis and assessment of information used to produce Criminal Intelligence Assessments. Working with a range of internal and external stakeholders, these assessments directly support the CEO's decision-making

responsibility regarding the suitability of Aviation and Maritime Security Identification Card applicants. Intelligence Analysts have strong written and verbal communication skills, the ability to think critically and the drive to tackle complex problems.

With access to unique ACIC capabilities including human intelligence, coercive examinations, and physical and technical surveillance, Intelligence Analysts also craft intelligence products that inform emerging risks and threats in the criminal operating environment. They further develop their skills by interpreting, considering and applying administrative law processes in an intelligence environment, to ensure that individuals with links to serious and organised crime cannot gain access to our airport and port facilities for criminal purposes.

This process will be used to develop a pool of suitable candidates for consideration of other Intelligence Analyst vacancies that may arise.

Duties

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Develop a range of high-quality intelligence products that clearly inform operational and policy responses to transnational serious and organised crime and meet stakeholder needs under limited direction.
- Exercise initiative and good judgement in applying advanced data interrogation, research capabilities and threat assessment methodologies, including the use of information technology to undertake analysis and assess complex threats.
- Strong analytical & communication skills which are underpinned by strong critical thinking skills.
- Captures insights from intelligence operations and investigations, and work effectively across analytical and collection teams to enhance intelligence outcomes.
- Maintains high level understanding of the serious and organised crime environment to identify priorities, including new and emerging threats, and significant criminal activity impacting Australia.
- Well-developed knowledge and understanding of relevant legislative, regulatory, and policy frameworks within an intelligence or law enforcement environment.
- Leads inter-disciplinary and inter-agency collaboration to strengthen networks, promote information and intelligence sharing, capability development and support a shared understanding of agency objectives.
- Promote a collegiate culture of continuous improvement through mentoring and leadership.
- Ability to travel when required.

Eligibility

Essential qualifications

- Ability to successfully complete the Criminal Intelligence Development Program Level 1 and level 2

Desirable qualifications

- Relevant tertiary qualifications and/or thematic knowledge of serious and organised crime and the factors that drive and influence crime.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Patrick, 0477 360 298
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

Attorney-General's

Vacancy VN-0760809

Australian Federal Police

Closing Date:Friday 08 August 2025

Job Title	Coordinator Cyber Defence (AFP Executive Level)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Adelaide SA
Salary	$168,355 - $222,149
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	Executive Level 1;Executive Level 2
Position Number	14648
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14648/

Did you know?

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

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

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

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified senior professionals wishing to be considered for an Executive Level (Band 9) position as a Coordinator, Cyber Defence.

As an Executive Level AFP appointee, you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. Appointees at the Executive Level work under the strategic direction of the senior executives and are responsible for the leadership and management of a number of teams to deliver operational and strategic outcomes.

An Executive Level role is responsible for leading and managing teams dedicated to delivery of a business function to the AFP. The role has both a practical and strategic focus requiring the application of sound business principles in the management of resources to meet AFP outputs in the most effective and efficient manner.

The Coordinator Cyber Defence reports to the Chief Information Security Officer, Cyber Security & Risk Branch, within the Chief Information Officer Command. This role provides leadership, coordination and development of staff performing technical security functions including engineering, monitoring and detection, incident response, threat hunting and adversary emulation.

The Coordinator Cyber Defence will oversee the following collective capabilities:

- **Cyber Threat Exposure Management** - Responsible for monitoring, assessing and managing the AFP's attack surface and exposure to security vulnerabilities.
- **Security Operations Centre** - Responsible for monitoring, detection and triage of security events, alerts and threats to the AFP.
- **Incident Response and Threat Hunting** - Responsible for responding to and investigating security incidents including forensic artefact collection and malware reverse engineering.

- **Cyber Platforms** - Responsible for building and managing observability and detections across the AFP environment and maintaining the technical platforms and tooling used in cyber defence.
- **Adversary Emulation and Red Team Operations** - Assessing, exercising and testing the AFP's defensive cyber posture and providing technical outreach to operational stakeholders.

Successful applicants will be required to develop an in-depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Under broad direction, the Coordinator Cyber Defence will:

- Provide high-level expertise, support and advice to shape the strategic direction of Cyber Security for AFP and drive organisational and operational security outcomes;
- Lead and integrate multiple defensive cyber capabilities for collective impact;
- Build a high performing team and culture that supports career development and knowledge sharing;
- Deliver strategic, responsive, and expert advice and reporting to Chief Information Security Officer and key stakeholders;
- Support the implementation and optimisation of operational platforms, policies, procedures, and guidelines in related to the Cyber Security Program throughout the AFP;
- Effectively and proactively contribute at a senior level to the Cyber Security and Risk branch planning, policies and activities to support achievement of strategic priorities, and, where required, effectively represent the AFP on government wide initiatives;
- Build, develop and maintain effective and collaborative strategic partnerships across and within the AFP and with Cyber Security & Risk branch stakeholders to exercise positive influence on behalf of Cyber Security and Risk branch;
- Comply with all AFP policies and procedures, in particular those relating to work, health and safety, and equal opportunity; and
- Other duties as required consistent with the classification of the position.

This work may include:

- Ensuring all financial and human resources with their team is effectively directed to the achievement of business area outcomes.
- Contributing to the development of corporate business planning and strategies and the strategic direction activities within the AFP.
- Exercising high level of influence on areas of specialisation and demonstrate business management capabilities.

- Contributing to the AFP strategies and initiatives for continuous improvement and the long-term success of the AFP.
- Providing high level conceptual and strategic advice and briefings.
- Building and sustainability of skills and knowledge in the AFP.
- Identifying, evaluating and supporting technological changes, policy and legislation within the relevant field that can be utilised to enhance the AFP's response capability.
- Maintaining currency in policy, legislation and subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- Negative Vetting 2 Commonwealth security clearance or the ability to obtain one.
- Demonstrated stakeholder engagement skills and ability to lead collaboratively.
- Experience working in and understanding complex security ecosystems and scenarios.
- Experience leading operational security capabilities.

Desirable Requirements

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

- Postgraduate qualifications and demonstrated significant relevant experience in cyber security and operations, or an equivalent combination of experience and education/training.
- Industry recognised cyber security or vendor qualifications such as SABSA, CISSP, CISM or SANS.

Notes

Additional Information

- This position is at AFP Executive Level.
- This position has been advertised in multiple locations, however the role is located in Canberra, ACT. Successful applicants must be willing to relocate to Canberra.

About the Australian Federal Police

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To Apply

Position Contact	Chief Information Security Officer, .
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14648/

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Attorney-General's

Vacancy VN-0760937

Australian Federal Police

Closing Date:Monday 04 August 2025

Job Title	Team Leader Covert Assurance and Analysis (CAA)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Melbourne VIC
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Perth, Hobart, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Remote working options may be negotiated.
Classification	Executive Level 1
Position Number	14653
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14653/

Did you know?

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

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

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

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

Duties

Covert Analysis and Assurance supports AFP operations and strategic outcomes through the provision of range of compliance, governance and administrative activities to ensure continued confidence in the AFP’s use of covert powers. These powers are enabled through the Telecommunications (Interception and Access) Act 1979 (Cth), Telecommunications Act 1997 (Cth), Surveillance Devices Act 2004 (Cth) and Crimes Act 1914 (Cth).

Team Leader Covert Analysis and Assurance (CAA) 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 Performance Development Agreement, the expectation is that the Team Leader CAA will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

The Team Leader CAA role includes:

- Leading a team that provide expert advice in relation to the legislation we work under – particularly the Telecommunications (Interception and Access) Act 1979, Telecommunications Act 1997, Surveillance Devices Act 2004, Crimes Act 1914 (Cth) and any other relevant legislation;
- Mentoring and developing members to enable mastery, teamwork and purpose in the performance of their functions;
- Driving innovation and promoting continuous improvement through effective change management;
- Prioritising and ensuring that the team delivers on agreed outcomes;
- Developing strategies to appropriately identify, balance and work within the AFP risk framework;
- Working with the Executive and broader leadership to deliver enterprise effect;
- Providing subject matter expertise knowledge and sound advice to Executive and Investigators on matters related to statutory compliance and Commonwealth Legislation;
- Providing valued input on the business area's strategic vision that supports the AFP's strategic direction;
- Demonstrating strong leadership during periods of change;
- Supporting external agencies during statutory compliance inspections; and
- Business area representation with internal and external stakeholders.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Has contemporary knowledge and experience relevant to the role.
- Minimum of 5 years' experience in a like or related field.
- Demonstrated ability to lead a team including mentoring and developing team members.
- Ability to be flexible and dynamic in response to changing priorities.
- Demonstrated high level of attention to detail and the ability to prioritise workload.
- Strong stakeholder engagement and communication skills with the ability to manage and build relationships with diverse and complex stakeholder groups.

Desirable Requirements

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

- Sound data literacy
- Experience in compliance and audit management
- Experience in developing and implementing governance and policy

- Working knowledge of relevant Commonwealth legislation

Notes

- This position is an AFP Band 7 level
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertised in multiple locations. Remote working options may be negotiated.
- Some teams have a requirement to support on-call rostered functions
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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	Jane Hemmings, 02 5126 0272
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14653/

Attorney-General’s

Vacancy VN-0760982

Australian Federal Police

Closing Date:Wednesday 06 August 2025

Job Title	ACT Policing - Senior Team Member, Legislation & Governance
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$107,559 - $118,673
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ 14978
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14978/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year

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

Duties

The Legislation and Governance section leads the ACT Policing law reform and policy agenda, and supports the Executive on law enforcement forums, budget policy, performance analysis and statistical reporting, and Governance.

The section is comprised of five teams:

- Governance and Compliance
- National Forums
- Budget Policy and Projects
- Legislation and Policy, and
- Performance Statistics

Senior Team members in this portfolio are responsible for leading bodies of work through to finalisation, while assisting the Team Leader in managing, developing and providing guidance to a small team.

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

ACT Policing Legislation and Governance's main services include:

- Providing critical advice to law makers on the impacts of reforms on policing
- Coordinating responses for information requests from other policing and justice jurisdictions and facilitating ACT Policing's obligations under the FOI Act
- Maintaining ACT Policing's Governance Instrument Framework
- Maintaining the ACT Policing's Lessons Management System, including capturing lessons and recommendations identified and assisting in the implementation of best practice
- Provide critical statistical, analytical and performance monitoring
- Coordinating whole of agency involvement to develop ACT Policing's position on key domestic law enforcement policy matters
- Supporting the development of budget business cases to drive ACT Policing's strategy to increase capacity and capability with tangible outcomes for the frontline, and
- Formulating and coordinating advice to ACT Policing's Executive, ACT Government and senior ACT Policing officers.

Successful applicants will play a key role in achieving outcomes for ACT Policing within the regulatory framework, AFP Code of Conduct and AFP Governance Instruments.

We're looking for someone who:

- Thrives in a fast-paced, dynamic environment
- Is a positive, enthusiastic, and collaborative team player
- Excels at analysing and synthesising new information, and
- Is eager to delve into policing issues and government processes.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements

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

- Tertiary qualifications in relevant field.
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

This role is located in Canberra, Australian Capital Territory and applicants are expected to be based in Canberra.

Band Level

This position is an AFP Band Level 6.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Emma GUO, 5126 6141
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14978/

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Attorney-General's

Vacancy VN-0760992

Australian Federal Police

Closing Date:Tuesday 12 August 2025

Job Title	Property Planning - Leasing Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,285 - $107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14869
Agency Website	https://careers.afp.gov.au

Job Description https://careers.afp.gov.au/job-invite/14869/

Did you know?

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

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
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- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from interested applicants wishing to be considered for the role of Band 5 Team member Property Leasing & Engagement Team sitting under Property Planning & Futures Section (PP&F) which resides within the Property Command.

PP&F provides advice to a broad range of groups including the AFP's Senior Leadership, property forums and business areas. This advice seeks to inform them on matters relating to the strategy and/or planning to deliver future infrastructure, facilities and property-based solutions.

PP&F also continually test the viability of leased properties against:

- Workforce planning advice.
- Directions from the Executive.
- Announcements from Government.
- Principles and objectives of the AFP’s Strategic Property Plan.
- Market best practices and data.

Outcomes enable PP&F to know the future suitability of properties across the AFP’s diverse Property Portfolio.

In response, PP&F develop funded strategies to ensure the Property Portfolio is every evolving to ensure it maintains its principal role of, supporting the delivery of law enforcement capabilities/operations and accommodating the AFP’s skilled workforce and assets.

PP&F deliver a primary advisory function in the AFP, through the provision of corporate knowledge and industry advice to inform property and accommodation solutions. PP&F charter of services are wide ranging.

What will you do?

Reporting to the Band 7 Team Leader Property Leasing & Engagement Team, the team member will work as part of a small and cohesive team. The role will contribute to the operation of the PP&F by delivering a broad range of tasks including:

- Directing the provision of general leasing advice on properties and understanding best practice to benefit the strategic direction of the Australian federal Police.
- Applying contemporary business improvement and change management knowledge, to drive innovation, enhance Property Command service delivery and facilitate effective change.
- Make informed strategic business decisions relating to priorities, governance, risks, and resource management, ensuring minimal impact and pressure on Property Command.
- Assist in identifying work practices and policies and ensure alignment with up-to-date policy and governance frameworks.
- Building and maintaining strong relationships with internal and external stakeholders and actively pursuing opportunities for cooperation and information sharing.
- Taking a proactive approach to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development
- Modelling critical behaviours to promote a positive workplace culture and
- Having the ability to complete additional tasks at the direction of the supervisor or Senior Leadership.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 security clearance or the ability to obtain one.

- A sound understanding of Property leasing processes is desired but not essential.
- Highly developed writing skills
- Sound planning & time management capabilities
- Strong interpersonal skills

Notes

Additional Information

- This role is located in ACT and applicants are expected to be based in ACT.
- This role is an AFP Band 5 level.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Danielle Adams, 51264943
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14869/

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Attorney-General's

Vacancy VN-0760800

Australian Financial Security Authority

Closing Date:Monday 04 August 2025

Regulatory Operations Group

Job Title	Senior Service Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA
Salary	$79,006 - $85,780
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Hobart, Adelaide
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 4
Position Number	31621 and 31287
Agency Website	

Job Description

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

The **Official Receiver (OR)** division is focused on providing quality regulatory services, and compliance and enforcement activities, as well as exercising statutory coercive powers to minimise harms and maintain community confidence. The OR division provides a range of support services including; stakeholder communication and engagement, frontline service delivery for insolvency, Personal Property Securities Register (PPSR) enquiries, information and transactions, and work to streamline services through process innovation, informed by the needs of our clients.

The OR requires Senior Service Officers who are client-centric service delivery professionals to work in our **Registry** and **AFSA Service Centre (ASC) Service Support** teams.

As the **Senior Service Officer** in the **Registry team**, you will manage complex insolvency decisions and the assessment of bankruptcy applications. Utilising your knowledge of legislation, resources and processes, you will handle incoming enquiries from both internal and external stakeholders and triage registration forms and court documents on behalf of the OR. You will bring valuable experience in providing empathetic support to individuals facing challenging circumstances with a high level of integrity and attention to detail.

As the **Senior Service Officer** in the **ASC, Service Support team**, you will act as the first point of contact, handling non-routine enquiries, provide information and resolve issues, ensuring customer satisfaction. You will respond to complaints and problems efficiently, using your knowledge and resources to assist vulnerable clients. You will provide excellence in service delivery by managing more complex personal insolvency matters and taking escalated personal insolvency and PPSR enquiries, and are required to understand operational/system and legislative changes.

Duties

Under guidance of a Team Leader, the Senior Service Officer/s will:

- Actively address enquiries from clients and stakeholders across our service delivery channels, particularly those that are more intricate or technical in nature – identifying issues that require escalation.
- Be committed to professionalism to ensure AFSA responds to client needs with the highest level of satisfaction, using evidence-based decision-making aligned with our regulatory frameworks.
- Use your expertise and research skills to make evidence-based decisions that are aligned with regulatory and policy frameworks, ensuring adherence to operational compliance.
- Provide technical expertise and guidance on strategic policy outcomes, accessing client applications and processing documents in line with relevant policies.
- Identify and contribute to the development and implementation of best practices, process improvement and change agendas aligned to broader government and organisational goals as required.
- Apply effective corporate governance and management assurance practices, ensuring compliance with applicable Commonwealth and AFSA financial and legislative delegations, policies and practices.
- Contribute to achieving a positive and innovative organisational culture.

Qualifications and experience

The ability to interpret legislation and experience within the Insolvency or Finance Industries is highly desirable.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)

- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Notes

Applications close **Monday 4th August 2025 at 11:59 PM AEST.**

To apply for this role, please click the ‘Apply’ button. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

Please note:

- There are two vacancies: one [1] in Registry and one [1] in Service Support. Please ensure you state your preference in your 1-page pitch.
- In your 1-page pitch, please address the following two [2] questions:

1. Describe a time when you handled a complex client enquiry or issue. How did you identify the problem, apply relevant legislation or policy, and ensure a positive outcome for the client? (300 words maximum).
2. AFSA values a people-centric and outcomes-focused approach. Provide an example of how you contributed to improving a process, service, or client experience? (300 words maximum).

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/about-us/careers/current-vacancies

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Attorney-General's

Vacancy VN-0760998

Australian Financial Security Authority

Closing Date:Thursday 07 August 2025

Enabling Services Group
Strategy and Government Governance, Risk & Assurance

Job Title	Portfolio Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$79,006 - $85,780
Future Merit Locations	Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Onsite, Flexible and Hybrid arrangements available
Classification	APS Level 4
Position Number	30482
Agency Website	

Job Description *https://www.afsa.gov.au/current-vacancies*

The **Enterprise Portfolio Management Office (EPMO)** is a function within **Strategy & Government**. Its mission is to ensure that every project aligns with AFSA's strategic pillars, delivers value, and stays on track.

The **EPMO** oversee a diverse range of projects, ensuring that each one contributes to the agency's strategic objectives. Effective portfolio management is more than just tracking progress; it's about aligning initiatives with the organisation's vision and goals. We help transition ideas into actionable plans and provide insights that drive informed decision-making. Our key services include:

- Project and Portfolio Management
- Performance management (of the portfolio) and reporting
- Governance and oversight
- Change management
- Capability uplift and connection of practitioners

As the **Portfolio Support Officer**, you will lead and coordinate a broad range of foundational activities for the EPMO that enable AFSA to optimise the value of its investments and enhance enterprise delivery capability.

This includes supporting performance management across projects and programs, development and maintenance of project management resources, communications, governance and administrative activities.

Duties

- **Lead communications and stakeholder engagement across the portfolio** – coordinate and deliver communications that keep stakeholders informed and engaged about the EPMO's role, services and project management practices. This ensures stakeholders are well supported and understand project/program management expectations.
- **Develop and maintain the Enterprise Project Toolkit** – develop and enhance standardised tools, templates and guidance to support consistent project and program delivery.
- **Contribute to the maintenance of the Portfolio Register** – quality review project/program status reports to ensure information in the register is up to-date and coordinate updates with delivery teams.
- **Design and facilitate post-implementation reviews** – under direction, plan and facilitate structured reviewed and workshops to capture lessons learned, assess outcomes and identify opportunities for improvement.
- **Provide governance support, including drafting of briefs and documentation** – prepare high-quality briefs and reports to inform decision-making and support executive oversight of AFSA's portfolio. This ensures governance bodies receive clear, timely and relevant information to guide strategic portfolio management.

- **Support performance management across projects and programs** – contribute to activities designed to monitor the health and progress of projects/programs to improve portfolio outcomes.
- **Design and support the delivery of learning experiences** – work with stakeholders across AFSA to build delivery capability through the design and implementation of targeted learning opportunities.
- **Provide general administration and coordination across the EPMO** – activities may include scheduling, tracking and file management. These underpin the smooth operation of the EPMO.

Qualifications and experience

The following will be highly regarded:

- A tertiary qualification
- Demonstrated experience working for the Australian Government (Federal) and support services
- Strong and confident communication skills (written and verbal).

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Notes

Applications close **Thursday 7 August 2025.**

Applications for this vacancy are submitted online through the AFSA careers portal. Further instructions on how to apply can be found on the advertisement webpage.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0760931

Australian Human Rights Commission

Closing Date:Wednesday 30 July 2025

Investigation and Conciliation Section
Investigation and Conciliation Section Investigation and Conciliation Section

Job Title	Complaint Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$75,041 - $83,074
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1076 1082
Agency Website	

Job Description *https://humanrights.gov.au/about/jobs/job-details?jobId=364&jobTitle=Complaint%20Information%20Officer*

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

We are looking for passionate individuals who are looking to make a meaningful impact to join our Investigation and Conciliation Service team.

In this entry level role, you will provide high quality and accessible information both over the phone and in writing to members of the public about federal human rights and discrimination law, workplace rights and responsibilities (including workplace sexual and sex based harassment and discrimination) and complaint pathways. You will help empower people and organisations to gain a better understanding of their human rights, how to prevent discrimination, and what they can do when an issue of discrimination or a breach of human rights arises.

This role involves providing information and services to individuals who may share sensitive or traumatic experiences. It is important that applicants understand the emotional nature of this work and are prepared to engage with respect, empathy and use a trauma informed approach.

This full-time / part time, ongoing position / non ongoing position offers a competitive salary range of $75,041 - $83,074per annum plus 15.4% superannuation.

We offer flexible hybrid and remote work options.

Duties

What You'll Do:

- By telephone, in writing and in person, provide information to members of the public about federal human rights and discrimination law, workplace rights and responsibilities (including sexual and sex-based harassment and sex discrimination), the complaint process and pathways people can pursue.
- Provide information about the coverage of the Commission's complaint jurisdiction and workplace jurisdiction under the Sex Discrimination Act 1984 (Cth) and refer enquirers to other agencies/regulatory schemes for advice or assistance and to legal and other support services, where appropriate.
- Analyse and respond to written enquiries and prepare clearly written emails and letters.
- Provide reasonable assistance to people to enable them to make a complaint where appropriate, including drafting statements.
- Working with your supervisor or more senior staff, prepare complaint notification letters, manage straightforward complaints and assist with basic research tasks, as required.
- Working with your supervisor and experienced staff in the ICS, provide information sessions on the law and the complaint process and participate in community education events, as required.

Eligibility

What We're Looking For:

- Experience in providing quality information to members of the public in a statutory, legal, community or customer service environment.
- Appropriate tertiary qualifications, formal training or equivalent or relevant community experience.
- Knowledge of human rights issues and federal human rights and anti-discrimination law, including workplace sexual and sex based harassment and discrimination, and complaint/regulatory procedures, or the ability to acquire this knowledge.
- Ability to interpret and apply legislation.
- Sound knowledge of referral pathways to other agencies/regulatory schemes and to other legal support services and the ability to make appropriate referrals.
- Sound analytical skills and the ability to draw on information from appropriate sources and use common sense to analyse what information is important.
- Good communication skills (both written and oral) and the ability to communicate with clients with respect, empathy, discretion and utilise a trauma informed approach.
- The ability to structure messages clearly and succinctly, both orally and in writing, and tailor communication style to the audience.

- Ability to manage a high volume workload.
- Builds and sustains positive relationship.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 30th July 2025

Notes

We strongly encourage First Nations people and individuals from other negatively racialised backgrounds to apply.

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that positions may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Jodie Ball, Deputy, Investigation and Conciliation Section via email jodie.ball@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	jodie.ball@humanrights.gov.au, jodie.ball@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=364&jobTitle=Co

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Attorney-General's

Vacancy VN-0760817

Federal Court of Australia

Closing Date:Sunday 03 August 2025

Federal Court of Australia
Principal Registry & National Operations

Job Title	National Judicial Registrar - Original Jurisdiction
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Hobart
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 1
Position Number	0638-07-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Court has successfully implemented a number of important reforms through the National Court Framework (NCF) including the allocation of case work to judges on a national basis, the organisation and management of the Court's work nationally through the introduction of nine National Practice Areas (NPAs) and reform of the Court's practice and procedure through the introduction of a suite of new practice notes, including the Central Practice Note. The National Judicial Registrar – Original Jurisdiction works directly with the Chief Justice in relation to the allocation and management of judicial work on a national basis. This role is also responsible for the management of the National Operations Team. The role will also perform delegated judicial functions, including mediations and presiding over Court hearings.

Duties

Key responsibilities

This senior leadership role supports the Chief Justice in:

- implementing the national allocation system on a national basis across all NPAs in accordance with the NCF Allocation Protocols;
- focusing primarily on the allocation and reallocation of original jurisdiction work, whist working closely and collaboratively with the National Judicial Registrar – Appeals in relation to the allocation and reallocation of Full Court and appellate work;
- in-depth analysis and assessment of judicial workload, including ensuring high quality reporting, analysing trends in filings, and overseeing and providing recommendations regarding the management of judge-related workload across original jurisdiction and appellate matters;
- ensuring that judges, their related staff and registries, as well as litigants and other external stakeholders, have a clear understanding as to the operation of the NCF, including ensuring consistent and appropriate allocations of judge-related matters and ensuring that NCF resources are kept up to date.

The National Judicial Registrar – Original Jurisdiction is responsible for the leadership and management of the staff in the National Operations Team.

The National Judicial Registrar – Original Jurisdiction will also perform delegated judicial functions at a high level for judges locally and nationally, including:

- conducting high level and complex mediations in large, multi-party or cross-registry proceedings, class actions and in high profile matters; and
- carrying out high level and complex case management support for judges, such as expert witness conferences and case management in large, multi-party or cross-registry proceedings.

In addition, the National Judicial Registrar – Original Jurisdiction may also carry out delegated judicial functions by way of presiding over Court hearings.

This role would suit a senior practitioner who can demonstrate an in-depth knowledge of the Federal Court’s jurisdiction, practices and procedures and familiarity with all of the Court’s nine NPAs.

Key Relationships

- Chief Justice and Judges: support, liaise and consult with in relation to the national allocation system, workload analysis and reporting, and all other areas concerning National Operations.

- CEO & Principal Registrar: support, liaise and consult with in relation to the national allocation system, workload analysis and reporting, and all other areas concerning National Operations.
- National Judicial Registrar – Appeals: work closely and collaboratively with in relation to the allocation and reallocation Full Court and appellate work, workload analysis and reporting and the management of staff in the National Operations Team.
- National Operations Team: provide strong leadership and day to day management and support, whilst fostering a positive work environment and optimal productivity.
- Chambers / Registry staff: provide guidance and support and a clear understanding as to the operation of the NCF, including ensuring that NCF resources are kept up to date.
- Legal profession and litigants: liaise with the legal profession and litigants, as required, foster a clear understanding as to the operation of the NCF, and ensure that public facing NCF resources are kept up to date.

Eligibility

Qualifications and experience

This position requires the occupant to perform statutory legal functions, as required, including conducting mediations and case management. Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

In addition, it is highly desirable for the applicant to have:

- an in-depth understanding of the jurisdiction and practices and procedures of the Court;
- a familiarity with all of the Court's nine NPAs, or the ability to quire such familiarity quickly;
- extensive leadership experience and a collaborative style with strong communication and interpersonal skills;
- the ability to undertake analytical and legal work and to evaluate, prioritise and appropriately respond to a large volume of queries in a high pressured environment;
- the ability to work autonomously and with the necessary authority and accountability in a senior role
- be accredited as a mediator with experience in conducting mediations

Section Criteria

In addition to the Integrated Leadership System (ILS), candidates will be expected to demonstrate the leadership attributes and qualities outlined in the Secretaries' Charter of Leadership Behaviours, and the SES Capability Framework:

- ***Visionary:*** Demonstrated experience in the development and implementation of strategic planning and advice at the most senior levels. Ability to champion the organisation's vision and goals and promote a shared commitment to the strategic direction, including likely future requirements.
- ***Delivers Results:*** Expertise in delivering outcomes in line with the Public Governance, Performance and Accountability Act 2013. Proven track record overseeing the implementation of multiple initiatives in Digital Transformation, ensuring stakeholders are kept informed and engaged in an environment of ongoing change and uncertainty.
- ***Enabling:*** Demonstrated ability to create an environment that empowers diverse individuals and teams to deliver their best for government and court users. This includes setting expectations, being inclusive, nurturing talent and building organisational capability.

- ***Influential:*** Strong capability in building trust, balancing competing interests and finding common ground. As this role is a facilitator for strategic alignment, an openness to diverse perspectives is critical, as is sustaining collaborative relationships. Ability to negotiate persuasively and represent the court externally.
- ***Self-Awareness:*** Demonstrates resilience and a strong commitment to ethical practices and APS values. High level of personal integrity, emotional intelligence and self-motivation

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au.

Application Close: Sunday 3 August 2025 at 11:30 pm (AEST)

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

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Andrea Jarratt, 03 8638 6814
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0761005

Federal Court of Australia

Closing Date:Thursday 07 August 2025

Corporate Services
Library & Information Services

Job Title	Senior Judgments Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate will be required to work onsite at least one day a week
Classification	APS Level 5
Position Number	0636-07-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Senior Judgments Officer assists with the publication of judgments and is part of a small national team. The position requires a high level of accuracy, attention to detail, initiative and cooperative teamwork within the busy environment of the Courts. The position also requires an understanding of the importance of legal publishing standards, data integrity and the impact of metadata on search retrieval.

Duties

Duties and Responsibilities

- Deliver training programs and participate in the creation of eLearning modules.
- Monitoring and actioning emails in the Judgments group mailbox.
- Monitoring the formatting of documents to ensure security, accuracy and consistency, and amending them in some cases.
- Allocation of Medium Neutral Citation numbers and pseudonyms.
- Uploading and amending records in judgments databases.
- Distributing judgments to AustLII and legal publishers.
- Creation of judgments alerts.

- Liaising with and training Judges' Associates about the technical aspects of judgments production including the judgment template and style guide.
- Anonymising final versions of family law judgments prior to publication.
- Participating in judgment related projects.

Eligibility

Selection Criteria

1. Demonstrated experience in developing and delivering training programs
2. Excellent written communication skills with an emphasis on spelling, punctuation and grammar.
3. Advanced experience with Microsoft Word, understanding of information systems such as databases and content management systems.
4. Demonstrated experience with legal publishing and data standards.
5. Demonstrated effective organisational skills with the ability to produce results within short timeframes; manage competing priorities and contribute to team performance.
6. Excellent interpersonal and oral communication skills including the ability to liaise with a wide range of audiences including judges and court staff.
7. Well-developed personal skills including discretion, initiative and sound judgement.
8. Project management experience and knowledge of the Court is highly desirable.

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

About the Federal Court of Australia

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To Apply

Position Contact	Georgia Livissianos, (08) 7201 6016
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0761012

Federal Court of Australia

Closing Date:Thursday 07 August 2025

Corporate Services
Library & Information Services

Job Title	Judgments Coordinator
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate will be required to work onsite at least one day a week
Classification	APS Level 6
Position Number	0637-07-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

Working under limited supervision, the Judgments Coordinator is responsible for managing the publication of Federal Circuit and Family Court of Australia judgments to ensure all judgments from the Court are published within the correct standards.

This is a high-volume, high-pressure role that includes regular liaison with judge's staff as well as managing Judgment Publication Officers.

Duties

Duties

1. Support judges and staff during the judgments creation process, including trouble-shooting first-level judgment template issues.
2. Manage and coordinate publication of incoming judgments to AustLII and distribute to legal publishers within agreed timeframes.
3. Deliver training programs and participate in the creation of eLearning modules.
4. Manage Judgment Publishing Officers.
5. Maintain comprehensive knowledge of judgments subject matter and advise judges and staff accordingly, applying diplomacy, tact and discretion.

6. Anonymise judgments and oversee the distribution of current awareness notifiers.
7. Participate in projects relating to judgments e.g. new judgments publication system, new judgment template releases.
8. Recommend changes to systems and processes in order to improve efficiencies e.g. changes to the judgment style guide and communicate to judges and staff, as required.

Eligibility

Selection Criteria

1. Demonstrated ability to work flexibly under pressure with minimal supervision, lead and develop a small team and play an effective role in change management initiatives.
2. Experience working with information systems – e.g. judgments, intranets or library systems, in a legal environment; and an understanding of the importance of data integrity for the retrieval of information.
3. Excellent communication and interpersonal skills with the ability to influence people at higher levels. E.g. judges and staff; including the tactful management of client expectations within the limitation of available resources.
4. Expertise in the use of technology – including standard desktop applications, particularly MS Word, HTML and image editing software, the use of judgment templates, or the ability to quickly acquire this skill.
5. Demonstrated experience in developing and delivering training programs particularly the use of electronic resources and publication standards.
6. Legal research experience, knowledge of judgment publication and reporting and a practical understanding of the federal courts and their roles would be highly desirable.

Other Requirements

Library qualifications recognised for Professional (Associate) membership of the Australian Library & Information Association are desirable.

Some travel may be required to interstate locations.

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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To Apply

Position Contact	Georgia Livissianos, (08) 7201 6016
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0760759

National Anti-Corruption Commission

Closing Date:Thursday 07 August 2025

Office of the Chief Executive Officer
Executive Executive Support

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,059 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD
Office Arrangement	Hybrid
Office Arrangement Details	flexibility to work from home one or two days a week
Classification	APS Level 5
Position Number	077_07/25
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

The National Anti-Corruption Commission enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the National Anti-Corruption Commission (NACC). In its establishment phase, we are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

About this opportunity

The NACC has an Executive Assistant role available for immediate filling in Canberra. A merit list will be established to fill vacancies arising in the next 18 months.

About the role

The position of Executive Assistant supports and reports to the Executive Officer to the Chief Executive Officer, while also supporting a Deputy Commissioner in the Canberra office, and the Chief Executive Officer (CEO) and another Deputy Commissioner remotely.

Working under general direction and in accordance with established procedures, the Executive Assistant will provide executive support services to the Deputy Commissioners and CEO as well as support to staff within the Office of the CEO and Commissioner.

Key activities

- coordinate and manage the day-to-day schedules and diaries of the DCs and CEO and provide advice to a range of internal and external stakeholders to progress work outcomes on their behalf

- arrange and coordinate meetings, official functions, travel, and committees including secretariat support for meetings as required, including compiling the agenda, coordinating and disseminating papers, taking minutes and following up action items
- manage incoming correspondence including emails, letters and briefs and prepare draft correspondence and other material, including assisting with the preparation of briefs and other documents
- manage logistical arrangements involved with engagement activities where the DC or CEO is presenting and/or attending including assisting the Corruption Prevention and Education team with preparation of presentation materials and speaking notes
- establish and manage stakeholder relationships both internally and externally
- maintain information and records in accordance with agency policies and procedures
- work in partnership across business areas to assist with the management and operations of the agency
- maintain and apply sound knowledge of the NACC's operating requirements, procedures and guidelines to support the DCs and CEO
- research and respond to general enquiries and undertake other administrative tasks as required.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC’s positive workplace culture.

Eligibility

Employment with the NACC is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security clearance** – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- **Suitability assessment** - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

Notes

The NACC is a small, friendly, and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Mark, 0438 718 218
Agency Recruitment Site	https://nacc.nga.net.au/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General's

Vacancy VN-0760763

National Anti-Corruption Commission

Closing Date:Sunday 03 August 2025

Operational Capabilities Intelligence

Job Title	Senior Strategic Intelligence Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$118,549 - $144,065
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexibility to work from home one or two days a week
Classification	Executive Level 1
Position Number	075_07/25_PN1373
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

The National Anti-Corruption Commission enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the National Anti-Corruption Commission (NACC). In its establishment phase, we are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

About the role

The Senior Strategic Intelligence Analyst provides insightful and clear strategic intelligence advice to the Commission’s senior leaders, operational teams and external partners.

Working as part of the Strategic Intelligence team within the Operational Capabilities branch, the Senior Strategic Intelligence Analyst:

- Develops and delivers major strategic intelligence projects
- Produces timely and responsive strategic advice in response to changes in the Commonwealth integrity environment
- Undertakes proactive corruption detection projects.

The role is also responsible for identifying opportunities to enhance intelligence capability across the Commission including in strategic and operational teams and driving work that strengthens systems, processes and skills across the intelligence cohort. This includes develop new ways for all intelligence analysts to contribute to the strategic objectives of the Commission.

As a Strategic Intelligence Analyst, you will liaise with a variety of internal and external stakeholders, industry professionals, government officials and specialists to ensure strategic reporting reflects a broad range of perspectives and can robustly support strategic decision making.

The role may involve the management of one Strategic Intelligence Analyst – supervising, supporting and developing this analyst in the production of strategic intelligence products. You will also play a valuable role in supporting the quality of reports by other members of the Strategic Intelligence team by providing constructive feedback.

Key activities

- Leading proactive research to identify themes relevant to the NACC using diverse qualitative and quantitative information sources

- Interrogating information to identify strategic trends and patterns, and applying sound judgement and critical thinking skills to form predictive, forward-focussed insights
- Applying project management skills to develop and deliver major strategic intelligence projects against agreed timeframes and budgets
- Demonstrating creativity and analytical rigor in developing proactive corruption detection projects that inform the Commission’s operational teams
- Effectively communicating complex information, both verbally and in written form, to support strategic decision making
- Demonstrating leadership and support within a highly collaborative team where feedback is integrated into the intelligence delivery process
- Working cooperatively and collaboratively with teams across the Commission and with external stakeholders on joint initiatives
- Enhancing the Commission’s intelligence capability by strengthening systems, processes and skills across the intelligence cohort.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC’s positive workplace culture.

Eligibility

Employment with the NACC is subject to the following conditions:

- Citizenship – applicants must be an Australian Citizen.
- Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- Suitability assessment - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

Notes

The NACC is a small, friendly, and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Valerie, 0429 427 908
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0760794

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 10 August 2025

Job Title	Senior Complaints Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$100,244 - $112,652
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Office based in Canberra
Classification	APS Level 6
Position Number	0227/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=9EB4DD36-C762-41DD-B32A-E40666A322C2

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The opportunity

A unique and rewarding opportunity to:

- Apply your highly developed analytical, written communication and interpersonal skills, along with your strong expertise in complex problem solving.
- Contribute to the IGIS' important role in Australia's democracy.
- Be part of a highly supportive team environment with genuine part-time provisions available and where work-life balance is prioritised across the office.
- Work with highly experienced senior officials across the public service.

The Complaints and Disclosures team supports the Inspector-General to respond to and investigate complaints and public interest disclosures made about intelligence agencies.

As a Senior Complaints Officer, you will manage and investigate complaints made about the activities of intelligence agencies, along with assessing and investigating public interest disclosures.

You will build and maintain productive relationships, along with educating intelligence agencies regarding best practice for handling public interest disclosures, in accordance with the *Public Interest Disclosure Act 2013* (PID Act).

You will contribute to the development of policy and processes to support the effective running of the Complaints practice.

Key responsibilities of a Senior Complaints Officer include:

- Actively manage a caseload of sensitive and/or complex complaints, public interest disclosures and inquiries concerning the activities of intelligence agencies, in accordance with relevant legislation, policy and procedures
- Contribute to inquiries into complaints under the Inspector-General of Intelligence and Security Act 1986 (IGIS Act), including assisting with drafting compulsive notices, conducting compulsory interviews and drafting reports
- Contribute to investigations into public interest disclosures under the PID Act, including assisting with drafting notices, conducting interviews and preparing reports

- Use research and problem-solving skills to identify avenues to resolve complaints and public interest disclosures and assist the Inspector-General to conduct preliminary inquiries, inquiries and investigations
- Prepare high quality briefings for the Senior Executive on complaints, disclosures and public assurance matters.
- Develop and support relationships with internal and external stakeholders, including coordinating and delivering education and information activities that that meet stakeholder needs
- Monitor and respond to correspondence received from complainants, disclosers and the public
- Contribute to team policy and process development, including proposing and/or developing new policies and processes
- Provide leadership to APS 4 or 5 colleagues within the Complaints and Disclosures team

Desirable skills

We are looking for organised people who are able to demonstrate strong interpersonal skills, with excellent written communication and the ability to analyse and assess complex information. Our ideal candidate will also have good leadership skills and the ability to build effective relationships with people.

We strongly encourage all candidates who can demonstrate the relevant skills to apply. Experience in conducting fact finding, inquiries or investigations into sensitive or complex matters may also assist you in this role. This may include, but is not limited to candidates who have professional experience in the following areas:

- Legal
- Compliance, auditing or assurance
- Law enforcement
- Intelligence
- Social work
- Human resources
- Case work

Whilst an understanding of national security and intelligence policy and legislative frameworks would assist you in this role, we are highly interested in any candidate who has a desire to work in a productive, values-drive organisation and to achieve results.

Essential requirements

- the ability to obtain and maintain a Top-Secret Positive Vetting clearance.

To be successful in this role you will have:

- a desire to work in a productive, values-driven organisation and to achieve results

- a positive attitude, energy and commitment to the objectives of the Office
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner
- a commitment to support an inclusive and diverse workplace
- strong interpersonal skills, including excellent written and verbal communication
- the ability and aptitude to learn, develop new skills and show initiative.

Eligibility

Security, suitability and integrity requirements

- Citizenship - You must be an Australian citizen
- Employment Suitability Assessment (ESA)– Appointment to our Office depends on the outcome of an ESA.
- Security Clearance – Appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEST on the closing date. No extensions will be granted and late applications will not be accepted.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the APS Level 6. Information about the ILS is available on the Australian Public Service Commission website.

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

About the Office of the Inspector-General of Intelligence and Security

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To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9EB4DD36-C762-41DD-B32A-E40666

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Attorney-General's

Vacancy VN-0760813

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 10 August 2025

Job Title	Assistant Director, Complaints & Disclosures
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$121,089 - $134,987
Future Merit Locations	Barton, Canberra
Office Arrangement	On Site
Office Arrangement Details	Office based in Canberra
Classification	Executive Level 1
Position Number	0228/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=9EB4DD36-C762-41DD-B32A-E40666A322C2

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

A unique and rewarding opportunity to:

· Apply your highly developed analytical, written communication and interpersonal skills, along with your strong expertise in complex problem solving.

· Contribute to the IGIS' important role in Australia's democracy.

· Be part of a highly supportive team environment with genuine part-time provisions available and where work-life balance is prioritised across the office.

· Work with highly experienced senior officials across the public service.

The Complaints and Disclosures team supports the Inspector-General to respond to and investigate complaints and public interest disclosures made about intelligence agencies.

As Assistant Director, Complaints and Disclosures, you will manage and investigate complaints made about the activities of intelligence agencies, along with assessing and investigating public interest disclosures.

You will exemplify high-quality work practices and provide mentorship to ensure the effective running of the Complaints practice. You will develop and strengthen processes, along with educating intelligence agencies regarding best practice for handling public interest disclosures, in accordance with the *Public Interest Disclosure Act 2013* (PID Act).

Key Responsibilities of Assistant Director, Complaints and Disclosures include:

· Actively managing a caseload of sensitive and/or complex complaints, public interest disclosures and inquiries concerning the activities of intelligence agencies, in accordance with relevant legislation, policy and procedures

· Leading inquiries into complaints under the *Inspector-General of Intelligence and Security Act 1986* (IGIS Act), including drafting compulsive notices, conducting compulsory interviews and drafting reports

· Leading investigations into public interest disclosures under the PID Act, including drafting notices, conducting interviews and preparing reports

· Preparing high quality briefings for the Inspector-General on complaints, disclosures and public assurance matters

· Ensuring best practice in complaints and disclosures management, including identifying, and implementing ways to strengthen our practices

· Providing leadership and support through modelling high-quality work practices, and supervising and/or coaching and mentoring colleagues

· Representing the Office effectively at meetings with stakeholders

· Acting in the role of Director, Complaints and Disclosures as required

We are looking for organised people who are able to demonstrate strong interpersonal skills, with excellent written communication and the ability to analyse and assess complex information. Our ideal candidate will also have proven leadership skills and the ability to influence and build effective relationships with people.

Desirable Skills

We strongly encourage all candidates who can demonstrate the relevant skills to apply. Experience in conducting fact finding, inquiries or investigations into sensitive or complex matters may also assist you in this role. This may include, **but is not limited to** candidates who have professional experience in the following areas:

- Legal
- Compliance, auditing or assurance
- Law enforcement
- Intelligence
- Social work
- Human resources
- Case work

Whilst an understanding of national security and intelligence policy and legislative frameworks would assist you in this role, we are highly interested in any candidate who has a desire to work in a productive, values-drive organisation and to achieve results.

Essential Requirements

- The ability to obtain and maintain a Top-Secret Positive Vetting clearance.

To be successful in this role you will have

- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the Office

- a collaborative and respectful approach to all aspects of your work
- The ability to conduct your work in an organised and flexible manner
- a demonstrated ability to exercise sound judgement and work effectively in a small team
- a demonstrated ability to work in a highly sensitive workplace and to resolve complex problems
- a demonstrated ability to take initiative to strengthen team practices
- Excellent written and verbal communication skills.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - You must be an Australian citizen

- **Employment Suitability Assessment (ESA)**– Appointment to our Office depends on the outcome of an ESA.

- **Security Clearance** – Appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEST on the closing date. No extensions will be granted and late applications will not be accepted.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 1. Information about the ILS is available on the Australian Public Service Commission website.

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

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To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9EB4DD36-C762-41DD-B32A-E40666

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Attorney-General's

Vacancy VN-0760855

Office of the Inspector-General of Intelligence and Security

Closing Date:Friday 31 October 2025

Job Title	OIGIS Talent and Section (26) Transfer Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Canberra based – hybrid working arrangements can be negotiated
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	0229/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=2B1626CE-83CB-A43C-6A61-E406DA3F3CF5

To apply, please click on the ‘Apply Online’ button to the left of this advertisement.

Duties

At the IGIS we are always looking for talented, robust and motivated people to join our team. We have a range of employment options for a career in our office including those at the APS 1-6 level, Executive level and temporary employment arrangements.

The IGIS Talent Register is a way to express your interest in joining our Office. Applications to the Talent Register will remain active for 12 months for consideration.

When appropriate vacancies are identified we will use this talent register to fill critical gaps in our workforce from the APS 1 – Executive Level 2.

We may fill vacancies in both the corporate and operational streams including, but not limited to:

- Administration
- Accounting and finance
- Audit
- Complaints
- Corporate support
- Governance
- Human resources
- Information, communications and technology

- Intelligence Oversight
- Legal
- Security

Eligibility

Employment at the Office of the IGIS are positions of trust. To be considered for a position, you must:

- be an Australian Citizen
- have a checkable background (we must be able to practically verify from independent and reliable sources [cumulative] periods of 12 months or more spent outside of Australia)
- undertake successfully an organisational suitability assessment
- be able to obtain and maintain a Positive Vetting security clearance
- satisfy a probationary period.

Appointment to our Office depends on the outcome of an organisational suitability assessment. Appointment and ongoing employment at the Office is subject to a Positive Vetting clearance being granted and maintained. The security vetting process can take anywhere from 6 to 18 months. Candidates must be willing to provide significant information to the vetting authority and fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Once employed, all IGIS staff are required to make annual conflict of interest declarations to ensure the independence and integrity of the Office. **Notes**

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact oigis-hr@igis.gov.au or call (02) 6141 4490.

Transfers via Section 26 of the Public Service Act 1999 are available only to current ongoing Australian Public Service (APS) employees.

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To Apply

Position Contact	OIGIS Recruitment, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=2B1626CE-83CB-A43C-6A61-E406DA

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Defence

Vacancy VN-0760634

Australian War Memorial

Closing Date:Monday 28 July 2025

Corporate Services
Executive Executive

Job Title	Executive Assistant to the Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$94,887 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 6
Position Number	25-083
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Role

The Executive Assistant to the Director is responsible for managing the effective operation of the Director’s office, including prioritising the Director’s time and drawing attention to matters of urgency. The position requires excellent organisation, time-management, and interpersonal skills suited to a fast-paced environment, and a high level of discretion.

The Executive Assistant to the Director will be proactive, approachable, helpful and professional in performing the above duties.

Our Ideal Candidate

Our ideal candidate will have a strong understanding and appreciation of the Memorial's purpose and mission, and demonstrate a level of empathy when delivering the requirements of the role.

The Executive Assistant to the Director will be energetic and motivated in their support of the Director to achieve the Memorial's strategic and operational objectives. They will be flexible, reliable and resilient; maintaining confidentiality and exercising diplomacy, integrity and professionalism at all times.

The core capabilities of the role include organisation, prioritisation, and effective time management. The successful candidate will have the ability to anticipate and identify the Director's expectations and requirements. They will readily adapt to the shifting priorities of the Director and adjust their plans accordingly, and maintain clear and effective communication with affected parties.

The Executive Assistant is also expected to exercise sound judgement in decision making, and develop objectives for short-term tasks and contribute to longer-term initiatives relevant to the Director's Office.

Duties

Under limited direction, the Executive Assistant will deliver timely, efficient and high levels of executive support, and perform a range of duties including:

- act as the first point of contact for Director's office and provide exceptional client service to internal and external parties,
- provide administrative and office support services to the Director including calendar and email management, hosting official guests, arranging official hospitality and organising domestic and international travel,
- manage, monitor, and prioritise correspondence to ensure matters are managed appropriately and service charter deadlines are met,
- prepare and coordinate less complex correspondence, corporate documentation, meeting briefs, travel itineraries and other communications,
- work collaboratively with the Director's Executive Officer to provide a thorough and consistent approach to the administration and management of the Director's Office,
- build and sustain productive working relationships with internal and external stakeholders,
- process purchase requisitions and orders, and reconcile corporate credit cards on behalf of the delegate.
- contribute as part of the wider Executive Support team, including supervision and mentoring of the Executive Assistant to the Assistant Directors,
- develop and maintain internal office systems and procedures, and undertake simple research and analysis tasks.

- maintain proper Commonwealth Government records management protocols in relation to official corporate records.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Ability to obtain and maintain a baseline security clearance

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

Please note that interviews may not be conducted as part of this recruitment process. Assessment may be based solely on the information provided in your application, resume, and any referee reports we may request. We encourage applicants to ensure their documentation is comprehensive and clearly demonstrates their suitability for the role

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Janette Coulton, 02 6243 4295
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0760551

Department of Defence

Closing Date:Sunday 10 August 2025

Defence People Group
Joint Support Services

Job Title	Research and Evaluation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05863/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=BD7D2254-C3E3-89E6-4393-E4069F6FD7DF*

Duties

The Role

The Sexual Misconduct Prevention and Response Office (SeMPRO) is seeking an APS 6 Research and Evaluation officer to join our innovative Research and Evaluation team. The position is responsible for designing and undertaking research and evaluation projects for SeMPRO using mixed methodologies and collecting and analysing data from across Defence to inform policy and evidence based decision-making.

As an APS 6 Research and Evaluation Officer in Defence, you will be responsible for:

1. Conducting data assessment and data management.
2. Analysing quantitative and qualitative data using analysis software.
3. Applying your knowledge to the assessment of research, education, policy and strategy on behalf of SeMPRO.
4. Planning and managing your workflows and resources to achieve milestones and expected outcomes.
5. Engaging with internal and external stakeholders to achieve desired outcomes.
6. Writing briefs, minutes, reports, presentations and other Defence documentation as required.

About our Team

SeMPRO provides support, advice and resources to individuals who have been impacted by sexual misconduct. We promote cultural change within Defence and support prevention efforts.

SeMPRO works in three key ways to achieve this.

We provide:

- education and training about sexual misconduct prevention and response to Defence personnel;
- a 24/7 support service to help people impacted by sexual misconduct; and
- expert advice to shape Defence policy, and to provide accessible resources that aid those impacted by sexual misconduct, their supporters, and their managers.

Research and Evaluation is a small team within SeMPRO that provides research and data management support across all lines of effort. The team is responsible for data management and analysis of SeMPRO use data, and undertaking evaluations of SeMPRO products and services;

collecting and analysing data received from across Defence; providing advice based on internal and external research reports.

Our Ideal Candidate

Our ideal candidate has a desire to effect cultural change in Australian workplaces. You are willing to engage with trauma-informed and person-centred principles in the context of your work in SeMPRO.

Professionally, you enjoy problem solving, engaging with a variety of research and evaluation processes, analysing and understanding different types of data, and producing high quality research outputs. You also enjoy pursuing your own professional development and sharing your skills with the team.

Ideally, you have or you can rapidly acquire:

- Research and/or evaluation skills and experience that contribute to designing and delivering high-quality applied research and evaluation projects.
- The ability to engage with team wellbeing and foster effective team performance.
- Developed communication and engagement skills that support collaboration and delivers knowledge that influences change.
- Ability to manage competing priorities and under broad direction make decisions to achieve objectives.

Eligibility

Security Clearance:

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

Notes

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

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Ruth Beach, 02 5109 7835
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD7D2254-C3E3-89E6-4393-E4(

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Defence

Vacancy VN-0760632

Department of Defence

Closing Date:Sunday 03 August 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Senior Systems Engineer - Safety
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/05862/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=C6ADF8B3-3ED2-68C9-4C3E-E4053CB76302*

Duties

The Role

APS 6 Safety and Environmental Engineer role is responsible for providing the technical support to the Hunter Class Safety and Environmental Engineering team to deliver the HCF Safety and Environmental Case under broad direction. This role will manage safety and environmental hazards across complex systems of Hunter Class Frigates. This role requires a basic knowledge of defence safety and environmental policy requirements as well as Royal Australian Navy processes.

This role will exercise both initiative and judgement in the safety and environmental policies and in the applications of procedures. This role requires a high level of internal and external stakeholder engagement. They will be accountable to contribute towards ongoing self-improvement. Current HCF System safety and environmental team consists of three members.

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

About our Team

The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia’s largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia. We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy.

The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies. You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees’ working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

Key tasks of this role will include:

- Review Hunter Class Safety & Environmental documents produced by prime contractors in compliance with Defence policies.

- Develop Commonwealth Capability safety and environmental documents (including System Safety Program Plans, Hazard Log, and Safety Case Report) and ongoing management of the hazards.
- Conduct/Contribute to safety and environmental working groups and project meetings.
- Monitoring and ensuring safety and environmental aspects of the Hunter Class Capability in collaboration with other engineering teams.
- Provide support to conduct system engineering activities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	HCF Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C6ADF8B3-3ED2-68C9-4C3E-E4

Defence

Vacancy VN-0760643

Department of Defence

Closing Date:Sunday 03 August 2025

ARMY
1st Division

Job Title	Materiel Inventory & Planning Capability Officers
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/05327/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8746E5B8-CFF4-C87D-5BD4-E405EBCCC6E1

Duties

The Role

As understudy to the uniformed incumbent, you will be required to step into the role as required. Under broad direction, you will be accountable to perform and achieve complex materiel logistics, inventory and planning outcomes. You will have extensive knowledge of Defence logistics processes and be accountable for compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. You will provide reliable professional advice and utilising outstanding communication and problem solving skills, you will provide solutions to problems assuring the delivery and coordination of logistics support for operations, contingencies, exercises and other activities, to ensure the capability requirements of the 1st (Australian) Division are met.

The effective planning and management of logistic support and sustainment, requires engagement across multiple disciplines, including but not limited to Sustainment, Procurement, Maintenance, Movements, Catering and Munitions capabilities.

About our Team

You will be part of small integrated team of ADF, APS and Contract professionals specialising in logistic governance, management, planning and sustainment for domestic, regional and international operations, all outcome driven. Our team has an operational focus, is mission centred and has a dependency first mindset. The team is agile, responsive, and thrives on working closely with teams across our organisation, to solve problems and deliver smart, timely, practical and thorough planning and logistic outcomes. You will leverage your previous logistics experience and operations knowledge to achieve organisational milestones, as our team are passionate about improving logistic outcomes, and enjoy the challenge of working in an extremely fast paced, challenging and rewarding environment. Our team is based at HQ 1 (Australian) Division, Gallipoli Barracks, with some opportunity for flexible work hours and occasional domestic travel.

Our Ideal Candidate

By joining the Department of Defence, you will be part of a team that values innovation, professional development, and excellence. We provide the support and training you need to succeed and encourage a work environment where your skills and resourcefulness can thrive.

Ideally, the preferred candidate would have:

- Broad experience in Supply Chain Logistics, Asset Management and Distribution.
- Extensive working knowledge of Logistic Systems, particularly SAP, LOTUS Notes, COMSARM and GENESYS.
- Well-developed written and verbal communication skills and be comfortable engaging with a range of stakeholders.

Our ideal candidate will be effectively able to:

- Cultivate productive and collaborative relationships, deliver quality outputs and achieve results within defined time frames.
- Actively manage high workloads, adjust and communicate competing priorities. Generate responses to complex correspondence, briefs and reports for higher delegate consideration.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	MAJ Roger Smith, 02 8340 5383
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8746E5B8-CFF4-C87D-5BD4-E4

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Defence

Vacancy VN-0760646

Department of Defence

Closing Date:Sunday 03 August 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ADFHQ/05954/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=396B2EBB-9D79-7291-6B20-E405EBF33800

Duties

The Role

The Advanced Strategic Capabilities Accelerator (ASCA) is seeking is highly motivated and experienced candidates with a demonstrated understanding of and/or experience in procurement and subsequent contracting management. Utilising in-depth knowledge of legislative frameworks and Defence's policy requirements, the EL 1 Assistant Director will take responsibility for delivering procurement and contract management outcomes. The procurement activities range from complex, highly sensitive and/or high risk procurement projects to less complex, but nonetheless critical procurements that provide enabling services to the ASCA enterprise or ASCA Missions and Innovation Incubation Challenges.

The EL 1 Assistant Director will:

- Plan, lead and manage a range of procurement activities, including tendering and contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures;
- Engage in complex to very complex problem solving and issues management, to deliver ASCA commercial outcomes at speed;
- Deliver procurement-related documentation including plans and strategies, risk assessments, approaches to market, approval submissions contracts and contract changes, schedules, correspondence, reports, and other contract management documentation;

- Apply legal principles, legislative and policy compliance obligations and critical commercial risk and performance requirements, to identify and manage risks associated with contract formation and management.

The EL1 Assistant Director may focus on complex procurement activities resulting in the award of new contracts, and/or the application of contract management best-practice to ensure the successful delivery of ASCA projects and support arrangements.

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

About our Team

ASCA accelerates the translation of asymmetric technologies into defence capability to take Defence further, faster. Working in close collaboration with defence industry, including Australian primes, small and medium sized businesses and research organisations, ASCA’s priorities are driven by the National Defence Strategy, the Defence Innovation, Science and Technology Strategy and AUKUS Pillar II – Advanced Capabilities priorities.

Since launching on 1 July 2023, ASCA is playing part in the most significant reshaping of defence innovation in decades, designed to deliver vital capabilities for the Australian Defence Force (ADF). Priorities are delivered through three programs - Missions, Innovation Incubation, and Emerging Disruptive Technologies (EDT). Further information can be found at www.asca.gov.au.

The ASCA Capability Transition Branch (CTB) Acquisition and Commercial (A&C) Directorate is the centre of commercial, contracting and procurement expertise in ASCA.

We provide dedicated procurement support for ASCA's Missions and Innovation Incubation challenges, designing and leading complex procurement and contract management activities, as well as procuring enterprise requirements including support and services contracts. We engage and direct the work of probity advisers, price and cost analysts, and legal advisers. We work closely with Capability Acquisition and Sustainment Group’s Commercial Division to develop innovative commercial solutions and deliver contracts at speed.

ASCA is a unique and dynamic Defence organisation that offers rewarding learning opportunities to its workforce. You will be exposed to the breadth of ASCA’s diverse programs that will quickly

broaden your expertise. You will have the chance to work on complex and challenging procurements and become an essential member of outcome-focused teams. You will need to rapidly acquire knowledge, adapt and overcome obstacles to achieve commercial outcomes.

Our Ideal Candidate

ASCA is seeking skilled, experienced and dedicated commercial, contracting and procurement professionals who enjoy supporting challenging and highly complex commercial activities, and who possess:

- Deep knowledge of, and experience applying, the Defence Commercial Frameworks and related Commonwealth and Defence policies;
- Problem-solving skills to interpret, recommend and provide advice on complex commercial issues ensuring compliance with legislation, procurement policies and procedures;
- An ability to understand and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements;
- Effective communication, both written and verbal, to deliver procurement related documentation including correspondence, reports, plans, strategies, performance reviews, approaches to market, contracts and contract change proposals, and other commercial documentation;
- Flexibility and adaptability, and a willingness to lead change initiatives and challenge traditional ways of doing business;
- Trustworthiness and integrity at the highest level;
- An ability to engage and negotiate with diverse stakeholders to shape and respond to strategic direction, including advising senior management on risks associated with procurement and contracting activities;
- An ability to manage team workloads and assignments, balancing competing priorities, stakeholder expectations and team wellbeing;
- Mentoring, development and coaching skills to grow and lead teams, managing self-improvement and professional development as well as the professional development of your staff.

ASCA is seeking candidate/s who thrive in a high tempo and dynamic environment. Within ASCA, staff are encouraged and empowered to take calculated risks, challenge the status quo whilst acting with integrity. To succeed in these role/s, you must be an adaptable and resilient individual, show initiative and be a team player who contributes to a respectful workplace.

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	Roland Walker, 02 5128 8577
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=396B2EBB-9D79-7291-6B20-E4(

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Defence

Vacancy VN-0760647

Department of Defence

Closing Date:Sunday 10 August 2025

Defence People Group
Joint Health Command

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05966/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5955C52B-E50E-6A9B-4BD8-E405EC92AA58

Duties

The Role

We are seeking an APS 6 Integrated Logistic Support (ILS) Officer who is accountable under broad direction to perform and achieve complex materiel logistics tasks within an integrated workforce. The successful applicant will have knowledge of legislative and compliance frameworks, experience in logistics support and be able to interpret Defence's mission and policy requirements. The role requires a considerable level of stakeholder engagement and liaison with stakeholders in relation to complex issues.

Key responsibilities:

- Work independently with reasonable autonomy in supporting logistics sustainment activities as well as contributing to strategic logistics planning, capability enhancement and project management.
- Exercise initiative and judgment in the interpretation of health and logistics policy, technical regulatory frameworks through the application of practices and procedures and detailed reporting.
- Identify, anticipate and respond to stakeholders' needs and expectations to achieve Defences health logistics outcomes for the enterprise and individual work units.

About our Team

The Joint Health Command Pharmacy and Logistics team is a busy organisation working to Director General Operational Health within Operational Health Branch. The team have wide ranging responsibilities for the provision of health materiel within Defence to ensure that healthcare is delivered across garrison health and deployed settings in the Maritime, land and Aerospace domains. The team are called on to deliver operational effects, provide high quality advice and support to Defence Health Senior Leadership.

Our Ideal Candidate

Our ideal candidate will possess:

- Experience in a related/relevant field such as logistics, supply chain, business, fleet and asset management, providing customer and stakeholder driven outcomes and provide complex logistics reports.
- Experience working in and/or providing support to Integrated Logistics Support management and legislative frameworks.
- Ability to work independently with attention to detail, demonstrated high level planning, organisational and time management skills and able to manage multiple tasks concurrently.
- Confident communication skills and ability to be collaborative, agile and effectively manage within an integrated team environment.
- Proficiency in logistics systems ICT and the Microsoft Office (or similar) suite of products.

Engagement with stakeholders is an essential part of this position, which requires excellent communication and interpersonal skills to establish strong working relationships. You will need to provide clear and concise written information to stakeholders and draft policy and procedure documents so high level written communication levels are required.

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	Nicole Such, 08 7971 6337
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5955C52B-E50E-6A9B-4BD8-E4

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Defence

Vacancy VN-0760649

Department of Defence

Closing Date:Sunday 03 August 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$86,887 - $93,066
Future Merit Locations	Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 5
Position Number	NSSG/05961/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9CBBDA46-7EF0-F514-D5D4-E405ECE566F8

Duties

The Role

As a member of the Quality team, you will be accountable under limited direction to perform governance, assurance, auditing and corporate reporting activities including technical assessment and reviews on board a Submarine, in support of the ISO 9001:2015 Quality Management System and Technical Certification. You will have an understanding of the AS/NZS ISO 9001:2016 Quality Management System requirements and develop and maintain knowledge of relevant process, products and equipment which will be applied in a proactive audit and assurance program.

You will identify and define issues and report on non-conformances to ensure accuracy and effectiveness of internal processes. You will have strong verbal and written communication skills and be able to formalise your findings through clear and concise report writing and documentation.

This position is required to:

- Have an understanding of the AS/NZS ISO 9001:2016 Quality Management requirements;
- Perform moderately complex assurance activities with internal and external stakeholders;
- Demonstrate the ability to interpret, collate, research and analyse information to conduct audits and reporting activities based on legislation, policy and procedures;
- Be accountable for organising your workflow and the accurate and timely completion of work within specified timeframes and possess the ability to make independent decisions relating to your area of responsibility;
- Have demonstrated strong interpersonal skills, successful collaboration and effective communication within a team environment to achieve quality outcomes;
- Be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes;
- Apply technical knowledge and experience, understand priorities to identify, define issues and implement corrective actions;
- Conduct Quality Assurance activities on board a submarine, when required, which involves climbing stairs and ladders, and working in tight spaces;
- Independently travel to and work at multiple work sites including HMAS Stirling, Rockingham WA and at supplier sites in Henderson, WA.

Whether you are beginning your career in Quality or bring extensive experience as a Quality Control Officer, we are seeking a capable, adaptable, and proactive problem-solver ready to thrive in a dynamic and rewarding role.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these

restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

As the ideal candidate, you will demonstrate experience conducting audits in a certified Quality Management System and be able to formalise your findings through excellent report writing. You will have sound decision-making skills and judgement, excellent communication and stakeholder engagement including the ability to communicate with influence. You will be accountable to set work priorities, providing clear and consistent communication, manage workflow and show judgement, intelligence and common sense.

You will promote the Quality Management System by building and sustaining positive relationships with team members and actively participate in team and group activities. You will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. You will be accountable to contribute towards self-improvement and 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	NSSG Submarines Workforce Management, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9CBBDA46-7EF0-F514-D5D4-E4

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Defence

Vacancy VN-0760650

Department of Defence

Closing Date:Sunday 03 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineering Practitioner - Communication
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/06017/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=76898683-D62B-C14E-CDAD-E405ED0289B6

Duties

The Role

- Are you looking for your next career move where you can apply your Engineering skills to some of the largest complex programs in Australia?
- Do you thrive working in a challenging environment where you can utilise your strong problem solving skills and stakeholder management skills?
- Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?

Secure your next role with us at Defence as an APS employee for generous employment benefits including professional learning opportunities. Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking highly motivated and skilled Engineers who are able to work independently and autonomously. They will display both initiative and judgement, enabling the interpretation of policy and the application of practices and procedures. You will be accountable under limited direction to perform and achieve complex engineering work within an integrated workforce.

You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

An APS5 Engineer will be required to provide engineering advice to support the achievement of Technical Integrity of land military equipment and systems. They will undertake specialist, technical research and analysis, conduct reviews, assessments and perform procedural or operational support work to achieve results to meet Defence capability needs.LC4S Branch will offer mentor support and opportunities for leadership and technical skills to be built within the Defence environment. We are seeking candidates with a diverse range of experience and backgrounds in engineering, including people who have gained their experience outside Defence and Government.

About our Team

Land Communications & Specialist Systems (LCSS) System Program Office (SPO) under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. The team is multi-disciplinary comprised of APS staff, ADF members and contractors. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements.

Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking applicants who are able to demonstrate initiative and the ability to apply established engineering principles, techniques and methods to solve problems relating to the sustainment, design, development, integration and evaluation of military equipment or other complex military systems in one of the following engineering specialisations: systems, electrical, electronics, software, mechanical, mechatronic, aerospace or communications engineering.

The successful candidate will:

- Be able to apply technical engineering knowledge and/or experience, understand priorities to research and define issues and implement corrective actions.
- Communicate effectively with internal and external stakeholders via reports, written correspondence, calculations, discussions and presentations.
- Build and sustain positive relationships with team members and actively participate in team work and group activities.
- Meet the mandatory qualifications. Final year University students are encouraged to apply, however an offer of employment cannot be made until proof of completion of a Degree, which meets the mandatory qualification requirements can be provided.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

These engineering roles may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia) or Registered Professional Engineer (Professionals Australia) or demonstrated the ability to obtain such status within 12 months.

Notes

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

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To Apply

Position Contact	Paul Klieve, 03 9282 4152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=76898683-D62B-C14E-CDAD-E4

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Defence

Vacancy VN-0760657

Department of Defence

Closing Date:Thursday 21 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/06019/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6F89808A-84CD-5CF1-8A6A-E405EDA91B2E

Duties

The Role

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking highly motivated and skilled Engineering and Technical professional who is able to provide support in delivering business outcomes. The work of the Assurance and Data sub-function in Defence: Provide assurance and data knowledge to support technical and engineering activities and ensure quality and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks. Engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, procedures, practice and manage resources specific to assurance and data specifications to support the Defence materiel capability life cycle. Within the Assurance and Data sub-function an APS5 Technical Data Officer is accountable under limited direction to perform and achieve moderately complex technical data, publication, drawing and modelling work within an integrated workforce.

They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. The APS5 Technical Data Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. The successful candidate will work within the CA31 Battlespace Communications Systems Technical Data Team, providing specialist, technical research and analysis to support the development of publications, drawings and technical artefacts.

About our Team

Land Communications & Specialist Systems (LCSS) System Program Office (SPO) under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. The team is multi-disciplinary comprised of APS staff, ADF members and contractors. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements.

Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

Joint Systems Division (JSD) within Capability Acquisition and Sustainment Group (CASG) is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for a competent professional but also looking for a collaborator, contributor, communicator and a team player to be part of our highly integrated workforce.

Our ideal candidate:

- Perform moderately complex technical data, publication, drawing and modelling activities and associated tasks working to agreed priorities and outcome.
- Research, apply and contribute to the development of technical documentation for review.
- Develop and maintain technical knowledge of relevant processes, packages, products and equipment.
- Apply technical knowledge and experience to identify risks and uncertainties, and take these into account in planning, decision-making and priority setting.
- Assess whether technical packages, reports, processes, products and equipment performance meet the specified requirements, provide recommendations for continuous improvement and implement corrective actions.
- Ensure safety aspects of Defence capability are considered and incorporated into technical activities and tasks.
- Build and sustain positive relationships with team members and actively participate in team-work and group activities.
- Communicate effectively with internal and external stakeholders.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Wissam El Hamadi, 03 8698 7814
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F89808A-84CD-5CF1-8A6A-E4

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Defence

Vacancy VN-0760658

Department of Defence

Closing Date:Sunday 03 August 2025

Security and Estate Group
Infrastructure Division

Job Title	Project Officer CFI
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/05993/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=396953ED-96B7-87DB-2A27-E405EDB4A2F1

Duties

The Role

We welcome you to join us as we deliver capital facilities and infrastructure projects across the Defence estate as an APS 5 Project Officer within Capital Facilities and Infrastructure Branch (CFI), Infrastructure Division (ID), Security and Estate Group (SEG). The Defence estate is the Commonwealth's largest landholding.

We are responsible for ensuring that its facilities and infrastructure are fit-for-purpose and effectively support Defence capability including ships, vehicles and aircraft. We achieve this by planning, developing and delivering projects that provide new and refurbished facilities and infrastructure.

This includes, but is not limited to, wharves, airfields, roads, hangars, engineering services, living-in accommodation, working accommodation, and storage.

About our Team

The roles involve working as part of a team to progress projects through the estate lifecycle phases including:

- Understanding the mechanics of Government and relevant legislation and Defence policy.

- Progressing assigned projects with moderate supervision;
- Drafting project plans;
- Assisting to procure and manage contractors using the Defence Infrastructure Panel and the Defence Suite of Facilities Contracts;
- Actively engaging stakeholders including industry, project sponsors, technical policy owners and users;
- Participating in project meetings including Project Control Groups;
- Reviewing contractor deliverables including Monthly Reports;
- Assisting to prepare project documentation including briefs and minutes;
- Assisting to progress projects through approval processes;
- Managing project finances including paying invoices and raising purchase orders;
- Assisting to provide input into various reporting activities;
- Conducting general project administration activities including drafting contract notices;
- Travelling to site to participate in meetings, consult stakeholders, inspect existing facilities and infrastructure, and monitor construction progress. Regular interstate travel may be required.

Our Ideal Candidate

We are looking for people with qualifications, skills, experience and/or a genuine interest in client-side project management, and/or estate, land, property, facilities and infrastructure matters.

Additionally, above all, we are looking for people that possess a great attitude, and are willing to learn, work hard and positively contribute to our workplace environment.

What sort of skills do I need?

- You need to possess strong written and verbal communication skills: engaging with stakeholders, preparing briefs, and reviewing contractor deliverables represent key parts of the role.
- Our work is multi-faceted and our environment is fast-paced: you need to be resilient and able to manage competing priorities.
- Problem solving skills are essential: on one project, you might be working through environmental issues whereas, on the next, you might be procuring a contractor.
- You must be resourceful and flexible enough to analyse and solve problems as they arise.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tania Moloney, 02 6246 8858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=396953ED-96B7-87DB-2A27-E4(

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Defence

Vacancy VN-0760659

Department of Defence

Closing Date:Sunday 03 August 2025

Security and Estate Group
Infrastructure Division

Job Title	Assistant Project Officer CFI
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	-
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	SEG/05994/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=82E456DC-3BBD-37D1-5AE8-E405EE65D09E

Duties

The Role

The Assistant Project Officer will obtain a wide range of skills and experiences that are unique, in that the people will be multi skilled, well-rounded individuals with a broad range of responsibilities encompassing all aspects of project, contract and financial management.

This role grows future leaders in the Capital Facilities and Infrastructure Branch where professional development training and experiences are afforded to those who are committed and aim for achievement and success.

The role supports the project team in the planning, development, approval and delivery of capital facilities and infrastructure projects on the Defence estate. The role may also include managing lower complexity and smaller value projects to provide experience in the job for managing more complex and higher value projects in the future.

The role requires project, contract and financial management skills, and it will be highly desirable to have a professional interest in the construction industry.

About our Team

The role involves working as part of a team to progress projects through the estate lifecycle phases including:

- Understanding the mechanics of Government and relevant legislation and Defence policy.
- Progressing assigned projects with moderate supervision;
- Drafting project plans;
- Assisting to procure and manage contractors using the Defence Infrastructure Panel and the Defence Suite of Facilities Contracts;
- Actively engaging stakeholders including industry, project sponsors, technical policy owners and users;
- Participating in project meetings including Project Control Groups;
- Reviewing contractor deliverables including Monthly Reports;
- Assisting to prepare project documentation including briefs and minutes;
- Assisting to progress projects through approval processes;
- Managing project finances including paying invoices and raising purchase orders;
- Assisting to provide input into various reporting activities;
- Conducting general project administration activities including drafting contract notices;
- Travelling to site to participate in meetings, consult stakeholders, inspect existing facilities and infrastructure, and monitor construction progress. Regular interstate travel may be required.

Our Ideal Candidate

You will require:

- Good time management skills and demonstrate attention to detail;
- Be able to adapt and prioritise work to meet deadlines that may change frequently; and
- Work well as an individual and within a team.
- You will also provide input to the annual budgetary requirements and monthly reporting for the projects you are assigned.

The role will have the opportunity to further develop and strengthen your client-side project and contractual management skills, whilst delivering high value, complex projects and programs on Defence bases across Australia. You will require well-developed oral and written communication and organisational skills to successfully manage and coordinate a range of stakeholders, consultants and contractors, both internal and external to Defence.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tania Moloney, 02 6246 8858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82E456DC-3BBD-37D1-5AE8-E4

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Defence

Vacancy VN-0760660

Department of Defence

Closing Date:Sunday 10 August 2025

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Glenbrook NSW
Salary	$95,187 - $108,734
Future Merit Locations	Glenbrook
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 6
Position Number	DFG/05605/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51A7409B-8679-EB19-1AA2-E405EDA30D3D

Duties

The Role

An exciting opportunity exists at the APS 6 level to join our fast paced and results oriented Financial Performance and Management (FP&M) Division within the Defence Finance Group (DFG). DFG leads financial management across Defence, delivering financial oversight, strategies, management and assistance to achieve Defence's Intended Results.

As an APS 6 Financial Advisor in the FP&M Division you will combine your passion for finance with your passion for stakeholder management. You will have the ability to analyse and interpret financial information such as budgets and management reporting and enjoy working with others to understand complex issues, analysing results and an ability to communicate your findings. As an APS 6 Financial Analyst you will assist DFG's clients by undertaking a range of financial analysis tasks and activities. You may also be a team coach or lead a small team and be accountable to set work priorities and manage workflows.

As you progress with FP&M Division you will have the opportunity to have a "seat at the table" with some of the most respected leaders in Australia. You will be acknowledged as an expert in your field, and expected to deliver trusted financial advice. Information you provide will be relied upon to make decisions of national significance, information that helps shape major national operations and initiatives.

By partnering with business areas you will see the direct impact of the work you deliver and how it affects broader operational outcomes. Each operational area you support helps you to build a deeper understanding of Defence's mission, as you build your career. You will also have the opportunity to work in blended teams with diverse stakeholder groups that will challenge the way you think and help you develop stronger communication skills.

About our Team

FP&M Division delivers financial advice and performance reporting to Groups and Services, Ministers and other government departments, across all Defence programs and activities including workforce, capital, sustainment and operating budgets.

FP&M Division consists of over 470 staff working in six branches, each managing around $6 Billion per year, with embedded finance staff across the country working closely with business areas.

Principally, the Division is responsible for delivering financial management information and advice to ensure Defence leaders can make well informed decisions. Think big numbers, many complex projects running in parallel, and close public scrutiny requiring carefully managed finances.

The Finance Air Force Branch sits within the FP&M Division and provides finance support to Air Force.

Our Ideal Candidate

Do you like the idea of a role that combines a passion for finance/numbers with people?

Our ideal candidate will have demonstrated experience in financial management and possess strong capabilities to analyse and interpret financial information such as budgets and management reporting. You have strong communication skills and stakeholder engagement capabilities, and you are naturally suited to explaining complex financial information to a broad range of stakeholders. You enjoy learning about the people and business areas you support and help them solve problems.

To be successful in this role you will possess and be able to maintain a positive "can-do" attitude along with the ability to demonstrate accuracy and an exceptional level of attention to detail. You will be well organised and have a willingness to learn, have an excellent work ethic and possess strong resolution skills.

Other competencies we are targeting include:

- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- Problem-solving skills and an analytical approach with conceptual capabilities and flexible approach.
- Strong client/customer focus, collaborative approach, adaptable and flexible.
- Ability to influence with strong written and verbal communication across a broad variety of stakeholders.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Marella Castro, 02 4723 1072
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51A7409B-8679-EB19-1AA2-E4(

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Defence

Vacancy VN-0760670

Department of Defence

Closing Date:Sunday 10 August 2025

Defence Finance Group
Financial Performance & Management

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$95,187 - $108,734
Future Merit Locations	Williamtown
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 6
Position Number	DFG/05607/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1869D7B8-7678-DAC6-585A-E405EEC62583

Duties

The Role

The role of DFG is to provide the full range of financial advice, services and systems to the Defence Portfolio. As an APS 6 Management Accountant within the Financial Performance & Management Division, you will provide support to client facing finance partners across the country working closely with Defence Groups and Services to deliver high quality management accounting, advice and support.

With a growing team of over 700 people spread across Australia, with significant offices in Canberra, Melbourne, Sydney and Williamtown, DFG is the largest finance function in the Commonwealth. We can offer a significant depth of career opportunities for finance professionals, accountants, financial systems experts and financial policy specialists.

DFG manages over $50 Billion in funding, which equates to a budget of over $100 million per day, with a huge variety of large complex projects running in parallel. The breadth of technical challenges and opportunities to develop and grow your experience and leadership capabilities are second to none.

DFG has been undertaking an expansive reform journey to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across Defence. DFG works as one cohesive unit with a structure now harmonised with most other Commonwealth agencies. We are a large team that is actively sharing ideas and collaborating across an enormously diverse business.

As we enter the next exciting phase of our reform including major investment in systems and automation, as well as process and policy reform, we are looking for new talent from the private and public sector with fresh ways of thinking to join our rejuvenated culture.

About our Team

FP&M Division delivers financial advice and performance reporting to Groups and Services, Ministers and other government departments, across all Defence programs and activities including workforce, capital, sustainment and operating budgets.

FP&M Division consists of over 470 staff working in six branches, each managing around $6 Billion per year, with embedded finance staff across the country working closely with business areas.

Principally, the Division is responsible for delivering financial management information and advice to ensure Defence leaders can make well informed decisions. Think big numbers, many complex projects running in parallel, and close public scrutiny requiring carefully managed finances.

The Finance Air Force Branch sits within the FP&M Division and provides finance support to Air Force.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Manage financial support, contribute to budget preparation and financial performance monitoring and reporting in accordance with Defence objectives.
- Coordinate financial governance requirements and promote compliance with the financial management frameworks.
- Use knowledge and experience of financial management to provide advice on Defence and government financial matters.
- Identify financial issues and apply financial management knowledge to objective and systematic analysis and conclusions.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Work collaboratively with stakeholders and subject matter experts to resolve financial management issues.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Design and recommend solutions to financial management issues.
- Manage and prioritise workflows and resources, prepare work area and team plans detailing measurable milestones and expected 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	Matthew Frith, 02 4077 8201
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1869D7B8-7678-DAC6-585A-E4(

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Defence

Vacancy VN-0760676

Department of Defence

Closing Date:Sunday 03 August 2025

NAVY
Fleet Command

Job Title	Youth Development and Voyage Coordinator - Young Endeavour Youth Scheme
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$95,187 - $108,734
Future Merit Locations	Garden Island
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/04233/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D97DA912-8892-F14E-729B-E405EEF3C87C

Duties

The Role

Seeking an experienced learning and development specialist with expertise in education or training program design, coordination, scheduling and operational planning.

- Working under limited direction and with reasonable autonomy as a member of a small, multidisciplinary team, you will be responsible for:
- Providing expert advice in youth development, youth safety, experiential learning, sail training and program delivery

- Designing best practice youth development, outdoor education and experiential learning programs in the context of sail training
- Undertaking industry research and program evaluation to inform continuous improvement, documented in program manuals and resource guides
- Developing the annual voyage schedule, liaising with stakeholders to balance competing priorities and optimise delivery
- Managing selection of youth participants and reporting on participation, diversity, accessibility and participant outcomes
- Coordinating international exchanges, corporate training and community day sails
- Developing and delivering on line and in person facilitator training packages
- Writing and presenting policies, research papers and other business documents

The Youth Development and Voyage Coordinator participates in an out-of-hours duty roster when Sail Training Ship Young Endeavour is at sea, and will join two voyages each year to inform program evaluation (requiring an assessment of fitness for duty at sea).

About our Team

The Young Endeavour Youth Scheme (YEYS) is a Commonwealth program delivering world class development opportunities for young Australians aboard Sail Training Ship Young Endeavour. Our small team is comprised of passionate and experienced individuals responsible for program development, youth crew selection and administration, marketing communication and partnerships, commercial operations and governance. We work closely with Navy and Defence to deliver the Young Endeavour Program, support youth policy outcomes, maintain community partnerships and build awareness of Navy in the community.

The YEYS team is currently dual focused - delivering a program of youth development voyages around Australia, and preparing for program expansion, offering a unique opportunity to design of the youth development program to be delivered in STS Young Endeavour II.

Team members have access to benefits including supported professional development, an on-site gym and flexible work arrangements based at our office in Potts Point. Team members are also able to participate in a familiarisation voyage in STS Young Endeavour.

Our Ideal Candidate

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

Our ideal candidate will:

- Demonstrate personal accountability, and the ability to manage competing priorities and execute initiatives to achieve outcomes;
- Enjoy working under limited direction in a fast paced, cyclic work environment, and be willing to collaborate and pitch in to support colleagues in a small team;
- Possess very strong written and interpersonal communication skills, and be capable of working with a wide variety of customers and stakeholders;
- Have proven research skills, a good level of computer literacy including MS Office and CRM systems, and experience analysing and presenting data to inform program development;
- Bring operational planning experience in the maritime environment, outdoor education sector or similar; and
- Demonstrate a sound understanding of Defence Youth Safety Policy and the application of Federal and State legislation related to youth protection.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

NSW Working with Children Check (WWCC) on commencement, or the ability to obtain a WWCC within six months of 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jennifer Reilly, 0447 401 677
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D97DA912-8892-F14E-729B-E4(

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Defence

Vacancy VN-0760677

Department of Defence

Closing Date:Sunday 03 August 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Senior Technical Officer
Job Type	Full-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/05658/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E661B408-7B79-D6B5-B319-E405EF495F0F

Duties

The Role

The Senior Technical Officer leads and manages small teams and ensures that the capability being supported is safe, fit for purpose and environmentally compliant by providing timely and accurate technical advice to key stakeholders.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms
- Wheeled and Tracked Vehicle Platforms
- Weapons and Ordnance
- Petroleum and Bulk Fuel Equipment
- Communications, Ground and Satellite Systems
- Chemical Biological Radiological Nuclear Defence
- Simulation Systems
- Protective Clothing
- Medical and Dental
- Power Generation and Distribution
- Test and Evaluation
- Specialised Technical Services.

About our Team

Land Systems Division’s (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of LSD, supports various Projects and Systems Program Offices (SPO) to ensure successful technical outcomes of Defence acquisition and in-service support of land materiel. LEA provides services in engineering, testing, design and development, technical data and configuration management across the Defence Capability Life Cycle.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The ideal person will be an experienced Technical Officer who has a proven track-record in the maintenance and support of systems and achieving complex technical work. Candidates are sought from across all disciplines/specialties, in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, Test and Evaluation, and Reliability Engineering. You will have experience leading a small team, being accountable for managing, planning, organising workflow, engaging with stakeholders and performing administrative functions.

The successful candidate will:

- Meet the mandatory qualifications
- Have experience working as a Technical Officer with a proven track-record of delivering technical outcomes, including investigating and exposing risks, analysing and reporting on technical issues, requirements, and develop and implement recommendations and advice
- Lead, build and sustain a team and manage stakeholders
- Have sound written and oral communication skills
- Have experience working within a Technical Regulatory Framework (or similar).

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	Emma Roccasalva, 03 8531 9490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E661B408-7B79-D6B5-B319-E4(

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Defence

Vacancy VN-0760682

Department of Defence

Closing Date:Sunday 03 August 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Policy and Program Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/04798/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8AB12844-3DA6-43DD-668D-E405EFDA3213

Duties

The Role

- Perform complex industry policy and program activities to deliver defence industry policy initiatives to help build and sustain Australia's sovereign industrial base,
- Coordinate and manage the development and implementation of policies and associated programs to promote defence industry consistent with Defence objectives,
- Develop submissions, briefs and reports and provide advice on defence industry issues,
- Work collaboratively with internal and external stakeholders in relation to defence industry policies and programs,
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities,
- Interpret and analyse policies and programs to ensure compliance with relevant legislation, regulations and procedures,

- Resolve complex issues associated with managing defence industry policies and programs.

About our Team

The National Defence Industry Skills Office, Policy, Events and International Programs Branch, Industry Engagement Division supports the Government's objective to grow a skilled defence industry workforce to deliver the capability needs of the Australian Defence Force (ADF). The NDISO sets the policy framework for defence industry workforce and skills development and provides a central point of contact for defence industry workforce issues. The NDISO provides advice on broader government policy on workforce and skilling that affects defence industry outcomes, and manages consultation with groups across defence. Under the Defence Industry Development Strategy, NDSIO manages programs to build the defence industry workforce – the Schools Pathways Program and the Defence Industry Internship Program.

The team delivers a diverse range of functions including policy development, program implementation, contract management and administration. The team develops policy documents, briefings for Ministers and Senior Executives and reporting and conducts complex analysis of defence industry workforce issues.

Our Ideal Candidate

Our ideal candidate possesses:

- Strong analytical skills and attention to detail
- Strong written and verbal communication skills
- A solutions-oriented approach to problem solving
- Strong organisational and time management skills
- Flexibility to changing priorities and ability to work to tight deadlines under pressure
- An ability to work autonomously and as part of a team

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jenny Mcleod, 02 5109 0223
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8AB12844-3DA6-43DD-668D-E4

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Defence

Vacancy VN-0760686

Department of Defence

Closing Date:Sunday 10 August 2025

Associate Secretary Group
Defence Integrety

Job Title	Intelligence Assessments Manager, Investigations and PID Branch
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/06021/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

Duties

The Role

EL 1 Intelligence Assessment Manager oversees intelligence assessment activities into fraud and corruption matters investigated within the Division. These matters include criminal, administrative and disciplinary issues that impact the Department. You will lead a team of Intelligence Assessment Officers, manage performance and workload, guide and develop people and intelligence capability as well as oversee the fraud recovery function.

You will:

- Lead a team to achieve the objectives of complex intelligence assessments.
- Manage resources and priorities to achieve outcomes in accordance with legislation, policies and procedures.
- Possess expertise in analytical tools and techniques to deliver quality intelligence products.
- Understand and apply knowledge of the intelligence process to government priorities to inform decision makers.
- Plan strategic, operational and tactical intelligence opportunities to actively support fraud control in the Department.
- Foster working relationships with internal and external stakeholders to deliver tailored assessments.
- Provide clear direction to support compliance with legislative, policy and regulatory frameworks.

About our Team

The Data Analytics, Intelligence and Recoveries (DAIR) Directorate within the Defence Integrity Division performs a range of analytical and intelligence tasks to support fraud and corruption control within Defence. The team supports active fraud and corruption investigations with intelligence products and assessments. We contribute to fraud detection and monitoring by deploying data-driven detection activities. Our work is guided by the Fraud and Corruption Control Plan 2024 - 2026, and by emerging trends in the fraud and corruption landscape. The Directorate works closely with internal investigators and external enforcement agencies to maximise the impact to fraud and corruption against Defence and the Commonwealth more broadly.

Our Ideal Candidate

We are looking for an experienced intelligence professional who has a proven ability to work independently and lead a small team to achieve outcomes.

To be successful in this role, you will demonstrate the following:

- Experience and/or qualifications in intelligence, analytics, investigations or similar.
- Adept in researching and analysing information from various sources, probing for clarity, making judgements and thinking systematically to deliver sound intelligence advice.
- A motivated and engaged team player with sound decision making skills.
- A leader committed to coach and develop their team and intelligence capability.
- Ability to work effectively within a framework of legislation, policy and procedures to maintain the trust and confidence of Defence senior leadership and the Australian Government.
- Integrity both inside and outside the work environment.
- An excellent communicator, with the ability to present complex information in a clear manner.

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	Dorota Bragg, 02 6132 7071
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0760689

Department of Defence

Closing Date:Sunday 03 August 2025

Australian Defence Force HeadQuarters
Command Support Branch-ADFHQ

Job Title	Work Health & Safety Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/05539/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=D8DD8010-E351-8D1B-72F2-E405F1163AAF*

Duties

The Role

If you are passionate about making workplaces safer, healthier and more enjoyable – you are in the right place. As our WHS and Culture Advisor, you will be the go-to person for all things safety, wellbeing and workplace culture. From leading lively staff inductions to presenting at working groups and team meetings, you will have the chance to really connect with people and make a difference.

You will dive into data (yes, the kind that tells stories!), help assess and improve workspaces and provide practical advice that actually gets used. You will play a big part in shaping how we think about safety and culture - bringing policies to life, supporting our people and keeping us in step with current legislation and best practices.

We are not looking for an expert in every aspect of safety and culture but someone who has a thirst to grow.

If you enjoy variety, love collaborating with others and have a knack for turning big ideas into action, this role will keep you inspired and on your toes. It is more than a safety role – it is your chance to help create a workplace where people genuinely feel good about showing up every day.

About our Team

We are a passionate bunch who care about people, safety and creating a workplace where everyone feels like they belong. We work hard, support each other and know how to have a laugh along the way. Whether we are rolling out wellbeing initiatives, running risk assessments or brainstorming ideas over coffee, we bring energy, purpose and a collaborative spirit to everything we do.

You will be joining a team that values fresh ideas, open conversations and a can-do attitude. We do not just tick boxes – we are here to make a real impact and we are looking for someone who is as enthusiastic about workplace culture and WHS as we are. If you love the idea of making work safer and more enjoyable, you will fit right in.

Our Ideal Candidate

Our ideal candidate is a proactive and people-focused professional with demonstrated experience in both work health and safety and workplace culture. You are confident presenting to a variety of

audiences, including at staff inductions, working groups, and leadership meetings and you have a collaborative communication style that builds trust and engagement across all levels of an organisation.

You bring a solid understanding of WHS legislation, policies and risk management practices, as well as the ability to analyse data and translate insights into practical and impactful actions. Your organisational skills are strong - you are capable of arranging workstation assessments, managing competing priorities and following through with attention to detail.

Importantly, you also have a passion for creating positive and inclusive workplaces. Whether through advising on wellbeing initiatives or supporting culture change, you are motivated to make a real difference in how people experience their work environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Casie Riddell, 02 5108 8285
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D8DD8010-E351-8D1B-72F2-E4

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Defence

Vacancy VN-0760691

Department of Defence

Closing Date:Sunday 03 August 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05660/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=978FD246-37A3-E223-26A4-E406276BF97E

Duties

The Role

The Senior Technical Officer leads and manages small teams and ensures that the capability being supported is safe, fit for purpose and environmentally compliant by providing timely and accurate technical advice to key stakeholders.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms
- Wheeled and Tracked Vehicle Platforms
- Weapons and Ordnance
- Petroleum and Bulk Fuel Equipment
- Communications, Ground and Satellite Systems
- Chemical Biological Radiological Nuclear Defence
- Simulation Systems
- Protective Clothing
- Medical and Dental
- Power Generation and Distribution
- Test and Evaluation
- Specialised Technical Services

About our Team

Land Systems Division’s (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of LSD, supports various Projects and Systems Program Offices (SPO) to ensure successful technical outcomes of Defence acquisition and in-service support of land materiel. LEA provides services in engineering, testing, design and development, technical data and configuration management across the Defence Capability Life Cycle.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The ideal person for this role will be a Technical Officer capable of providing maintenance and support to Australian Defence Force capability systems. Candidates are sought from across all disciplines/specialties, in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, Test and Evaluation and Reliability Engineering.

The successful candidate will:

- Meet the mandatory qualifications.

- Have experience working as a Technical Officer with a proven track-record of contributing to technical outcomes, including investigating and exposing risks, analysing and reporting on technical issues, requirements, and develop and implement recommendations and advice.
- Build and sustain positive relationships with team members actively participate in team work.
- Have sound written and oral communication skills.
- Have experience working within a Technical Regulatory Framework (or similar).

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Simon Prien, 03 8567 4966
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=978FD246-37A3-E223-26A4-E40

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Defence

Vacancy VN-0760693

Department of Defence

Closing Date:Sunday 03 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Integrated Logistics Support Officer (Sustainment) - IASPO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/04704/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=85A5DDB5-E3DA-6B08-FB78-E40627997325

Duties

The Role

As an Integrated Logistics Support (ILS) Officer (Sustainment), you will be a member of our ILS team accountable for the through-life support of select communications security equipment families. Duties include purchase order management, invoice management, account receipt and payment through Defence finance and ILS systems. Duties also include managing Foreign Military Sales (FMS) cases and providing detailed ILS, procurement and policy advice. This role requires engaging with stakeholders in order to achieve work unit and Defence outcomes. You will liaise with other Projects, Programs, Units, Organisations and Defence Industry partners in order to procure and sustain communications security equipment. You will be accountable for setting priorities and managing workflow.

About our Team

The IASPO Sustainment team is comprised of distinct teams that provide the sustainment philosophy, approvals, management and accountability for a large proportion of the Cryptographic equipment used by Defence, Defence Industry, and Whole of Government. Our workforce consists of a diverse team of professionals with varied experience in sustainment, policy, program management and strategic analysis in both Government and Private Sector.

Our working environment offers a diverse range of work and the opportunity to engage with multiple stakeholders across Defence, Government and beyond. Our team values the work-life balance, training and professional development. Senior Leadership provides guidance, support and opportunities for professional development to ensure team members have everything required to succeed and grow.

Our Ideal Candidate

Our ideal candidate will:

- Be able to develop and maintain relationships with a wide range of stakeholders.
- Be outcome-focused with a dedication to achieve results.
- Be positive, demonstrating initiative and a willingness to learn.
- Be collaborative and willing to support the needs of the team.
- Interpret and apply Commonwealth Procurement Rules with limited direction in a fast-paced environment.
- Contribute to team capability by engaging with coaching, feedback and planning for personal development.
- Maintain knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

Eligibility

Security Clearance:

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

Notes

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Peter Mackintosh, 02 6243 0509
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85A5DDB5-E3DA-6B08-FB78-E4

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Defence

Vacancy VN-0760702

Department of Defence

Closing Date:Sunday 03 August 2025

Defence Digital Group
Enterprise Systems

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/06025/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=9C7CC753-B0CD-C932-2420-E40628A2EE50*

Duties

The Role

Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project. Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.

Identify risks and opportunities and take account of these in planning, decision making and priority setting. Build and sustain stakeholder engagement including the ability to communicate with influence and negotiate effectively.

Work collaboratively by building effective relationships with team members and actively participating in group activities. Analyse project performance against agreed plans, develop and initiate strategies to achieve project outcomes.

About our Team

Defence’s primary mission is to protect Australia and its national interests, promote security and stability in the world, and support the Australian community as directed by the Government. Defence Australian Public Service (APS) employees are engaged in an array of occupations, across Australia and around the world, enabling our three services: Navy, Army and Air Force, to fulfil key defensive roles as well as providing a range of peacetime services.

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

In this role, the Project Support Officer will be part of a small, but professional and diverse team that supports the delivery of a number of critical ICT projects to enable Defence outcomes and support the mission of the Australian Defence Force.

The team consists of specialists providing technical, project management and commercial services. This role also offers opportunities for career and professional development through on-the-job and formal training.

Our Ideal Candidate

Project Cumulus Phase 2 is looking for enthusiastic, motivated candidates with excellent personal attributes and a strong knowledge of project management experience to join our team. We pride ourselves in a positive, collaborative and supportive workplace culture. Our ideal candidates will enjoy working in a dynamic workplace and able to create and maintain positive working relationships with internal and external stakeholders.

To be successful in this role, candidates need to demonstrate the ability lead best in class digital capability make best use of budgets and work in diverse multi-stakeholder environment.

You will also have:

- Superior knowledge and experience in digital platforms and technology delivery or enhancements;
- Extensive experience providing high level advice to senior leaders;
- The proven ability to lead and implement growth in diverse teams;
- Proven exceptional organisational skills, specifically the ability to oversee either programs or
- multiple projects; and
- Prioritise commitments and meet critical deadlines while maintaining quality standards.

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	Sanjib Majumder, 02 9537 1071
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C7CC753-B0CD-C932-2420-E4

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Defence

Vacancy VN-0760711

Department of Defence

Closing Date:Sunday 03 August 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Force Element Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/05758/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=709CD0D4-8AC0-5BD1-DAD9-E40628C3418C

Duties

The Role

As the Force Element Team Leader within the Force Structure Operations Directorate, you will be responsible for the leadership, management and reporting of the Force Element Management Team, to ensure Defence establishments are optimised and accurately reflected in the system. The team is focused on the management and transacting of organisational structures via the Enterprise Resource Planning SAP Platform. The team work closely with various areas across Defence and are the primary point of contact for the implementation of structural change in the system.

As the Force Element Team Leader you will be responsible for the rationalisation and integrity of department wide structural changes, providing quality operational advice to support all Defence stakeholders and assist in the development of workflow and process optimisation strategies. This position will include on the job training, as well as development and learning opportunities at the EL1 level.

The position and Force Structure Operations are located in Symonston ACT.

About our Team

This role leads a team of two Force Element Planners, within a broader team supporting the Staff Officer (SO1) Force Element Management to achieve cohesion and deliver the shared workload to meet organisational outcomes. The Force Structure Operations (FS-OPS) team are comprised of APS and ADF members of diverse skills, backgrounds and disciplines who work together to provide a wide variety of activities undertaken by MWDD. It has a high performing culture and the successful candidate can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group. The Directorate sits within the Military Workforce Design Division (MWDD), which is maturing to deliver against its mission to “design and control the ADF organisational structure, in order to contribute to integrated capabilities for the ADF”.

Our Ideal Candidate

Ideally you have experience working within Human Resources. Our new team member either can demonstrate or has the ability to develop the knowledge and skills to provide accurate, consistent, timely and appropriate advice in relation to organisational structures, is curious enough to look at better ways of doing business and can work collaboratively and build strong stakeholder relationships, to ensure we manage our establishments effectively in the system and deliver outcomes for our people. Our candidate must contribute to strategic planning, program and project management and policy development for the work unit and provide advice and ideas on innovation and business improvement.

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	Kenneth Steinman, 02 5109 6339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=709CD0D4-8AC0-5BD1-DAD9-E

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Defence

Vacancy VN-0760715

Department of Defence

Closing Date:Monday 04 August 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/06038/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8C8C1557-862D-5433-BBEE-E40629EB3DA9

Duties

The Role

The Commercial team within the Uncrewed Aircraft Systems Program Office (UASPO) is seeking talented and experienced commercial, procurement and contracting officers. As a part of an integrated team, you will be responsible for delivering a diverse range of initiatives to facilitate compliant and defensible procurement processes through the procurement life cycle.

These varied tasks can include:

- Procurement/contracting advice;
- Drafting contract and procurement documentation;
- Supporting contract negotiation, contract establishment and contract administration;
- Supporting Commonwealth Representatives in managing contract related issues and risks; and
- Providing input to strategic reporting and decision-making.

Your role will be within commercial team, but you will also work closely with colleagues who specialise in project/product management, engineering, logistics and corporate operations. We take a holistic approach to our work, supporting each other to deliver outcomes and actively

sharing knowledge to build team capability. As member of the team, you will be exposed to commercial activities related to cutting edge UAS developmental technology. In addition, this role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology.

The ITAR is United States (US) law, which regulates defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

Please note: Applicants may commence on a Baseline security clearance, however you must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) resides within Army Aviation Systems Branch (AASB) in Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office is comprised of a Business Management Unit (BMU), Army Uncrewed Aerial Systems Acquisition Project Office (AUAS APO) and Uncrewed Aerial Systems Management Unit (UASMU). UASPO are trusted to consistently and safely deliver against agreed requirements for the Capability Manager, with the best value for money outcomes. We work closely with, and are proud of the strong relationships with our Defence and Industry stakeholders. UASPO is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

Our ideal candidate will have the following competencies or transferable skills including:

- Ability to understand, interpret and apply Commonwealth/Defence Procurement policies and procedures;
- An ability to draft, review, and administer contracts, mitigate risk and ensure compliance with legal and regulatory frameworks;
- An ability to understand, analyse, identify solutions to complex procurement and contracting queries, and ability to tailor information and provide sound commercial advice to achieve outcomes;
- An excellent written and oral communication skills and being comfortable networking with a variety of stakeholders whilst building and sustaining key working relationships;
- Demonstrated ability to think critically, identify issues, challenge status quo and deliver continuous improvement activities;
- Ability to work effectively both independently and as part of multi-disciplinary teams; and
- Exercise good judgment in decisions, making and escalating issues, where required.

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	Biljana Pasic, 02 5130 1782
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C8C1557-862D-5433-BBEE-E4

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Defence

Vacancy VN-0760722

Department of Defence

Closing Date:Monday 04 August 2025

Air Force
Air Command Australia

Job Title	Technical Support Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	AF/05915/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C3D3DC02-55A7-3AFA-B267-E4062A8091B9

Duties

The Role

The APS 5 Technical Support Officer supports technical advice/knowledge, instrument operation and is accountable under limited direction to perform moderately complex project work. Accountable to have and maintain a well-developed understanding of and comply with relevant legislative frameworks. APS 5 will be accountable for organising their workflow and making independent decisions. Undertake specialist research and analysis, conduct reviews and perform procedural and administrative support work. They may be required to supervise a team and be accountable to set work priorities, and manage performance.

They are expected to be capable of reviewing and developing quality of work undertaken by others and identifying opportunities for on-the-job training. The APS 5 Technical Support Officer will be accountable to contribute towards ongoing self-improvement, professional development. The position’s primary location is based at RAAF Base Edinburgh, however, the individual is expected to deploy to Air Weapons Ranges within Australia including remote locations.

About our Team

AFTRSQN provides a safe, secure and controlled Instrumented ‘Advanced Training and Test Environment’ (ATTE) in support of whole-of-Government directed activities, testing of war material

and Raise Train Sustain activities to support Force Generation for the Australian Defence Force, our allies and foreign partners. The team works directly with Range Users and other stakeholders to develop and execute the test environment, including planning, execution and oversight to ensure efficient use of resources to provide a level of range support and instrumentation that best meets customer expectations, integrity of the test environment and compliance with relevant policy.

AFTRSQN is located at RAAF Base Edinburgh, South Australia and offers access to flexible working conditions to support work life balance. Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances.

Our Ideal Candidate

Our ideal candidate:

- Contribute to the development of technical trial planning and performance processes in accordance with procedures and performance standards;
- Operate Optical and Radar systems and perform supervisory roles of such systems, on deployments to Woomera Test Range or other locations as required;
- Assist with preparations for project test, evaluation and acceptance programs;
- Research, draft and prepare briefs, correspondence and reports;
- Work collaboratively, operate as an effective team member and provide constructive feed-back;
- Build and sustain positive relationships with team members and our external technical contractors;
- Engage with stakeholders and understand their expectations and concerns;
- Maintain a level of system knowledge to identify and inform capability in support of range user objectives.
- Resolve problems using expertise and initiative to identify alternative courses of action;
- Proficiently operate a minimum of two Range systems and utilise SQN Planning tools; and
- Operate mobile range systems in remote/austere conditions – (Camping Out) for extended periods.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Alex Haines, 08 7374 3016
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3D3DC02-55A7-3AFA-B267-E4

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Defence

Vacancy VN-0760727

Department of Defence

Closing Date:Sunday 03 August 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Establishment Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ADFHQ/05689/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=28426A95-69B6-985E-6C25-E4062B06C622

Duties

The Role

As the Establishments Officer within the Force Structure Operations Directorate of the Military Workforce Design Division (MWDD), you will be responsible for the facilitation of tasking allocations for the Position Management team and transaction processing. The Position Management team is responsible for completing transactions in the Defence Enterprise system, and analysing and amending complex positional change requests. This includes staffing requests to the relevant delegates for decisions. The Establishments Officer ensures the effective allocation of Position Management tasks and assists the Team Leader to keep activities on track to achieve outcome delivery. The Establishments Officer role reports to and directly supports the Position Manager Team Leader to achieve these outcomes and manage team cohesion to achieve organisational outcomes. This position will include ongoing training, development, and learning opportunities at the Team Leader level.

- Reporting to and providing ongoing support to the Position management Team fulfil ADF Position Management obligations.
- Analysing, transacting and amending ADF Position Defence Enterprise system data to ensure data integrity is maintained.
- Allocating tasks and assisting the Team Leader with team activities and data interrogation for the completion of monthly reporting tasks.
- Assisting with the review and creation of ADF Position Management processes, procedures and templates, and communicating updates and changes.

- Building and sustaining effective relationships with team members and actively participating in team work and group activities.

About our Team

The Force Structure Operations (FS-Operations) Directorate sits within the Military Workforce Design Division (MWDD), which is maturing to deliver against its mission to “design and control the ADF organisational structure, in order to contribute to integrated capabilities for the ADF”.

The FS-Operations team are comprised of APS and ADF members of diverse skills, backgrounds and disciplines who work together to provide a wide variety of activities undertaken by MWDD. It has a high performing culture and the successful candidate can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

You will have excellent communication, organisational and time management skills, and have the ability to manage and prioritise multiple tasks within deadlines, requiring self-motivation with a good work ethic. You will be agile and be able to think critically, analyse and problem solve to achieve outcomes and enable decision-making at the correct level.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Callan Stacey, 02 5108 8696
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=28426A95-69B6-985E-6C25-E40

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Defence

Vacancy VN-0760737

Department of Defence

Closing Date:Monday 04 August 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Aviation Technical Trades Contract Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06061/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=057C93F7-5220-1865-E5B8-E4062B786C95

Duties

The Role

As an EL1 Contract Manager in Defence, you will:

- Lead high value, complex contract activities that support Defence capability.
- Manage sensitive, high impact projects that influence Defence operations.
- Engage in complex problem solving and manage detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.
- Develop, implement, and review contract management policies and procedures.
- Plan, lead and manage human and physical resources.
- Exercise people and financial responsibilities to achieve business outcomes, including managing one or more teams.
- Promote performance, capability building and professional development in a high-performing and cohesive team.
- Build and manage key stakeholder relationships by identifying expectations, communicating effectively, and implementing practices to support successful delivery.

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

About our Team

As part of the Joint Aviation Systems Division (JASD) within Capability Acquisition and Sustainment Group (CASG), Aviation Support Systems Program Office (AvSSPO) Chief of Air Force Product Schedule 39 (CAF39) Air Force Training Group Sustainment Contracting and Procurement Arrangements is seeking a professional and motivated EL 1 Contract Manager to assist with the management of the Aviation Technical Training Contract.

You will enjoy working in a complex, fast-paced environment as part of an integrated Military, Civilian and Industry Partner team that encompasses a variety of knowledge, skills and experience.

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

Our Ideal Candidate

Our ideal candidate is a highly motivated and experienced contract management professional with a strong understanding of legislative frameworks, procurement rules, and government decision-making processes, particularly in a Defence or public sector context.

The successful applicant will have the following skills/attributes:

- Experience in contract management and procurement.
- Proven ability to lead high-performing teams.
- Highly developed problem solving and analytical skills.
- Sound working understanding of Defence legislative and policy frameworks would be highly regarded.
- Experience in stakeholder management and relationship building.
- Strong written and verbal communication skills and judgement.
- Strong organisational skills and the ability to manage multiple tasks at once.
- Demonstrate ability to be flexible and work as part of a team.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Sandra Webster, 02 5950 7722
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=057C93F7-5220-1865-E5B8-E40

Defence

Vacancy VN-0760754

Department of Defence

Closing Date:Monday 11 August 2025

Defence Intelligence Group
Australian Geospatial - Intelligence Organisation

Job Title	Multiple Assistant Director Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bendigo VIC
Salary	$120,303 - $135,701
Future Merit Locations	Bendigo, Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DIG/05914/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6EA3729F-4D5C-CEEA-5784-E40662854186

Duties

The Role

Assistant Directors in AGO lead multidisciplinary teams under broad and limited direction, achieving results within an integrated workforce. You will use your experience and understanding of Government, Defence and National Intelligence Community to successfully lead your team and achieve expected outcomes. AGO is seeking to fill a number of vacant positions including Project Managers.

AGO needs skilled, enthusiastic and self-motivated Assisted Directors who:

- Lead, Manage and motivate their team or teams to achieve outcomes supporting Defence and National priorities.
- Engage in complex problem solving, issues and people management, coordinating on sensitive projects affecting strategic, political or operational outcomes for Defence.
- Collaborate effectively to build and sustain strong working relationships, motivate and provide constructive feedback to the team, and across stakeholder groups.

- Support strategic decision-makers by preparing high-quality project reporting, briefs and presentations.
- Contribute to team capability development through continuous improvement initiatives.
- Respond to tasking from AGO Directors supporting the governance and management of the branch.
- Ensure compliance with policy, security and legislative frameworks.

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

About our Team

There are four branches hiring:

Targeting Mission & Engagement leads AGO's international engagement, mission management and support to ADF operations. TME ensures the broad range of AGO outputs are integrated and delivered against Defence, Defence Intelligence Group, and broader government priorities.

GEOINT Capability Delivery is responsible for the acquisition and sustainment of capabilities necessary to support AGO's missions and Government priorities. The capabilities and systems GCD maintain, support the full GEOINT processes to meet AGO analyst and ADF requirements.

Data Collection & Futures leads AGO's data enabling and collection of space based satellite imagery. They collect, purchase, retrieve and innovate AGO's GEOINT data for maximum advantage. DCF supports decision makers, ADF operations and national security functions.

Foundation Geospatial supports National Defence through production, acquisition, assurance and dissemination of foundational geospatial data. This provides Defence and Government detailed information of the Earth's surface enabling ADF Mission Planning, Manoeuvre, Battlefield Aviation and Long Range Strike.

GEOINT Enterprise and Executive provides AGO's corporate enabling functions including GEOINT training and tradecraft, finances and contracting and procurement, policy, compliance and governance; and security, estate and records management.

Our Ideal Candidate

Our ideal candidate is an experienced strategic thinker and communicator who can:

- Demonstrate strong leadership credentials and a focus on outcomes.
- Provide clear direction to deliver high quality products and services.
- Advocate and promote a high standard of communication with internal, national and international stakeholders.
- Synthesise complex information and write clearly, succinctly and persuasively for senior decision makers.
- Manage, complete and delegate tasking across multiple competing priorities with minimal supervision and confidence in talking initiative.
- Lead teams through uncertainty during a period of rapid and complex change for Defence.

We recruit candidates of all backgrounds, skills, cultures, genders, neurodiversity, and abilities. If you are questioning whether you meet every requirement in the job advertisement, we encourage you to apply anyway. You may be the right candidate for other roles within AGO. Whether you are returning to the workforce or exploring a career change, we want you to apply.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jaimee Britton, 02 6265 2790
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6EA3729F-4D5C-CEEA-5784-E4

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Defence

Vacancy VN-0760757

Department of Defence

Closing Date:Monday 04 August 2025

Defence Science and Technology Group
DST Headquarters

Job Title	Executive Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DSTG/05465/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1941A143-76BD-C346-8652-E406633797FD

Duties

The Role

The APS 5 Executive Support Officer (ESO) plays a crucial role in supporting the Defence Science and Technology Group by managing various administrative and support tasks. As an ESO, you will have the opportunity to work independently under limited supervision and build your expertise in relevant legislative frameworks, government decision-making processes, and Defence's mission and policy requirements.

Your primary responsibilities will include:

- Providing exceptional administrative and executive assistance to the Executive team, including managing correspondence, coordinating travel arrangements, and managing expenses.
- Acting as the secretariat for internal and external meetings, preparing agendas, taking minutes, and coordinating logistics and catering.
- Managing the office shared inboxes and responding to general enquiries promptly and professionally.
- Collaborating with the Office to maintain efficient and effective administrative systems, including records and information management processes.
- Providing general administrative and office management support to ensure the smooth operation of the organisation.

About our Team

The Office of the Chief Defence Scientist comprises two teams:

- Executive Support team includes the Chief of Staff, Deputy Chief of Staff, Executive Officer, Executive Support Officer, and Executive Assistant.
- Coordination and Ministerial Liaison team includes a Director, Deputy Director, and Ministerial Liaison Officer.

These two teams work in coordination to support the Chief Defence Scientist and, by extension, Defence Science and Technology Group in delivering innovation, science and technology outcomes for Defence.

Our Ideal Candidate

We are looking for an ideal candidate who has:

- Strong administrative skills, including excellent attention to detail, organisational skills, and the ability to work independently.
- Experience in a similar role, with a solid understanding of government processes and procedures.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent communication skills, with the ability to build relationships with stakeholders and communicate effectively with team members.
- A willingness and ability to travel interstate when required.

Join our team and contribute to the Defence Science and Technology Group's mission by providing essential administrative and support services. We offer a supportive work environment, opportunities for professional growth, and competitive remuneration. Apply now to join our dynamic 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	Loren Barbara, 02 5131 3541
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1941A143-76BD-C346-8652-E40

Defence

Vacancy VN-0760758

Department of Defence

Closing Date:Monday 04 August 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Compliance Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/06023/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=861EA8D5-E7DE-7307-E340-E4066338FCDE

Duties

The Role

As a Senior Financial Compliance Assurance Officer, you will:

- Conduct thorough compliance assurance activities and audits to evaluate the effectiveness of financial controls, risk management systems and operational processes.
- Develop audit and assurance objectives, scope and implement assurance methodologies, processes and testing criteria. This includes executing the audit and assurance activity.
- Assess and analyse information from various sources to ensure the Department of Defence (Defence) is compliant with applicable laws, regulations and financial policies and procedures.
- Prepare and present management with accurate and timely reports on financial compliance assurance reviews and audit findings, including recommendations for improvement.
- Give independent and objective assessment of Defence’s operations, financial risk and internal controls.
- Collaborate with cross-functional teams, as well as internal and external stakeholders, to successfully deliver on audits and assurance activities.
- Manage and coordinate the Defence Finance Group risk assessment, risk register, and other related risk reporting requirements.

- Undertake risk identification, analysis, treatment and control, using expertise to improve risk management practices and to identify common and strategic risks and issues.
- Assist and support the team to meet their deliverables within nominated timeframes and to a consistently high standard.
- Prepare Executive Briefs, submissions and committee reports.
- Undertake other ad hoc duties as required.

About our Team

The Financial Compliance Assurance Directorate undertakes financial compliance assurance audits and activities in accordance with Defence financial policies, frameworks, guidance and legislation. The team applies a risk-based approach to its strategic objectives, leveraging automation and data analytics to identify financial business process risk, issues and integrity related matters which require further investigation. The team also provides advice to DFG and other stakeholders to improve Defence's financial compliance control environment and operational business processes.

Our Ideal Candidate

Our ideal candidate will have the following:

- Experience in conducting audits and/or assurance activities.
- Experience in undertaking risk management practices.
- Working knowledge of financial analysis techniques.
- Great attention to detail and accuracy with the ability to work with large data sets.
- Experience with data analytics and visualisation tools (e.g. PowerBI).
- Ability to work under pressure and meet deadlines.
- Familiarity with international auditing standards and the Commonwealth Risk Management Framework.

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	David Van Schoten, 03 8531 6543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=861EA8D5-E7DE-7307-E340-E4

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Defence

Vacancy VN-0760760

Department of Defence

Closing Date:Monday 04 August 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Administration Officer - Industry Engagement Division - Business Management Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/06027/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=DC52CE58-B446-5A79-B5EC-E406638D0EBA*

Duties

The Role

Your role as an APS 5 Administration Officer within the Industry Engagement Division Business Management Team will be interesting and may include any of the following activities:

General Administration and Coordination

- Provide assistance and perform moderately complex tasks and activities supporting delivery of administrative and business support activities across the Division
- Identify systems faults and issues, monitor progress and communicate to staff. Maintain a related database
- Escort visitors and contractors (out of hours on a very rare basis)

Workforce Planning

- Under supervision, work with Corporate teams to on-board and off-board personnel and facilitate induction for new starters.

Governance & Assurance:

- Carry out asset management for the Division, including maintaining the divisional Assets Register.

Workplace Health and Safety

- Provide general assistance to staff to support management of WH&S.
- Report issues or incidents and communicate to managers and staff accordingly.

Emergency Management

- Maintain a divisional register of Emergency Control Organisation (ECO) appointments (First Aid Officers and Wardens) and monitor ECO training.

Communication

- Collect and analyse data and information.
- Prepare correspondence, submissions, briefs, reports, minutes, calendars and distribution lists.
- Work collaboratively, sharing knowledge with and from internal networks, and communities of practice.
- Provide general advice on processes and standard operating procedures across corporate functions.
- Monitor Business Management team mailboxes, ensuring emails are processed in accordance with established priorities, managing often competing deadlines.

Finance and Procurement

- Provide ad hoc support to Contract Managers with low value/ low complexity activities using Defence systems and processes.
- Carry out simple procurement for goods and services (eg. stationery orders). Communicate with suppliers to confirm deliveries and process related invoices.

Records Management

- In the absence of the Records Manager and/or Business Manager, under supervision, perform close of business data control and remediation tasks.
- Working in conjunction with the Division's Workgroup Coordinators network, provide general advice/ support to the Division.

Security

- Maintain an understanding of Defence security requirements, relaying and applying them as required.
- Provide general assistance with Security requirements to staff, including Senior Executive Service (SES) members.
- Coordinate security logistics associated with on-boarding and off-boarding of staff.
- Working in conjunction with the Division's Unit Security Officers (USO) network, provide general support across the Division.

About our Team

The Industry Engagement Division supports Defence's vision by enabling access to a strong and secure domestic industrial base with industrial capability, competitiveness, innovativeness and sustainability aligned to Defence priority requirements. The Division's purpose is to work with businesses, industry, associations and state and territory governments to help build a globally competitive and sustainable Australian Defence Industry that can meet Defence capability requirements.

Working with us will provide you with a unique opportunity to provide a diverse range of support to members who engage with Government and Industry on important Government initiatives, and an opportunity to develop or utilise your experience in the public service and/or to exercise your commercial acumen.

Our Ideal Candidate

Our ideal candidate is a solution-driven team member with a shared sense of purpose, who is committed to partnering with stakeholders to deliver outcomes. You are an accomplished organiser and planner with outstanding attention to detail when aligning team activities to organisational goals and stakeholders 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Silvia Bitton, 03 8567 4048
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC52CE58-B446-5A79-B5EC-E4

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Defence

Vacancy VN-0760766

Department of Defence

Closing Date:Monday 04 August 2025

Defence Science and Technology Group
DST headquarters

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/05466/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3651831C-E745-1CAE-F978-E406643078BE

Duties

The Role

The APS 6 Executive Officer is a pivotal role in the Office of the Chief Defence Scientist (CDS), leading business support and administrative activities. As an APS 6 Executive Officer, you will have the opportunity to demonstrate your leadership skills by performing a wide range of tasks and collaborating with internal and external stakeholders.

Your primary responsibilities will include:

- Reviewing and preparing material for the CDS, including staff messages, meeting agendas and papers, correspondence, and leading the secretariat function for DSTG Senior Leadership Team meetings.
- Tasking line areas within DSTG and collating information from relevant Divisional executive teams and Chiefs of Division, which may include tasking talking points or meeting briefs for the CDS.
- Using strong organisational skills, including the ability to set priorities, meet deadlines, work effectively under pressure, and collaborate with team members.
- Demonstrating highly-developed written and oral communication skills, with the ability to communicate information accurately, concisely, and with influence.

About our Team

The Office of the Chief Defence Scientist comprises two teams:

- Executive Support team includes the Chief of Staff, Deputy Chief of Staff, Executive Officer, Administration Officer, and Executive Assistant.
- Coordination and Ministerial Liaison team includes a Director, Deputy Director, and two Ministerial Liaison Officers.

These two teams work in coordination to support the Chief Defence Scientist and, by extension, Defence Science and Technology Group in delivering innovation, science and technology outcomes for Defence.

Our Ideal Candidate

We are seeking an ideal candidate who has:

- Demonstrated experience in an administrative or executive support role, with a proven capability to anticipate, analyse, and assess issues in a timely manner.
- Excellent communication skills, both written and oral, and the ability to engage effectively with executives, staff, and external stakeholders.
- Strong organisational skills, including the ability to set priorities, work effectively under pressure, and in a team environment.
- A willingness and ability to travel interstate when required.

Join our team and contribute to the success of the Defence Science and Technology Group by leading business support and administrative activities. We offer a supportive work environment, opportunities for professional growth, and competitive remuneration. Apply now to join our dynamic team!

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Natalie Solomko, 02 5108 5728
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3651831C-E745-1CAE-F978-E4(

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Defence

Vacancy VN-0760767

Department of Defence

Closing Date:Monday 04 August 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Compliance Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/06024/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=95C69520-9733-2118-C388-E406643538ED

Duties

The Role

As an APS 6 Financial Compliance Data Analyst you will:

- Undertake financial data analysis to detect non-compliance with Defence financial policies, guidance and processes.
- Engage and liaise with all levels across Defence to investigate detected anomalies or non-compliances identified to determine root cause.
- Prepare timely PowerBI dashboard, Executive reports and/or briefs highlighting insights from your data analysis to inform decision making and risk management practices across the Defence.
- Be responsible for the ethical use of data, and interpreting and complying with legislation, Defence policy and regulatory frameworks, including data management requirements.
- Be accountable for accurate and timely completion of work, sharing own expertise with others, and guiding and mentoring less experienced employees.
- Build and sustain strong relationships with key stakeholders to deliver tailored Financial Compliance data analysis activities.
- Review existing Financial Compliance data analysis activities to assess their effectiveness and identify process improvements.
- Provide and apply judgment to tailor advice to stakeholders, peers and the Defence executive on financial compliance programs.
- Support the Financial Compliance Assurance team to meet their deliverables within the nominated timeframes and to a consistently high standard.
- Other ad hoc duties as required.

About our Team

The Financial Compliance Assurance Directorate undertakes financial compliance assurance audits and activities in accordance with Defence financial policies, frameworks, guidance and legislation.

The team applies a risk-based approach to its strategic objectives, leveraging automation and data analytics to identify financial business process risk, issues and integrity related matters, which require further investigation. The team also provides advice to DFG and other stakeholders to improve Defence's financial compliance control environment and operational business processes.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrate digital & data skills to enable evidence-based decisions. This includes understanding of systems and tools such as SQL, Power BI, Python and/or R.
- Strong written and oral communication skills. This role requires strong stakeholder engagement therefore proven ability to communicate effectively with diverse audiences, both verbally and in writing is necessary.
- Strong initiative and sound judgement.
- Excellent interpersonal skills.
- Strong analytical skills.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	John Bell, 02 5108 8372
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=95C69520-9733-2118-C388-E40

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Defence

Vacancy VN-0760768

Department of Defence

Closing Date:Monday 25 August 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Discipline Leader - Radar Systems Design
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$139,681 - $167,659
Future Merit Locations	Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	
Position Number	DSTG/06076/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5665A4DD-591E-79BC-7A5E-E40664245A8B

Duties

The Role

Under limited guidance, duties of the Discipline Leader – Radar System Design will include:

- Leading and shaping the future direction of HF radar related radio-frequency (RF) engineering, hardware design, frequency references and timing distribution, sophisticated experimental field trials, and formal test and evaluation for complex Defence projects.
- Developing, leading and nurturing science teams to cultivate a highly productive and effective workplace culture and achieve academic and operational outcomes.
- Apply scientific knowledge and subject matter expertise in ways that are often original, creative and innovative in developing and implementing solutions for problems that arise in challenging Defence environments.
- Excellent communication skills with a track record of engaging and strategically influencing a large range of partners and stakeholders at all levels across Defence, industry, academia and other research agencies.
- The ability to deliver practical outcomes for Defence clients in a timely manner, with demonstrated ability to focus on and resolve key technical challenges.

About our Team

The RF Sensing and Electromagnetic Warfare (RFS&EW) Major Science and Technology Capability (MSTC) within DSTG's Sensors and Effectors Division (SED) drives the application of science and technology to deliver advice and solutions in RF sensing and EW that enhance current and future Defence operational capabilities.

The High Frequency (HF) Systems STC within the RFS&EW MSTC drives multi-disciplinary research and sophisticated experimentation to develop and demonstrate advanced HF sensing capabilities. The team has a strong focus on developing and experimenting with both hardware and the software required to operate a radar system. The full process of design, manufacture and deployment of hardware is done by the team. The team also has leading expertise in ionospheric propagation that enables the over-the-horizon feature of HF radar systems. The team collaborates with industry and academic partners to transition innovative technologies into operational capabilities.

Our Ideal Candidate

We are looking for a motivated team player with a passion in developing High Frequency radio-frequency technology and transitioning developments into operational capabilities for the ADF.

To succeed in this role, you must be able to demonstrate the following:

- Experience in design, manufacture, and testing of High Frequency RF signal generation and reception hardware.
- Experience in signal processing algorithms.

- Ability to apply scientific, technical and/or engineering techniques to solve complex problems.
- Ability to work independently and as an inclusive team member, valuing diversity of ideas.
- Ability to build good stakeholder relationships.
- Experience with coding in languages such as Matlab/Octave, Python, and/or C++.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

A Bachelor Degree in Electrical Engineering, Electronics, Sensors & Digital Hardware, Radio-Frequency engineering, or a field related to the duties of this position or equivalent demonstrated experience.

Notes

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

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To Apply

Position Contact	David Francis, 08 8393 3794
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5665A4DD-591E-79BC-7A5E-E4

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Defence

Vacancy VN-0760771

Department of Defence

Closing Date:Monday 04 August 2025

Guided Weapons and Explosive Ordnance
GWEO Headquarters (HQ)

Job Title	Senior Committees Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/05677/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A5AF1EAA-2B21-A7A6-5486-E40664567122

Duties

The Role

Do you want to work in a challenging, dynamic, and rewarding environment on one of Defence's priorities?

We are looking for an energetic APS 6 Senior Committees Officer to play a critical role and contribute to the effective planning, coordination, and the delivery of end to end committee and secretariat support for Air Marshal Leon Phillips, Chief of Guided Weapons and Explosive Ordnance.

The role involves supporting his representation at three high level Defence Enterprise Committees and two GWEO Group specific committees on a bi-monthly basis.

The Senior Committee Officer assists with the development, implementation and maintenance of committee related activities for GWEO Group. This includes compiling and distributing meeting agendas, and papers, providing secretariat support by taking minutes and actions and maintaining corporate registers and forward work plans.

They will monitor Committee drop boxes for relevant papers to provide to GWEO Group business areas to prepare briefs, manage taskings and track due dates and responses, including action items.

They will contribute to the preparation of meetings and supporting packs (hard and electronic copy) and liaise with key stakeholders, both internal and external to GWEO Group regarding inputs to and outcomes from the various meetings.

The successful candidate develops and maintains productive working relationships with internal and external stakeholders, including various Defence Enterprise Committee Secretariats and the GWEO Group Senior Leadership Team and their support staff.

About our Team

The GWEO Group Committees Team provides innovative, best practice advice and support to Chief GWEO's representation at key Defence committees. The team works embedded in the Chief's office and consists of an integrated workforce supporting the effective coordination and management of briefings, representation, coordination activities and engagement with key stakeholders in Defence and external.

Defence is committed to recruiting the right people, in the right jobs, at the right time. We are committed to building a diverse and inclusive workplace.

You will enjoy working in a team to come together and excel in order to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

The Group is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence’s varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

You will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

We are looking for an experienced Senior Committees Officer (APS6) who thrives in a fast paced environment working alongside staff in the Executive office to tight deadlines and competing priorities.

You will provide practical and timely support and advice to Senior Executives and their offices, working across Defence to deliver exceptional customer service using professional judgment to analyse and resolve issues.

Our ideal candidate will have a background in or familiarity with governance and secretariat work (this would be highly desirable). You will have excellent written and verbal communication skills, as well as sound attention to detail.

You will be able to demonstrate strong interpersonal skills and able to engage with a large number of internal and external stakeholders.

You will have the ability to engage with people at all levels. You will have a strong ability to plan, set objectives, manage time and coordinate a wide range of secretariat and governance activities. You will have the ability to prioritise and negotiate conflicting tasks to achieve outcomes.

You will bring experience working in the Parliamentary Document Management System (PDMS+) for appropriate action, and assist with internal reporting requirements in accordance with relevant policies, procedures and our service offer.

The successful candidate for this role will:

- Be team player with highly developed communication and stakeholder management skills.
- You will have a keen eye for detail, with a high degree of self-motivation to prioritise and complete tasks within specified timeframes.
- You are reliable with the ability to drive business process improvement.
- You will have the ability to work effectively in a small team with limited direction.
- Have the ability to work autonomously and be accountable for the achievement and outcomes for your work.

Due to the nature of the role and the systems we use, you'd be required to attend the office 5 days per week.

If you are someone who:

- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business then we'd like to hear from you! For more information go to www.defence.gov.au/gweo

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Paula Cryer, 02 5109 5763
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A5AF1EAA-2B21-A7A6-5486-E4

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Defence

Vacancy VN-0760777

Department of Defence

Closing Date:Monday 04 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Governance Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	CASG/06020/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E28EDE92-BAEA-1F5A-9BCB-E40664B0B892

Duties

The Role

- Are you interested in applying your governance skills to support the acquisition and delivery of critical Army command & control capability?
- Do you thrive working in a challenging environment where you can utilise your strong problem solving skills and stakeholder management skills?
- Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?

Land Command, Control, Communications & Computer Systems (LC4S) Land Communications & Specialist Systems SPO (LCSS SPO) is seeking a highly motivated and skilled governance professional with a record of delivering business outcomes. The EL 1 Governance Manager will be part of a small, collaborative team and provide support to Acquisition and Sustainment capability products under the limited direction from the EL 2.1 SPO Director. The role is fast-paced and requires sound communication skills, good organisational and record-keeping skills and a responsive approach to dealing with enquiries.

Liaison with both internal and external stakeholders is core to the role. Any experience with providing detailed governance technical, professional and policy advice in relation to complex work and contributing to strategic planning, program and project management and policy development is highly regarded. The team is based at Russell Offices in Canberra. We are supportive of achieving a balance between work and life. Flexible working arrangements and opportunities for part-time and home-based work can be negotiated, including remote working arrangements for the right candidates.

About our Team

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals, but also for collaborators, contributors, communicators and team players to join our integrated workforce.Key attributes and experience required:

- Highly motivated, organised and proactive team players.
- Apply the skills, knowledge and experience to coordinate, monitor and report on governance compliance, identify risks and determine appropriate course of action to meet stakeholder needs in accordance with Defence governance and policy requirements.
- Accountable to support the development and implementation of policies, processes and procedures consistent with Defence governance requirements.
- Ability to generate and maintain systems that measure quality performance and compliance against established standards.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders in relation to complex issues.
- Demonstrates leadership qualities, values teamwork and performs well in a diverse and integrated environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Laura Carroll, 02 5108 6015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E28EDE92-BAEA-1F5A-9BCB-E

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Defence

Vacancy VN-0760784

Department of Defence

Closing Date:Thursday 21 August 2025

Strategy Policy and Industry
Pacific

Job Title	Program Director - IPINFRA-Infra East
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	SPI/06075/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3F8EA711-B8E4-6B84-B5DA-E40665FFDF14

Duties

The Role

Indo-Pacific Infrastructure Branch, Pacific Division is seeking to fill a vacancy within the Infrastructure East Directorate (InfraE).

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

You must have extensive knowledge and experience in Infrastructure Project Management, delivery and maintenance and have the ability to translate strategy into delivery. You will provide a strategic level of professional and technical expertise, relating to the work of different function areas within Defence. You will initiate, establish and maintain strong relationships with a network of stakeholders internally and externally to Defence and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

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

About our Team

The Pacific Division (PACDIV) is an exciting Division formed within the Strategy, Policy & Industry (SP&I) Group, consisting of four Branches. This position within the Indo-Pacific Infrastructure Branch, manages the delivery and maintenance of security-related facilities and infrastructure for partner nations. The Branch is supported by various roles and functions including APS and ADF Engineers, Finance, Contract, Program and Project Management, and Business Management.

Indo-Pacific Infrastructure Branch have a respected and trusted network of relationships with internal and external stakeholders that we leverage to develop effective solutions to challenges and to deliver on the needs of Defence and our Pacific Partners.

Our Ideal Candidate

We understand that people bring their own unique skills, experience and personal attitude to the role and this is what makes our organisation thrive. We are seeking expressions of interest from talented and dedicated professionals who enjoy supporting challenging and highly complex activities and can drive innovative outcomes.

In addition to being a highly motivated, enthusiastic and collaborative individual, we believe it would be beneficial to have:

- Teamwork skills, including an ability to work with diverse groups of people;
- Sound judgment and the ability to make informed decisions;
- Strong problem solving skills including thinking outside of the box and not being afraid to question existing approaches and propose new solutions;
- Strong stakeholder engagement and relationship building skills, including deep cultural awareness;
- Knowledge of Infrastructure contracting and delivery and/or Facilities management;
- Experience managing, risk, budget and schedule of complex projects;
- Great communication skills including both verbal and written; and
- Most importantly a positive attitude, resilience and flexibility.

The role will require leadership, drive and management of the Branches program, including project delivery functions. The successful applicant will be accountable for providing strategic and leadership advice on a range of activities including strategic infrastructure planning, delivery, finances, and complex contractual matters.

As part of the senior leadership to the branch, the successful applicant will be responsible to contributing to the branches forward strategies, as well as complex strategic problem solving to support the Governments initiatives within the Indo-Pacific.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Laura Darlington, 02 5108 4738
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3F8EA711-B8E4-6B84-B5DA-E4

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Defence

Vacancy VN-0760789

Department of Defence

Closing Date:Monday 04 August 2025

Defence People Group
Military Personnel Division

Job Title	SeMPRO Client Response Team Practitioner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/06074/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=79771BE8-A5EC-65ED-EE28-E406661BD15F

Duties

The Role

Client Response Team Practitioners provide short-term holistic case management to individuals who have been directly impacted by sexual violence in a Defence context. This involves assessment of the client's needs, identifying and responding to risk on an ongoing basis, case planning in conjunction with the client, care coordination, monitoring, and transitioning the client out of the service. The role requires the provision of psychological support to clients who may be presenting in crisis as well as the identification of appropriate care pathways and linking to internal and external services. Additionally, working with Commanders (ADF) and Managers (APS) who are managing incidents of sexual misconduct, the Client Response Team provides advice about the relevant Defence policies and procedures, together with psychological support and debriefing. Engagement with external and internal stakeholders is a key part of the role in order to facilitate holistic and informed support of our clients.

About our Team

The day-team of the SeMPRO Client Response Team is a small group of mental health professionals who are based in Canberra and who support Defence personnel anywhere in Australia and overseas. The role is primarily office based and support is provided via a confidential telephone line and email address. The day team is supported by the after-hours team, which is staffed by reserve ADF members.

The 1800SeMPRO service is available for current or ex-serving Australian Defence Force (ADF) members, APS employees, Defence contractors, ADF Cadets, Instructors or Officers of ADF Cadets, commanders, managers, colleagues, friends, or family members who have been impacted by sexual violence.

The Client Response Team is a continuous learning environment and offers opportunities for ongoing professional development and involvement in Defence-wide initiatives to support our collaborative efforts to reduce sexual misconduct. SeMPRO also funds monthly professional supervision for mental health professionals.

Our SeMPRO colleagues are research, education, communications, and business intelligence specialists who work collaboratively to achieve results for Defence.

Our Ideal Candidate

We are looking for an experienced mental health professional who is able to work autonomously but who is also a proactive team player. The ideal candidate will possess strong case management experience, ideally in working with individuals who have experienced trauma.

They will be able to evidence their experience in working from a person-centred and trauma-informed perspective and will have a high degree of motivation and professionalism. Our ideal candidate will be solution-focused and will use their initiative to identify and develop new approaches to practice.

Flexibility and adaptability is required to respond to the changing needs of our clients and the needs of the 1800SeMPRO programme.

They will demonstrate attention to detail, strong documentation and administrative skills and a commitment to evidence based practice and professional standards. Strong skills in the use of technology for service delivery are required, over a number of platforms including the Microsoft suite of programs. Knowledge of the Defence context, and Defence policies and procedures, will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Iain Brotherson, 0490 347 854
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79771BE8-A5EC-65ED-EE28-E4

Defence

Vacancy VN-0760791

Department of Defence

Closing Date:Monday 04 August 2025

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Administration/Governance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/06058/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=747332B4-5425-4FBD-CEB5-E406667B77F0

Duties

The Role

Enterprise Governance Branch has exciting and unique opportunities for motivated professionals to lead teams in Governance as a part the strategic centre of Defence, or support to the Department's most senior decision-making forums through Enterprise Committees. As an Assistant Director in Enterprise Committees, you will be provided with the unique opportunity to attend decision-making forums with Defence's most senior leaders. You will lead a team to support senior leaders, manage actions and outcomes from committees, and provide strategic direction to the operation of key senior committees.

As an Assistant Director in Enterprise Governance and Accountabilities, you will be responsible for the delivery of detailed and technical policy advice in relation to complex issues around compliance with legislation and administrative policy arrangements.

You will lead a team to contribute to and develop governance reform in response to government recommendations.

We are seeking a number of suitably skilled and experienced applicants who can demonstrate skill and/or experience in:

- Leading a high performing team;
- High-level stakeholder engagement (including cross-agency);
- High-level written and verbal communication;
- Sound professional judgement;
- Strong critical thinking; and
- Undertaking analytical work on papers, policy or decisions.

About our Team

Enterprise Governance is a diverse branch that works in the strategic centre of Defence. The Enterprise Accountabilities and Governance Directorate establishes and manages a number of enterprise level governance frameworks.

These include:

Accountability and Administrative Policy arrangements, the How Defence Works document, Defence Instructions, the Strategic Accountabilities Table and Defence-wide administrative policy guidance and senior committee evaluation. Enterprise Committees is a dynamic, high performing team who have the privilege of working directly with the Department of Defence's 'Top 4' leaders – the Secretary of Defence, the Chief of the Defence Force, The Associate Secretary of Defence and the Vice Chief of the Defence Force. The team enables critical decision making that occurs through the Defence committee meeting process.

The Committees that are supported by the Enterprise Committees team are:

- Defence Committee – Chaired by the Secretary and the Chief of the Defence Force;
- Strategic Policy Committee – Chaired by the Secretary;
- Chiefs of Service Committee – Chaired by the Chief of the Defence Force;
- Enterprise Business Committee – Chaired by the Associate Secretary; and
- Investment Committee – Chaired by the Vice Chief of the Defence Force.

Our Ideal Candidate

Our ideal candidate will be highly motivated with a curiosity for how government works.

They will have the following experience, skills or aptitude:

- Lead high-performing teams while driving a positive and inclusive culture.
- Operate effectively in a high tempo environment with competing priorities while leading a team.
- Work as a collaborative team member with a strong work ethic, displaying integrity and sound judgement while contributing to strengthening the team's capacity.
- Build and manage strong working relationships, within the Department and across the Commonwealth to facilitate cooperation and deliver high quality outcomes.
- Work strategically, by identifying emerging issues and exercising initiative, under limited direction.
- Respect and display awareness for diversity, with an ability to give and receive feedback constructively.
- High-level written and verbal communication, with an ability to adjust and adapt to the audience.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Clare Cronan, 02 5108 9632
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=747332B4-5425-4FBD-CEB5-E4(

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Defence

Vacancy VN-0760802

Department of Defence

Closing Date:Thursday 07 August 2025

NAVY
Deputy Chief of Navy

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/06059/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9C43E232-B919-C244-EDAE-E40668F97938

Duties

The Role

Navy Headquarters is seeking an APS6 Information & Records Management Officer to lead a small team providing a range of business and information support functions for the Office of Chief of Navy (OCN) and Chief of Staff Navy Headquarters (COS NHQ). As a team, you will provide detailed information and records management functions & advice, provide registry functions for OCN correspondence, assist with the management of the NHQ security activities including advice, audits & assurance tasks, contribute to strategic planning & programs and drive innovative change in support of COS NHQ business outcomes.

The APS 6 Information & Records Management Officer Navy will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes related to their work.

They will exercise both initiative and judgement in the interpretation of policy and in the application of best practices and procedures. Excellent communication and stakeholder engagement skills are essential and the ability to think outside the box to find innovative solutions.

Applicants need to demonstrate skills and abilities in relation to some/all of the key duties being:

- Lead a team by managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Provide high-level specialist and technical advice which includes policy interpretation & application, related to records & information management.
- Manage the implementation & rollout for the Navy wide records management reform in accordance with legislation, Defence policies and procedures.
- Review, revise, create and implement information and records management policies and procedures to achieve continuous improvement for Navy.
- Negotiate and influence stakeholders through effective communication, collaboration and coordination to achieve outcomes.
- Work collaboratively with stakeholders and facilitate working groups across Navy to create a community of practice regarding records management.
- Have experience managing and controlling security classified documentation and information.

About our Team

Working to the Director Business Chief of Staff Navy Headquarters (DB COS NHQ), you are part of the executive team that is embedded in a dynamic environment, supporting Navy staff to deliver capability and achieve governance through Navy Outcome 5.

You will be part of the COS NHQ Business Team, which currently consists of 11 people who are striving to create business improvement, increase governance & assurance functions, and find innovative ways to update administrative practices to better meet the business need.

You are accountable for a small team who have a key focus on processing correspondence for the Office of Chief of Navy (OCN), providing specialist advice & support related to records & Objective management and becoming the centre of expertise for security requirements for Navy Headquarters.

Our Ideal Candidate

The ideal candidate will be highly motivated, have high levels of administrative and organisational abilities and excellent time management skills and a strong background in records management process, policy and assurance.

To succeed in this role, applicants will be required to demonstrate:

- Ability to lead your integrated team with a focus on leadership, mentorship, training and development.
- Subject matter expert on records & information management activities with a minimum 3 years demonstrated experience.
- Ability to provide high-level advice related to the interpretation & application of legislation, policy and procedures.
- Excellent judgement, problem solving skills and initiative.
- Well-developed oral and written communication skills.
- Understand how to gather and interpret customer requirements and manage priorities.
- Ability to prioritise work aligning to the business need; and
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kylie Asanovski, 02 5131 7656
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C43E232-B919-C244-EDAE-E4

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Defence

Vacancy VN-0760806

Department of Defence

Closing Date:Thursday 07 August 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Integrated Sensing Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/06105/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5F438432-DC46-E659-C42E-E4069E8AF5B9

Duties

The Role

The RF Sensing and EW Branch in Edinburgh is looking for an enthusiastic person to undertake analysis, develop algorithms and conduct research in support of integrated sensing and surveillance for the Australian Defence Force.

Using the strengths from your background, you will develop and assess novel processing techniques for automatic tracking, fusion and sensor tasking algorithms that can deliver improved exploitation of multi-sensor data.

As the ideal candidate, your passion to improve how integrated sensor systems operate today and your desire to innovate will contribute directly to programs within the ADF to improve their sensor surveillance capabilities.

You will have the opportunity to think critically and work in collaboration with ADF personnel, academia and industry. You will have access to world class radar research facilities onsite in Edinburgh to assist you in your research and development.

Under limited guidance, duties of the Integrated Sensing Specialist will include:

- Undertake original research in multi-sensor tracking, fusion and sensor tasking algorithms to enable future integrated ISR capabilities for the ADF.
- Transition innovative algorithms from offline research software to real-time operational demonstrations in our online development environment.
- Work closely with industry members to ensure research is relevant, and to assist in the transition of organic R&D into the warfighter.
- Engage and coordinate with our ADF clients to ensure work outcomes are aligned with Defence needs.
- Work with others towards shared goals in a team environment.
- Infrequent interstate travel will be required. Overseas travel may be required.

About our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel and processes. The RF Sensing and EW (RFSEW) Major Science and Technology Capability (MSTC) within DST Group’s Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance.

One of the key roles the Integrated Sensing team conduct is to develop and demonstrate multi-sensor tracking, sensor fusion and sensor tasking algorithms for integrated sensing capabilities.

Our Ideal Candidate

To be successful in this role, you will be able to demonstrate the following:

- Considerable science research, engineering or technical knowledge and experience relevant to the role.
- A strong interest in working on automatic target tracking, fusion and sensor tasking problems and a willingness to expand your knowledge in the area.
- Demonstrated ability and experience to apply scientific or technical and engineering techniques to solve problems.
- Ability to work independently and as an inclusive team member, valuing diversity of ideas.
- Sound communication skills with ability to adapt communication style to meet the needs of different stakeholders.
- Ability to build good stakeholder relationships.
- A commitment to ongoing self-improvement and professional development.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician - Sensor Systems position requires:

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

• Relevant vocational qualifications; or

• Relevant skills and work experience. Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 - Engineering

4008 Electrical Engineering

4009 Electronics, Sensors & Digital Hardware

4013 Geomatic Engineering

4099 Other Engineering

Division 46 - Information & Computing Sciences

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

Division 51 - Physical Sciences

5108 Quantum Physics

Notes

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

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To Apply

Position Contact	Damiaan Letsch, 08 8393 3569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5F438432-DC46-E659-C42E-E4(

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Defence

Vacancy VN-0760812

Department of Defence

Closing Date:Wednesday 06 August 2025

Deputy Chief of Navy
COS - Navy Headquarters

Job Title	Publication Author/Editor - Multiple Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	NAVY/06153/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E28A1E19-690E-B2D1-7FAD-E4069F409780

Duties

The Role

The Directorate of Navy Governance is seeking 2 x EL1 Publication Author/Editors who are required to manage and implement the Navy Library's (N Library) authoring support program on behalf of SO1 N Library and undertake editorial tasks for publications authored by other Navy areas.

The N Library is Navy's knowledge repository and contains Navy's policies, frameworks, systems of management, orders, processes, instructions and procedures that facilitate the achievement of the Navy Mission. EL1 Publication Author/Editors will be required to maintain, update or facilitate access to this knowledge and ensure current, harmonised and accurate content that demonstrates Navy's compliance with Commonwealth legislations and Defence policy.

Applicants need to demonstrate skills and abilities in relation to some/all of the following key duties:

- Manage and implement the Navy Library's authoring support program on behalf of SO1 N Library.

- Review, revise and author complex documents, governance frameworks and systems of management, including those that facilitate Navy's achievement of the Seaworthiness outcome, while ensuring alignment with existing N Library content.
- Work in co-operation with, and on behalf of, sub-library managers to ensure that policy is implemented through the development of Australian Navy Publications (ANPs) for inclusion in the N Library.
- Develop and implement an authoring program of work for designated sub-library managers.
- Develop a deep understanding of Navy, its functional architecture and governance model, and related interactions within the One Defence model.
- Be/become an expert in the Defence writing style with an ability to structure disparate content into a concise, readable format that is aligned to the N Library structure.
- Assist stakeholders in understanding the N Library authoring process and their obligations with respect to achieving authoring outcomes.
- Ability to exercise initiative and judgement in the interpretation and application of policy, practices and procedures.

About our Team

You will be part of the Navy Governance Directorate that consists of a blended workforce of ADF and APS staff. The key part of your role will be working with the Navy Library which supports Navy’s Leadership, Governance and Operational Outcomes. It is the online repository for guides, manuals, policy, process and other supporting documentation required by Navy.

The N Library Program provides authoring support services to assist sub-library managers with maintaining their sub-library content. You will be accountable for the development and implementation of the N Library’s authoring program for a subset of designated sub-libraries. In addition, you will be required to work collaboratively with sub-library subject matter experts to author high priority and complex tier 1 to tier 3 N Library publications. The N Library authoring program assists Navy’s Domain Policy Officers and Functional Level Policy Officers with the development and upkeep of their key governance publications.

Our Ideal Candidate

The ideal candidate will have a demonstrated ability to author and edit complex documents, be highly motivated, have high levels of administrative and organisational abilities, excellent time management skills, and preferably a background in developing Defence (or similar) content or publications.

To succeed in this role, applicants will be required to demonstrate:

- The ability to lead a team to achieve directed outcomes.
- Excellent management skills with an ability to meet deadlines within allocated resources.
- Excellent judgement, problem solving skills and initiative.
- Excellent writing skills, with an ability to author complex documents, frameworks and system of management. publications in accordance with Defence writing guidelines.

- Ability to work independently and as part of a small, high performing team.
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Fiona Henderson, 02 6132 7013
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E28A1E19-690E-B2D1-7FAD-E4

Defence

Vacancy VN-0760814

Department of Defence

Closing Date:Thursday 07 August 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Technical Team Leader - Explosive Ordnance Armaments
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/06106/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5E89868E-6A3A-951B-37D4-E4069F517892

Duties

The Role

Joint Proof & Experimental Unit (JPEU) provides dynamic, static and environmental test capability for the ADF. JPEU is seeking a ‘Data Acquisition Services Manager’ within the Data Acquisition Section (DAS). DAS is collects a variety of test data on multiple weapon systems. This requires the deployment and operation of test equipment, the processing and reporting of data produced, and the development of novel test methods.

Key Duties:

- Manage a team of technical data acquisition specialists to enable test and evaluation of explosive ordnance.
- Manage the processing of test data for stakeholders.
- Develop processes to improve data acquisition and reporting.
- Manage specialist test capabilities and identify capability gaps.
- Manage training and development of Data Acquisition Section staff.
- Ensure data acquisition methods meet quality standards Ensure test data is managed and stored appropriately.

About our Team

DAS is an essential part of the Proof and Experimental Establishment that collects data from tests on Explosive Ordinance (EO) and associated equipment. DAS is multidisciplinary team that collects data on pressure, velocity, imagery, and precise time and location. Utilising a variety of specialized and bespoke equipment. From this DAS creates data sets which are refined and post processed ready for the customer. DAS works with the trials team at the Join Proof and Experimental Unit (JPEU) to set-up and design tests utilising support from our in-house workshops and instrumentation team. Deployment and operation of this specialized equipment gives our operators both a breadth and depth of knowledge. DAS has a unique role as a technical team, which both maintains and deploys equipment while operating and processing the data produced.

Our Ideal Candidate

The successful candidate will be engaged and eager to learn while displaying a variety of qualities well suited to the role:

- Ability to manage a technical team.
- Ability to analyse and understand data.
- Ability to present data and communicate key ideas.
- Ability to develop new systems to store and manage data.
- Ability to communicate information to non-technical stakeholders.
- Ability to understand the capabilities, limitations, and specification of equipment and data.
- Ability to communicate clearly and precisely.
- Ability to set priorities, plan, and organise work.
- Ability to liaise with external stakeholders to organise training, and servicing of test equipment.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. In this role, the individual will provide support to a geographically dispersed team.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	Rebecca Kempton, 03 5736 3044
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E89868E-6A3A-951B-37D4-E4(

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Defence

Vacancy VN-0760818

Department of Defence

Closing Date:Wednesday 06 August 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Engineer Materials – Hull & Structure
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	$95,187 - $108,734
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.
Classification	APS Level 6
Position Number	NSSG/05686/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=32C872E7-6DDB-B7C6-92D3-E4069FDBB4F5

Duties

The Role

The key responsibilities for the APS 6 Engineer Materials – Hull & Structure:

- Ensure project is in compliance with and in-line to applied/ approved site welding processes
- Ability to identify, address, inspect and verify project non-conformances along with reporting of process outcomes
- Perform inspections to verify condition and integrity of ship’s hull, structures and coating, involving various platforms throughout NCB (may include occasional interstate visits)
- Undertake general welding inspections and follow up on traceability issues, including NDT and Post Weld Heat treatments
- Undertake coating and ship preservation inspections throughout new building process.
- Attend meetings and where required provide accurate reports.
- Perform other general duties that may be necessary in relevant areas within NCB As an APS 6 Engineer Materials – Hull & Structure member of NCB you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Technical roles:
- Write and report – write clearly and succinctly, convince through writing, avoid jargon and structure information.
- Apply expertise and technology– apply, develop and share specialist and detailed expertise, and understand other organizational disciplines.

- Learn and research – learn and understand rapidly, gather information, manage Knowledge and ensure an organizational learning approach.
- Plan and organise – set objectives, plan and establish contingencies, manage time, resources and people, and monitor progress.
- Ability to apply a strong problem solving techniques & analytical skills.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW. NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy. NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Our Ideal Candidate

Our ideal candidate would be an experienced and qualified individual with a strong work ethic and demonstrated leadership behaviours. Our ideal candidate will possess:

- Experience in technical areas of shipbuilding or sustainment.
- Ability to proactively engage and liaise with multiple Ship Builder Primes and Classification
- Ability to apply knowledge to assess technical packages and equipment performance against specified requirements, and to provide recommendations for improvement and implementation of corrective actions.
- Ability to participate or lead a process involving knowledge transfer within the Shipbuilding or Sustainment domain.
- A level of exposure and understanding (or willingness to learn about) a range of Build Groups Disciplines.
- An ability to work collaboratively, communicate effectively with internal and external stakeholders
- The NCB team is looking for a self-starting individual who is passionate about problem solving and demonstrates strong initiative to improve practices in a dynamic environment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	James Prasser, 08 6159 7078
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32C872E7-6DDB-B7C6-92D3-E4

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Defence

Vacancy VN-0760819

Department of Defence

Closing Date:Thursday 07 August 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$120,303 - $135,701
Future Merit Locations	Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/05209/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4C4EBEAE-9BD6-6721-75E1-E4069FE5930D

Duties

The Role

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

An EL 1 Contract Manager will exercise a considerable degree of independence and perform a Leadership role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the contract 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 complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Destroyer, Guided System Program Office (DDG SPO) is part of the Major Surface Ships Branch (MSS) within Maritime Sustainment Division (MSD) and the Naval Shipbuilding and Sustainment Group (NSSG). DDG SPO leads the Destroyer Enterprise in sustaining the Hobart Class DDGs: HMAS Hobart (III), HMAS Brisbane (III) and HMAS Sydney (V).

You will be a valued member of the Program Management Team (PMT) that will be managing the Destroyer Capability Enhancement (DCE) project contributes to upgrade of Royal Australian Navy capability. Our vision is to have balanced, effective and affordable capability and availability for the Hobart Class Destroyer fleet, by ensuring the capability is available and reliable for seagoing operations.

Our Ideal Candidate

Under broad direction, the successful candidate will be accountable to the DDG SPO Program Manager (Commander). The EL 1 Contracting Manager will provide effective contracting and commercial expertise, and support and stakeholder engagement to Defence. The role is suited to highly organised, proactive and personable individuals who enjoy working with high-level responsibility in an at times high-tempo environment.

The ideal candidate will have experience working in a commercial environment with contractual mechanisms while being open to learning about new processes, which are unique to this organisation. The ideal candidate will be resilient, capable and resourceful while producing superior work outputs in an effective and efficient manner.

The ideal candidate will be comfortable working across technological means where face-to-face interaction is not possible. While a working knowledge within Government, universities or other education or technology-focused organisations is desirable, full training will be given in a supportive environment.

Your competency in the following areas is distinctly advantageous:

- Defence/Government Procurement policies and procedures;
- Contract/Agreement drafting;
- Provision of Commercial advice.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

A Bachelor/Masters Degree in Social Work, with eligibility for membership of the Australian Association of Social Workers.

Notes

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

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To Apply

Position Contact	Jonathon Robarts, 02 9537 3673
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4C4EBEAE-9BD6-6721-75E1-E4

Defence

Vacancy VN-0760821

Department of Defence

Closing Date:Thursday 07 August 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Toowoomba QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/04382/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2E43A198-82C5-8EAC-4E88-E406A002839C

Duties

The Role

The Classified Registry Clerk (CRC) at the Defence Force School of Signals – Electronic Warfare Wing (DFSS-EWW) is responsible for maintaining the Wing's classified documents, coordinating the maintenance a Sensitive Compartmented Information Facility (SCIF), escorting contractors and performing Communications Intelligence Security Officer (COMSO) duties, including requesting and delivering compartment briefs and managing SCIF access and passes.

The CRC must have an ability to: liaise with civilian and military personnel, ranging from visiting contractors to senior Defence leadership, use a broad range of IT systems, applications and security panels and understand security practices pertaining to the protection of sensitive information in a Defence Force environment. They should have sound book keeping skills and an ability to conduct routine audits on classified documents and assets. They work autonomously around the Wing’s training curriculum and as such, must be self-motivated with a clear understanding of security requirements pertaining to Signals Intelligence courses.

The CRC is accountable under broad direction to perform and achieve complex protective security work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements. They will exercise both initiative and judgement in the interpretation of policy

and in the application of practices and procedures. They will provide detailed security technical, professional and policy advice in relation to complex work and contribute to project management and policy development.

They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. Experience working in a Defence Force environment is highly desirable.

About our Team

DFSS-EWW, situated in Toowoomba, Queensland, is part of the Defence Force School of Signals (DFSS), its headquarters are located in Melbourne Victoria and it is part of Army's Forces Command. DFSS-EWW is a combined training facility that promotes a 'One Defence' model with ADF, APS and contracted staff to deliver SIGINT/EW Training. As the CRC, you will work in a joint service environment alongside the executive team, military team leaders and military instructors and learners. The team are passionate about delivering training to initial employment and qualified members of the ADF. The CRC's work is largely self-driven, and would best suit an individual who is capable of working autonomously, with little to no direction

Our Ideal Candidate

An ideal candidate will have experience with the Gallagher Command Centre application and Type 1A security panels. Experience with managing the security of a SCIF, including responsibility for managing keys, door and safe combination locks and classified printer registers. Experience registering classified documents and assets via an Electronic Classified Document Register (ECDR) and managing a Unit Security Register (USR). The ideal candidate will be a qualified COMSO and Security Officer (SO) with experience delivering country briefs, compartment briefs and security clearances and assisting with the accreditation of the SCIF.

The CRC create all staff and learner passes for the Wing, thus a candidate with a Unit Photographer qualification or equivalent is ideal. Experience in liaising with Defence agencies, especially those involved with Signals Intelligence is also ideal. The ideal candidate should have experience with the Defence Safehand Mail process and able to work outside normal business hours to facilitate safehand package deliveries.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	David Upton, 03 5931 7946
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2E43A198-82C5-8EAC-4E88-E4

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Defence

Vacancy VN-0760828

Department of Defence

Closing Date:Wednesday 13 August 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Hull Group Technical Specialist -
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	NSSG/05987/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AE51D513-873E-5E75-9AC3-E406A068129D

Duties

The Role

The position supports the implementation and delivery of continuous shipbuilding and will be an integral part of the Technical area within NCB with the opportunity to support the design and analysis of hull and external structures in relation to welding, protective coatings, insulation and pressure equipment.

The key responsibilities for the Hull Group Technical Specialist are:

- Verification of technical compliance in an assurance role of sub assembly, assembly, unit and block fabrication
- Provide specialist advice during implementation and production testing
- Contribute to the design change approval process
- Establish strategies to review specifications, plans, procedures and design documents in relation to shipbuilding activities
- Undertake specialist reviews of engineering reports
- Provide assurance services on hull and external systems requirements during construction and testing

About our Team

The Waterfront and Continuous Naval Shipbuilding and Sustainment (W&CNSS) Division is responsible for coordinating the uplift of the sovereign industrial base and management of Defence's presence in principal shipyards. The W&CNSS Division is comprised of Continuous naval shipbuilding and sustainment (CNNS) and Naval Construction Branches SA & WA (NCB)

The CNNS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports DEPSEC NSS in their role as the Capability Manager for CNSS.

The Naval Construction Branches (SA & WA) provide effective governance, project assurance and performance oversight at Osborne Naval Shipyard in South Australia and Henderson Shipyard in Western Australia. The Division also maintains a minor presence at Port Macquarie in New South Wales to provide oversight on the construction of the Young Endeavour replacement.

Our Ideal Candidate

Our ideal candidate will have the following skills and abilities:

- Build a collaborative team environment that provides services and outcomes consistent with the organisational operating model with a focus on achieving business objectives.
- Lead the development and implementation of strategic initiatives that support the organizational operating model.
- Influence the strategic focus of the organization through effective leadership.
- Set high standards of performance by defining and delegating clear levels of responsibility and accountability.
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner

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 qualifications and extensive experience in relation to welding and protective coatings used in construction and fabrication of ship/marine structures

Notes

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To Apply

Position Contact	Peter Poulsen, 08 8131 9475
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE51D513-873E-5E75-9AC3-E4

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Defence

Vacancy VN-0760830

Department of Defence

Closing Date:Thursday 07 August 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Learning & Development Officer - Instructor
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	JCG/06147/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9F436213-63E1-C52E-859D-E406A09BEE34

Duties

The Role

The role involves the development and delivery of internationally-recognised intelligence training to members of the Australian Defence Force (ADF) and Australian Public Service (APS). Primary tasks include face-to-face teaching, development and validation of assessments and the monitoring and reporting of learner performance. You will also be required to fulfil course manager responsibilities, which include the organisation of course resources, management of learner administration, supervision and coordination of ADF and APS, external liaison and the facilitation of field trips (booking transport, organising movements).

About our Team

The Defence School of Intelligence (DSI) is a mixed ADF / APS training organisation within the Department of Defence and is mandated to provide intelligence training and education to meet the needs of Defence both domestically and abroad. The team’s primary function centralises around the modernisation, design and implementation of foundation intelligence training to members of the Australian Defence Force as well as civilian employees of the Department of Defence. In addition, DSI also delivers training to selected international personnel both domestically and abroad, regularly travelling throughout the region to deliver training.

Our Ideal Candidate

The ideal candidate would be able to consistently demonstrate the following:

- Ability to work independently with the opportunity for reasonable autonomy and accountability for the achievement of the outcomes of their directed tasks.
- Ability to use a high degree of emotional intelligence to foster effective working relationships with ADF and APS personnel within DSI, mentor and develop students and through engagement with senior decision makers, support policy and diplomatic stakeholders.
- Education and training in government intelligence tools, techniques and processes with relevant work experience in government intelligence settings.
- The ability to deliver training materials and communicate with training audiences of whom English is a second language, whilst working through an interpreter.
- Possess a TAE16 or higher level qualification as an instructor and assessor.

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	MAJ Nathan Dove, 02 5108 3803
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9F436213-63E1-C52E-859D-E4C

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Defence

Vacancy VN-0760835

Department of Defence

Closing Date:Thursday 07 August 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Admin Officer - Operations Clerk
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	$79,176 - $86,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/06154/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=25D6EB83-E8E2-DE68-49CC-E406A13B3DEB

Duties

The Role

Reporting to the Defence School of Intelligence (DSI) Operations Officer, you will be responsible for coordination of all administrative support requirements associated with courses delivered at DSI. This includes liaison with contracted service providers to arrange catering, accommodation and transport for students. You will also manage the booking and allocation of training facilities and distribute learner records.

About our Team

The DSI Operations team is a mix of Australian Defence Force (ADF) and Australian Public Service (APS) staff dedicated to scheduling courses, managing resources and coordinating the services required to successfully deliver training courses. You will be joining a team focused on service delivery through collegiate problem solving.

Our Ideal Candidate

- Broad knowledge of Defence's functions and activities.
- Previous experience in an administrative, customer support or service coordination role.
- Demonstrated experience in the planning and coordination of tasks and workflow across a number of areas or activities.
- An understanding of, and strong commitment to, upholding the APS values.
- Ability to work collaboratively in a team based environment actively participating in and contributing to team meetings and exchange to the work area and team objectives.
- Written and oral communication skills of a high standard.
- Experience and confidence in using Microsoft Word and Excel.

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	MAJ Graeme Palmer, 07 5505 8512
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=25D6EB83-E8E2-DE68-49CC-E4

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Defence

Vacancy VN-0760853

Department of Defence

Closing Date:Thursday 07 August 2025

Governance Group
Ministerial and Executive Coordination & Communication

Job Title	Media and Communication
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GG/05397/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=65E83BC2-78D6-27CE-471C-E406A2D57EA9*

Duties

The Role

Within Defence's Strategic Communication Branch, APS 6 Media and Communication Officers support our senior executive to deliver against Ministerial and Government priorities. Working as part of a multi-disciplinary communication team, you will be a source of trusted strategic communication advice. Positions are available in the Defence People and Guided Weapons and Explosive Ordnance Groups, with the merit pool used to fill other vacancies across the Groups and Services as they arise. Regardless of the Group or Service in which you are embedded, key responsibilities at the APS 6 level include:

- Developing communication strategies and associated products, including talking points, media releases, social media content, fact sheets, internal communication products, 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.

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 strategic communication, media and public affairs support to Ministers, Senior Defence Leaders and Defence Groups and 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. 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

- 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. 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 for some roles, paid under overtime arrangements.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Kylie Groves, 0482 439 903
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65E83BC2-78D6-27CE-471C-E4

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Defence

Vacancy VN-0760859

Department of Defence

Closing Date:Thursday 31 July 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	HQ MSCCS Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/06152/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=975C97B6-D7D2-BE53-42CB-E406DA5DC5C1

Duties

The Role

The MSCCS Administration Officer operates with a high degree of autonomy within the team, providing excellent support and advice to FAS MSCCS along with other responsibilities that include:

- Identifying, anticipating and responding to FAS MSCCS requirements including arranging domestic and international travel.
- Applying financial and budgeting knowledge to manage and report on MSCCS Office financial performance.
- Maintaining and applying a high level of Defence workforce planning knowledge to achieve results. This includes analysing divisional workforce data to provide advice, identify and develop strategic workforce recommendations for FAS MSCCS.
- Coordinating administrative and business support activities for the office, including identifying risks and determining appropriate course of action to meet deadlines.
- Developing and implementing procedural and administrative support documentation.
- Establishing strong working relationships across the Division and NSSG Group.
- Exercising discretion when accessing and disseminating confidential and sensitive information.

About our Team

The Office of the First Assistant Secretary (FAS) Major Surface Combatants and Combat Systems (MSCCS) is a small team providing high level executive and administrative support to FAS MSCCS within the Naval Shipbuilding and Sustainment Group. Our team works across multiple disciplines including budgeting and financial, business planning, strategic workforce, task management, and information management. We engage with a range of internal and external stakeholders.

Our Ideal Candidate

We are seeking candidates with strong organisational, analytical and interpersonal skills to join our high performing team.

Our ideal candidate will have:

- Strong organisational skills with the ability to coordinate multiple tasks simultaneously.
- Proven experience in providing executive support to Senior Executives.
- Exceptional interpersonal and administrative skills.
- Demonstrated ability to set priorities, meet deadlines and work effectively under pressure.
- Demonstrated ability to respond positively to change and willingness to quickly adapt as required.
- Excellent attention to detail.
- Experience as an Objective workgroup coordinator or experience as a manager of a similar records management system.
- Experience with a business analytics program such as Power BI will be highly regarded.

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	Bernadette Powell, 02 5109 5460
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=975C97B6-D7D2-BE53-42CB-E4

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Defence

Vacancy VN-0760865

Department of Defence

Closing Date:Thursday 07 August 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Director Governance/Administration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	GG/06114/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2F1629AB-C45F-20E9-97D3-E406DB77FF27

Duties

The Role

Ministerial and Executive Coordination and Communication Division (MECC) are looking to fill several EL2 Director Governance/Administration vacancies. Reporting to an Assistant Secretary, you will contribute to the delivery of Ministerial, whole-of-government and Defence objectives.

The Strategic Priorities Branch supports the Deputy Secretary Governance to improve the quality, responsiveness and relevance of departmental advice to Defence portfolio ministers and their offices. Their goal is to strengthen decision-making across the organisation.

The Ministerial, Parliamentary and Cabinet (MPC) Branch plays an important role in ensuring the Government, and the Defence Portfolio Ministers, are appropriately supported on matters relating to Defence.

MPC is the conduit for coordinating, educating and guiding Defence to fulfil these obligations. MPC facilitates the provision of best practice advice and services to the Australian Parliament, Ministers and the Defence Senior Executive. A merit list will be created to fill future vacancies.

About our Team

MECC Division within Governance Group is the central interface between the Defence organisation, Defence Portfolio Ministers, the Government, the Parliament, media organisations and the public. We work collaboratively with Defence Groups and Services to ensure the Department is providing high quality, coordinated and timely advice. MECC Division is responsible for overseeing Ministerial, Parliamentary and Cabinet processes, Freedom of Information, as well as strategic and internal communications and media functions.

We work with sensitive information so confidentiality and adherence to privacy and security principles is critical for our people. Our people are capable, innovative, committed and diverse. We support an inclusive team culture that emphasises respect and collaboration. You will have access to generous working conditions. You will be supported in balancing work life with family and other priorities.

Our Ideal Candidate

These roles perform key leadership functions within MECC, overseeing staff, managing resources, setting priorities and delivering strategic advice to support organisational objectives.

Our ideal candidates are experienced and strategic forward thinkers, capable of leading and shaping initiatives across Defence. They bring a strong understanding of the Defence strategic environment, coupled with a demonstrated ability to work independently to assess, adapt and drive high-level policy, planning and stakeholder engagement activities.

They have the ability to:

- Possess strong leadership skills with a demonstrated ability to manage teams, foster positive culture and facilitate cooperation to achieve organisational outcomes.
- Exercise strong strategic judgment, providing expert and timely advice to enable senior decision-making.
- Be a strong communicator, with a demonstrated ability to translate information in a clear and concise manner.
- Develop positive, collaborative working relationships across stakeholders in complex environments.
- Have initiative, flexibility and demonstrated capacity to solve problems under pressure.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Melissa King, 0423 872 341
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2F1629AB-C45F-20E9-97D3-E4(

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Defence

Vacancy VN-0760867

Department of Defence

Closing Date:Thursday 07 August 2025

Air Force
Air Command Australia

Job Title	Security Manager - 4SQN
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$95,187 - $108,734
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 6
Position Number	AF/05773/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1353BB7D-217B-C9BA-BE28-E406DC1240CB

Duties

The Role

As the 4 Squadron Security Manager, you will work with a dedicated and motivated team to ensure the security posture of an active, dynamic military unit is maintained. Operational teams will rely on your information assurance and ability to provide a high security environment. Using dedicated systems, processes and procedures, you will be responsible for the security of some of Australia's most advanced Royal Australian Air Force inventory and missions. The crew will rely on your information assurance to plan, prepare and execute their missions. Your role will have key outputs to ensure that the facilities, communications, personal and Special Access security environment aspects remain accredited, secure and fit for purpose.

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

About our Team

4 Squadron is responsible for the force generation and operational employment of Air Mission Teams that include Joint Terminal Attack Controllers, Forward Air Controllers (Airborne), Mission Specialists and Combat Controllers. In 4 Squadron you will enjoy Australian Public Service conditions while working in a dynamic environment which includes an attractive salary package and flexible working arrangements, within operational considerations.

Defence provides a superannuation contribution on 15.4 per cent, higher than most industries. 4 Squadron is located at RAAF Base Williamtown in the stunning surrounds of the Newcastle city area, the Hunter Valley vineyards, the beautiful Port Stephens region with mountains for hiking, rivers and lakes to enjoy.

Our Ideal Candidate

We are looking for a collaborator who will work alongside a highly motivated team to ensure the best outcome for 4 Squadron facilities, communications, personnel and Special Access security and information assurance which, when maintained, will facilitate the conduct of routine and operational missions.

You will be working in a primarily uniformed workforce and across all levels of the organisation from the Commander to the aviators. You should be able to work with limited guidance, interpret high level policy and advice and ensure that procedures are followed across the organisation to maintain the high level integrity of the unit security.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Trevor Marshall, 02 4077 9120
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1353BB7D-217B-C9BA-BE28-E4

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Defence

Vacancy VN-0760874

Department of Defence

Closing Date:Thursday 07 August 2025

Air Force
Air Command Australia

Job Title	Learning and Development Officer -
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Richmond NSW
Salary	$86,887 - $93,066
Future Merit Locations	Amberley, Richmond
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 5
Position Number	AF/06162/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=C15ACC50-16CE-D78A-AD45-E406DD26A4D3*

Duties

The Role

The Learning and Development Officer plays a critical role in contributing to the design and development of cutting edge Air Mobility Group (AMG) training continuum. Within this role, you will perform analysis, design, development and evaluation of learning and development activities, including development of curriculum for AMG aircraft platforms. You will conduct stakeholder engagement in relation to complex learning and development issues to determine aviation and aeronautical maintenance training needs, and lead development of relevant curriculum. You will develop and maintain supporting systems, policies and processes, evaluate and recommend learning and development strategies for emerging capabilities and conduct governance activities in accordance with the Defence Systems Approach to Defence Learning.

The successful candidate will coordinate and contribute to team objectives in alignment with work plans, and provide advice and assistance on various modes of task completion to team members. They will be capable of reviewing and developing the quality or work undertaken by others as well as identify opportunities for on-the-job training within the work unit.

About our Team

AMG is responsible for preparing and conducting air mobility operations for Defence force projection. AMG Squadrons are located at RAAF Bases Richmond, Amberley and Defence Establishment Fairbairn operating globally on a daily basis and are often the first on the scene when deploying Defence assets in time of crisis. You will be part of an integrated Learning & Development team consisting of ADF, APS and Contractors responsible for the design and development of effective and efficient ‘fit for purpose’ learning/training continuum to ensure AMG workforce is appropriately trained to meet Air Mobility capability requirements.

Our Ideal Candidate

Our ideal candidate will possess technical acumen and be able to work creatively under limited direction to perform and achieve complex learning and development work for multiple aircraft platforms within an integrated workforce. You will be comfortable to work independently, and will exercise initiative and judgement in the application of learning and development practices and procedures within an aviation focused environment.

You will be motivated to learn and adapt, always seeking to contribute to the organisation goals and vision. The right person for this role will be accountable to contribute towards ongoing self-improvement and professional development. You will be proficient in the use of a wide range of tools to aid in carrying out your work such as Microsoft Office tools and other IT systems. The right person for this role will show flexibility to respond to the changing context and shifting priorities of AMG, to achieve business outcomes for a geographically dispersed team.

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	Daniel Powers, 02 4579 3360
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C15ACC50-16CE-D78A-AD45-E

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Defence

Vacancy VN-0760902

Department of Defence

Closing Date:Thursday 07 August 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	NSSG/06199/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E8E8AD0E-9B32-622A-91C9-E406DDFF7E98

Duties

The Role

This position:

- Undertakes complex contract management and contract administration work, provides advice and assistance on complex policy, procurement and contract management issues, assists in the development of procurement documentation and is at the front line of engagement with stakeholders.
- Is accountable to undertake complex to very complex contract management activities and implement procurement activities that comply with legislative and policy frameworks.
- Works within a framework of legislation, established principles, work practices and procedures in accordance with Defences mission and business objectives.
- Is accountable to plan, lead and manage a range of resources to achieve business objectives.
- Takes initiative for achieving outcomes, progressing work, reviewing team and business performance and identifying opportunities for continuous improvement. Sets work tasks that align with the strategic objectives and communicate expected outcomes.
- Has people management responsibility and is required to exercise people management skills/knowledge to lead a high performing and cohesive team.
-
- This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in

addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia's largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia. We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy. The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies. You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

The ideal candidate would have proven contract management and procurement experience, the ability to leverage your diverse complex management skill sets and experience to help deliver the Hunter Class Frigate (HCF) acquisition strategy and be able to:

- Develop and implement work plans, set performance indicators and review individual, team and business performance, focussing on identifying opportunities for building team capability and continuous improvement.
- Demonstrate sound leadership to bring out the best in and motivate a small but high performing team.
- Exercise a considerable degree of independence and use sound decision-making and judgement to provide expert commercial and contracting advice and commercial solutions.
- Demonstrate your ability to build, maintain and influence key stakeholders in order to achieve effective strategic outcomes.
- Implement and manage a variety of business and reporting requirements.
- Demonstrate superior analytical skills, with motivation to be innovative, and challenge traditional ways of conducting business.
- Be passionate about ongoing self-improvement, and professional development for your staff.

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	HCF Workforce Team, nssg-msccs-hcf.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E8E8AD0E-9B32-622A-91C9-E4

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Defence

Vacancy VN-0760938

Department of Defence

Closing Date:Monday 18 August 2025

Job Title	Medical Officer 5 - Executive Director Of Strategic Medical Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Office Arrangement may be discussed with successful candidate
Classification	Medical Officer Class 5
Position Number	DPG/04045/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B547FCD0-08B9-69D2-D7E3-E3D582420E4E

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests. As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

- Lead and manage while practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability

to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

The Executive Director of Strategic Medical Services (EDSMS) is a MO5 Medical Officer position that reports to the Surgeon General and Commander Joint Health of the Joint Health Command. The EDSMS role at JHC would work across the command and the Defence enterprise, alongside the Deputy Surgeon General and Directors General, providing expert senior medical leadership of strategic clinical quality and risk management, strategic projects and health information governance and act as the professional lead for the clinical workforce within Joint Health Command.

Eligibility

Mandatory Qualifications

· Full practicing, unrestricted General and other relevant registration with the Medical Board of Australia (Australian Health Practitioner Regulation Agency);

· Post-graduate qualifications in Health Leadership and Management at the level of a diploma or Masters degree, or Fellowship of (or eligible for or training for) Royal Australasian College of Medical Administrators; Australasian Faculty of Public Health Medicine or Australasian Faculty of Occupational and Environmental Medicine.

· Eligibility for and willingness to obtain a minimum security classification level of NV2 within six months and comply with any security requirements;

Notes

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

About the Department of Defence

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Jonathan Beaumont - Quote Ref 11493, 02 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B547FCD0-08B9-69D2-D7E3-E3

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Defence

Vacancy VN-0761031

Department of Defence

Closing Date:Sunday 10 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Engineering Professional / Senior Technical Officers - Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/06293/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=5BA59842-2842-5A05-0134-E408080393A5*

Duties

The Role

As an APS 6 Engineering Professional / Senior Technical Officer - Explosive Ordnance working in the Manufacturing Division within Guided Weapons and Explosive Ordnance Group, you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

- Develop engineering documentation, review engineering design, and deliver engineering specifications on behalf of Defence.
- Perform a broad range of engineering management activities at a high standard to support the Directorate of Engineering and
- Use your excellent research, negotiation and presentation skills to oversee a team who manages high profile, complex projects.
- You will need experience in complex multi-vendor environments with the ability to manage and integrate input from external industry partners.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia’s National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

We are dedicated to providing our staff with a diverse, manageable and favourable work-life balance. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence’s varied operational requirements.

Our Ideal Candidate

As an APS 6 Engineering Professional / Senior Technical Officers - Explosive Ordnance, you will be accountable, under broad direction, to perform and achieve complex tasks to meet the GWEO Group objectives.

We are seeking experienced candidates to join our growing team who:

- Demonstrate effective leadership and mentoring to integrated teams, promoting collaborations, and a shared commitment to achieving outcomes.
- Provides reliable support to complex engineering activities, upholding integrity while contributing to a positive and cohesive team culture.
- Exercise both initiative and sound professional judgment in applying the appropriate professional practices and procedures as required.
- Demonstrate strong communication and organisational skills in managing stakeholder engagement will be highly desirable for ensuring your stakeholders are intelligently informed in relation to difficult issues.
- GWEO engineers and technical officers will be required to be able to work under pressure with great resilience, focused to goals and possess strong attention to detail. It is essential that the candidates have proven leadership ability and possess strong people skills.

Eligibility

Security Clearance:

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

Mandatory Qualifications

Engineering Professionals

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

Senior Technical Officer

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

Notes

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

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

To Apply

Position Contact	GWEO Workforce Team, gweo.groupworkforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BA59842-2842-5A05-0134-E40

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Defence

Vacancy VN-0761047

Department of Defence

Closing Date:Sunday 10 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GWEO/06294/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1F3ACE57-1819-6465-A351-E40807438B76

Duties

The Role

As an APS 5 Logistics Officer working in the GWEO Group within the Department of Defence, you will be working with some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

Every day will be different as you embrace opportunities to:

- Provide professional advice and develop fundamental logistic information and policy to meet capability requirements
- Work across multiple logistics disciplines: Sustainment, Procurement, Maintenance, Reliability and Maintainability, Configuration Management, Reporting, and Supply Support
- Provide integrated logistic support for guided weapons and munitions
- Exercise sound judgment in applying appropriate practices and procedures
- Prepare briefs and reports for relevant stakeholders
- Build and sustain stakeholder relationships to meet business objectives.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia's National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

We are dedicated to providing our staff with a diverse, manageable and favourable work-life balance. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

Our Ideal Candidate

Our ideal candidate will possess the following skills and capabilities:

- Accountable professional who performs complex tasks under broad direction
- Strong teamwork commitment with ability to work independently and manage small teams
- Experience across logistic elements: training, facilities, maintenance, configuration control, supply support
- Superior analytical skills with innovative thinking and willingness to challenge traditional approaches
- Exemplary communication skills to confidently influence diverse stakeholders
- Collaborative approach within integrated teams to achieve inclusive results
- Experience with Explosive Ordnance sustainment and regulatory requirements
- Creative, pragmatic, and solutions-focused mindset
- Passionate about ongoing professional development and self-improvement
- Ability to support complex materiel logistics while maintaining integrity and fostering positive team culture.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	GWEO Workforce team, gweo.groupworkforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1F3ACE57-1819-6465-A351-E40

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Defence

Vacancy VN-0761051

Department of Defence

Closing Date:Sunday 10 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Logistics Officer / ILS Practitioner (Sustainment)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/06295/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BCAE5450-B7EC-9793-13C7-E40807E03C07

Duties

The Role

As an APS 6 Logistics Officer working in the GWEO Group within the Department of Defence, you will be working with some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

Every day will be different as you embrace opportunities to:

- Manage complex guided weapons and explosive ordnance products, and lead high-performing integrated teams to deliver capability to the ADF;
- Manage fleet of explosive ordnance using integrated logistic support concepts and methodologies;
- Apply risk management principles in daily operations. Contribute to effective management of sustainment budget;
- Prepare, provide input and present briefs and reports to stakeholders.
- Develop logistics support concepts and plans to support GWEO manufacturing capability delivery.

- Manage logistics considerations and ensure adequate planning for successful project execution.

As an APS 6 ILS Practitioner (Sustainment) working in the GWEO Group within the Department of Defence, you will be working with some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

Every day will be different as you embrace opportunities to:

- Accountable to perform and achieve complex materiel logistics work within an integrated workforce;
- Provide detailed materiel logistics technical and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development;
- Work within a team, be accountable to set work priorities and manage workflows;
- Engage with a wide range of Defence stakeholders to achieve work units and Defence outcomes.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia’s National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

We are dedicated to providing our staff with a diverse, manageable and favourable work-life balance. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence’s varied operational requirements.

Our Ideal Candidate

Our Ideal APS 6 Logistics Officer will possess the following skills and capabilities:

- Superior analytical skills with innovative mindset to challenge traditional business methods;
- Strong leadership abilities to mentor integrated teams collaboratively;
- Strong commitment to meeting legal and regulatory requirements for Explosive Ordnance;
- Understanding of Integrated Logistic principles and explosive ordnance sustainment, and experience with inventory management systems;
- Ability to interpret and apply specific legislation and regulations for EO management;
- Work effectively under broad direction with established priorities and methodologies;

- Creative, pragmatic and solutions-focused approach;
- Exemplary written and oral communication skills for engaging diverse stakeholders.

Our Ideal APS 6 ILS Practitioner (Sustainment) candidate will possess the following skills and capabilities:

- Experience in performing a variety of activities and plans related to Integrated Logistic Support and related disciplines, that support the sustainment and acquisition aspects of materiel logistics;
- Experience in implementing and ensuring compliance with policy, processes and procedures that support the acquisition and sustainment of equipment in accordance with Defence requirements.
- Ability to generate responses to complex correspondence, briefs and reports for higher delegate consideration. Build and sustain relationships with key stakeholders at the operational and business unit level;
- Work effectively under broad direction with established priorities and methodologies;
- Creative, pragmatic and solutions-focused approach;
- Exemplary written and oral communication skills for engaging diverse stakeholders.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	GWEO Strategic Recruitment, gweo.groupworkforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCAE5450-B7EC-9793-13C7-E4

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Education

Vacancy VN-0761062

Australian Research Council

Closing Date:Thursday 07 August 2025

CEO Office CEO Office

Job Title	Strategic Advisor to the Chief Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,401 - $128,580
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	ARC25-016
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI2MDQ0MDcxMjc5OTh-MS9

About the Position

The Australian Research Council (ARC) is seeking a versatile and experienced professional to serve as Strategic Advisor to the Chief Executive Officer (CEO). This dynamic role blends strategic insight with high-level executive and administrative support, providing a unique opportunity to contribute meaningfully to the organisation's leadership and operations.

Working closely with the CEO and engaging across the Executive Team—including the Deputy CEO, Branch Managers, and ARC Leadership cohort—the Strategic Advisor will provide informed advice, manage complex stakeholder relationships, foster collaboration and build strong networks within the ARC, across the Australian Public Service (APS), and the higher education sector.

The position requires an individual with a demonstrable ability to work in a position of trust, integrity and consistently apply exemplary levels of judgement, stewardship, confidentiality, and discretion. It also requires the establishment and maintenance of close and professional working relationships.

The successful applicant must be able to understand the ARC's and its Executive Team's intent, maintain a strategic focus to identify risks and issues and be proactive in initiating and driving action and outcomes. The position requires a highly motivated and self-driven, organised professional with experience in providing high quality executive support.

Previous public service, federal or state/territory, is essential. The role requires a strong understanding of intergovernmental processes and the ability to represent the ARC's interests in liaising with central agencies, government departments and Minister's offices.

The successful candidate will need to have demonstrable skills and experience in establishing strong relationships with senior stakeholders and building wide and effective networks. They must be an adept communicator, comfortable engaging with stakeholders of all levels and able to exercise good judgement when prioritising and managing competing work demands.

Duties

Duties and Tasks

The duties of the Strategic Advisor are:

- Provide high level support and advice to the CEO on issues and interactions with key internal and external stakeholders.
- Prioritise issues for the CEO's attention and provide briefing notes/reports to facilitate effective action.

- Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters. Coordinate reviews, responses to information requests, and reporting requirements.
- Identify emerging and unforeseen issues requiring the CEO’s intervention and develop appropriate responses, including recognising the need for change and initiating innovative solutions/proposals.
- Provide advice to the CEO on policy and program matters in relation to the Higher Education Sector.
- Build and maintain high levels of engagement with internal and external stakeholders.
- Contribute to the smooth functioning of the Executive Team by working closely with the Agencies executive assistants to ensure good systems and processes are consistently maintained.
- Oversee day-to-day office management and operations, including diary management and other administrative tasks including travel booking and credit card reconciliations.

Required Skills and Knowledge

- Possesses prior experience in administrative roles with Senior Executives.
- Demonstrated ability to exercise sound judgement and discretion, work autonomously, and display the highest standards of integrity.
- Excellent interpersonal skills with the ability to work effectively under pressure, assess work priorities, and cultivate and maintain productive working relationships, including with Senior Executives, staff across the Agency and with key external stakeholders.
- Excellent communication skills including the ability to influence, and tailor written communication to a diverse range of audiences.
- Professionalism, personal drive, and integrity including demonstrated ability to achieve objectives in challenging circumstances.
- The ability to work under pressure, managing multiple priorities to meet deadlines.
- Ability to quickly gain an understanding of the ARC’s role in the Australian research landscape and the associated strategic direction and priorities of Agency.

Our Ideal Candidate

We are looking for a motivated and enthusiastic individual with strong collaboration and problem-solving skills with a focus on outcomes.

You will have the ability to exercise initiative, show good judgement and be able to prioritise and respond quickly as priorities emerge.

You have excellent interpersonal skills, utilising a friendly and professional manner. You are a motivated individual with a strong work ethic. You will enjoy collaborating and building lasting relationships with stakeholders, and your ability to understand the needs of the business and provide solutions efficiently is crucial to your success.

You have high standards, commitment to integrity and always comply with APS Values and government processes and procedures.

Diversity and Inclusion

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

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

For further information about our Agency and what we offer, please refer to the ARC Website.

Eligibility

- Must be an Australia citizen
- Undergo ID Verification Check
- Undergo Criminal History Check
- Possess and maintain a Baseline Commonwealth Security Clearance

Notes

About the Australian Research Council

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

To Apply

Position Contact	Connie Smith, (02) 6287 6616
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0760745

National Gallery of Australia

Closing Date:Tuesday 29 July 2025

Artistic Program
Conservation

Job Title	Textile Conservation Technician
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$72,803 - $79,139
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position
Classification	APS Level 4
Position Number	5050
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/

The Textile Conservation Technician is an NGA level 4 position based in the Conservation Department at the Gallery. The Conservation department employs conservators specializing in

paper, paintings, objects, time- based media, textiles and preventive conservation. The textile conservation team consists of 3 textile conservators and 1 textile technician with casual conservation assistants as required.

You will be required to undertake a variety of textile construction tasks being familiar with basic principles of textile conservation, including the preparation of textiles and costume works for storage, transportation, documentation, exhibition, and loans. You will also need experience with theatre costume and Fashion construction with period specific underpinnings as well as mannequins and display support.

This position reports to the Senior Textile Conservator and is responsible for supporting the textile conservation team in a wide range of activities to care for the collection. This position as a Textile Conservation Technician is a non-ongoing part time role with the Conservation team.

Duties

In accordance with the APS 4 work level standards, you will:

- Assist the Textile Conservation department with the care of the collections in all aspects of preparing the textile collections for display. This will include activities such as constructing mannequins, making underpinning, supports for costumes and flat textiles, and other required display systems.
- Assist textile conservators with install and deinstall of textiles in major exhibitions and changeovers.
- Assist the Textile Conservation department with the storage of textile collections, by constructing and fitting storage supports, developing storage containers and undertaking surveys.
- Assist with conservation treatments under supervision. This may include dyeing of fabrics for both repair and display of works and assisting with surface cleaning and securing supplies.
- Develop, maintain and update documentation and information regarding display systems in the Gallery’s electronic database collection management systems (EMu).
- Alongside the senior textile conservation staff liaise with Curatorial, Registration, Exhibitions and other Gallery staff on any display, packing and storage requirements for the works of art.

Eligibility

ELIGIBILITY:

- **Citizenship** – To be eligible for employment with the Gallery, you must be an Australian citizen.
- **Police Check** – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Applicants will be required to have good colour vision, manual dexterity, and physical health commensurate with the duties of the position (working for extended periods on the floor, climbing ladders and working in EWP’s etc.).

- Current drivers' license

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 61202928
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

Education

Vacancy VN-0761037

National Gallery of Australia

Closing Date:Thursday 07 August 2025

Artistic Program
Learning

Job Title	Lead Artist Educator, Outreach
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$80,349 - $86,206
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position, may apply to work from home
Classification	APS Level 5
Position Number	SUP 360
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/

Learning programs at the National Gallery centre the voices and perspectives of artists. The Lead Artist Educator, Outreach role embeds artists within the development and delivery of outreach and digital learning experiences at the National Gallery, recognising artists as creative and critical thinkers and people who bring unique perspectives to engagement with art, ideas and artmaking.

Sitting with the National Gallery Learning Department, our team of Lead Artist Educators brings together people with a diverse range of creative and cultural practice and experience, such as visual artists, musicians, filmmakers, performers, dancers, writers, poets, researchers and curators.

The primary role of the Lead Artist Educator, Outreach is to work collaboratively to develop and deliver offsite and online programs and learning resources for formal learning groups, including early childhood, primary, secondary and tertiary students, teachers and educators, as well as

informal learning groups through our public and access programs. All programs facilitate active engagement with the National Gallery's collection and artistic program.

The Lead Artist Educator, Outreach works closely with the National Gallery's First Nations Lead Artist Educator and First Nations Learning Facilitators, through training and delivery of the Gallery's First Nations learning program, Art Through Culture.

Program delivery will take place across the Gallery, including in our Digital Learning Studio for online programs, as well as some offsite delivery as part of the Gallery's Art Across Australia initiative in support of the touring exhibitions program. Program delivery will also incorporate the Portable Digital Learning Studio for programs in exhibition spaces or the National Gallery Sculpture Garden.

After hours and weekend work is required on occasions.

This position reports to the Digital Learning Manager and works closely with the Education Manager, Technical Producer, Digital Learning Convenor, Outreach Convenor, Access Convenor and Operations Coordinator.

This is a part-time (0.6), non-ongoing employment opportunity which may become ongoing.

Duties

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

- Develop, deliver and evaluate outreach and digital learning programs for a range of audiences including schools, children, young people, families, adults and access audiences.
- Identify and adapt programs for delivery through outreach and digital learning programs.
- Understand the objectives of the National Gallery Learning team and participate in collaborative planning sessions to develop ideas, resources, work plans and team goals.
- Research, write and produce content for online learning resources.
- Set-up and pack-down learning spaces and maintain resources and equipment.
- Work collaboratively as part of the Learning team and contribute to a culture of reflective practice.
- Understand the work environment and be flexible and responsive to change.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card or have the ability to obtain.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Julia Mendel, 6240 6474
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Finance

Vacancy VN-0760893

Independent Parliamentary Expenses Authority

Closing Date:Tuesday 05 August 2025

Job Title	Analyst, Data and Systems Maintenance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$87,352 - $98,013
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements available
Classification	APS Level 5
Position Number	9010101
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

About the team

The IPEA Data and Reporting Section is responsible for producing a range of high-quality report products to provide transparency and accountability in the use of parliamentary work resources. The Data and Systems Maintenance team sits within the Section and as data stewards take significant effort when extracting, analysing, cleansing and preparing data to ensure the quality and integrity of data within reports. The team also perform administration activities within the Parliamentary Entitlements Management System (PEMS), including managing user access and perform quarterly access reviews of PEMS and other systems used by IPEA staff to ensure system access is appropriate.

Ideal Candidate

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the following job specific skills;

- Leadership and accountability
- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack. Working at IPEA | Independent Parliamentary Expenses Authority

Duties

Key Responsibilities

- Create ad-hoc and custom reporting products of transactional information related to parliamentary work resources and maintain supporting policies and procedures.
- Extract, prepare, cleanse and conduct data analytics checks using a range of tools to ensure data is accurate and reliable.
- Draft written reporting advice to internal and external stakeholders including parliamentarians and their staff.
- Liaise with internal and external stakeholders to gather, document and communicate technical and business requirements and test user interfaces/experiences to achieve business outcomes.
- Assist in system administration activities including managing user access and maintenance of parliamentarian work expenses.
- Work collaboratively in a small team, with the ability to work flexibly and respond to changing priorities.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999,employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position.

The successful applicant will be required to have or obtain and

maintain a security assessment at the Baseline level.

Notes

Application

You are required to provide:

- A 750 word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the our ideal candidate' section
- A resume of no more than three (3) pages
- Personal particulars form.

You will be assessed against how your work related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards for this role.

Detailed information on the work level standards can be found here.

Consideration will also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website here.

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch and resume should be email to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA's Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.

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

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Kylie Gent, 6215 3194
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0760898

Austrade

Closing Date:Sunday 03 August 2025

Digital and Technology Services
Information Technology Services Enterprise Platform and Networks

Job Title	Infrastructure Services Team Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5835_07/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We are looking for a team leader for our Infrastructure Services team. The role is responsible for a team of up to 5 staff and involves both management duties and hands-on technical work.

The Infrastructure Services team is part of the Enterprise Platforms & Networks team that support a mix of cloud, on-premises systems and hardware used by staff across a global network of over 50 countries.

Duties

- Manage a team undertaking a mix of project work and day to day to support of on-prem and cloud services including
    - Management of Data Centre compute, backup and storage infrastructure
    - Zscaler Internet Security
    - SIEM and Vulnerability management tools
    - Azure IaaS and PaaS environments
    - AD and Entra ID
- Oversee and assist in the implementation of system hardening, patching and vulnerability management in line with federal government security frameworks.
- Develop and oversee implementation of a team workplan
- Work with development and architectural teams to plan, design, implement new products and migrate services to cloud.
- Identify opportunities for improvement in environments or processes
- Drive the delivery of project outcomes in a timely, efficient and operationally effective manner
- Ensure the Data Centre & cloud environments are optimised for Austrade’s needs and are cost effective
- Liaise with external parties to manage product installations, maintenance, enhancements, and support work
- Consult and provide advice and assistance to management, users, external organisations, and IT staff as required.
- Plan for and procure licences and support for software, hardware and cloud subscriptions
- Skill sharing, ensuring skills transfer and mentoring of staff to support career and technical growth

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 security clearance.

Notes

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

About the Austrade

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

To Apply

Position Contact	Austrade Recruitment, peoplerecruitment@astrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0760905

Austrade

Closing Date:Sunday 03 August 2025

Corporate Services
Global Corporate Operations Property Services and Consular

Job Title	Property Project Support Officer and Office Manager Adelaide
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$89,771 - $110,006
Future Merit Locations	Adelaide
Office Arrangement	On Site
Office Arrangement Details	this position is required on site, in the Austrade office 5 days per week.
Classification	APS Level 5;APS Level 6
Position Number	5833
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Property team is part of the Global Corporate Operations Branch within the Corporate Services Division. The team is responsible for managing Austrade's domestic and overseas commercial property portfolio, which includes leasing arrangements, costing, designing and fitout of offices. The team works with a range of internal and external stakeholders to deliver suitable accommodation to meet Austrade's operational requirements.

The Property Adviser (Projects) and Office Manager Adelaide will be responsible for project administration supporting the Senior Property Project Manager, budget management for property related projects, managing minor works projects, project contract management and property related procurements. The position is also responsible for office management of Austrade's Adelaide office.

Duties

The Property Adviser (Projects) and Office Manager Adelaide duties include (but not limited to):

- Assist with the delivery of multiple concurrent fitout projects (on and offshore) including management of project plans, budgets and reports
- Manage less complex capital works fitout and refurbishment projects
- Contribute to the development and maintenance of Austrade property policies and plans
- Assist with research and the preparation of reports, presentations, submissions, and briefings in relation to property projects

- Develop inter-agency property relationships and provide high quality client service to internal clients through the provision of property advice and support to domestic and international offices
- Comply with legislation and policies associated with property matters including reporting and audit obligations
- Assist with development of sound working relationships with the Department of Foreign Affairs and Trade, other Commonwealth organisations and key stakeholders on aspects of Austrade's property strategies, accommodation and fit out requirements
- Purchasing office supplies
- Providing front of house support to visitors
- Assisting with records management and archiving
- Processing office-related payments
- Serve as the office point of contact for:
    - Facilities maintenance and servicing
    - Office emergencies
    - Mail and freight
    - Delivery of supplies and equipment
    - Property services invoicing
- Be the tenant representative for Building Management and liaise on any issues or concerns with office/building
- Maintain the integrity and functionality of the office by:
    - Arranging necessary works and repairs
    - Escorting contractors/vendors and providing after-hours onsite support when required
    - Reviewing emergency and contingency plans and office SOPs
- Assist in the on-boarding process for new starters in the organisation and in the process for those departing (cessation)
- Provide support for in-house functions and events
- Assist with office asset stocktakes as required
- Manage office access and security arrangements, including issuing access passes and maintaining a visitor register
- Monitoring security cameras
- Assist with ad-hoc tasks delegated within the Global Corporate Operations Branch

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Negative Vetting Level 1** security clearance.

Notes

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

About the Austrade

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

To Apply

Position Contact	Michael Johnson, +61 (8) 8202 7821
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0761050

Austrade

Closing Date:Sunday 10 August 2025

Job Title	Finance Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,322 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5847_07/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

As part of the Finance Projects team, you will support the agency to undertake a range of business improvement initiatives and prepare for an upgrade of finance and intersecting business systems over the next 2-3 years. We are seeking a talented, dynamic business analyst to help analyse, design and deliver a range of business improvement initiatives.

Ideally you will be client focused with an awareness or experience in finance and business analysis in a technical environment. This will entail liaising with stakeholders to understand and document business problems, requirements, processes, and assist in developing high level solutions.

Duties

- Participate in workshops and other collaboration or research activities with internal and external stakeholders to understand pain points, process flows and opportunities for improvement.
- Assist in producing analysis and project artefacts as required to articulate business problems, proposed solutions, project considerations and other information which supports executive decision making.
- Producing analysis and project artefacts such as process maps, business requirements, PowerPoint presentations, Excel data analysis
- Work closely with IT, Finance and business project teams to ensure requirements are well understood, solutions tested, issues recorded and tracked, changes implemented, and business objectives met.

- Manage assigned tasks and small projects.
- Work closely with the finance team to develop and build out a future state finance operating model and implementation plan.
- Project planning and coordination tasks including designing project approach, timelines, facilitating project meetings and assisting in resolving issues and keeping project momentum.
- Facilitate and help conduct testing along with testing documentation artefacts in support of test cases executed.

Eligibility

- Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

Notes

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

About the Austrade

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To Apply

Position Contact	Claire Reid, +61 (2) 6201 7367
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0760816

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 03 August 2025

Corporate Business Systems Unit

Job Title	Senior Information Assets Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,054 - $107,283
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	APS Level 6
Position Number	0110
Agency Website	https://www.aciar.gov.au

Job Description

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

The Senior Information Assets Officer is responsible for leading and implementing strategies to improve, protect, and promote proper use of ACIAR's records and information assets. This includes the management of both records and library management programs.

The position will identify opportunities to improve internal governance and access to information assets, both internally generated and externally sourced. The position provides guidance to ACIAR staff to support the embedding of good information practices.

The Senior Information Assets Officer will work closely with ACIAR program areas to develop an information resources library to support ACIAR as a learning organisation. This will require detailed planning, co-ordination, and management to build and maintain. The library will include

ACIAR information assets including research reports, thesis, journal articles, publications in addition to photographic and video records. It will be used to inform future investments and improvements in knowledge brokering.

The Senior Officer will also be responsible for updating and implementing ACIAR's Information Management Strategy and Roadmap. This will include driving an internal behaviour change campaign to ensure ACIAR staff to adopt and improve records management practices.

Duties

Under the general direction of the Director ICT, the Senior Information Assets Officer is responsible for:

1. Lead the implementation and management of the ACIAR library and information management function including the ongoing management of systems and documentation.
2. Lead by example by promoting sound information management practices across ACIAR.
3. Develop and maintain contemporary information management policies and procedures.
4. Develop and deliver guidance and training material relating to information management that will drive ACIAR's staff compliance.
5. Develop, monitor, review and manage information control systems including configuring rules and processes for compliant and sustainable information management.
6. Provide specialist advice to ACIAR staff on information management issues, in a timely and responsive manner.
7. Manage the compliant disposal of ACIAR records.
8. Enhance information management governance including reporting on staff compliance, risks and opportunities.
9. Other duties as directed by the Director, Information Communication and Technology.
10. Perform other ad-hoc activities as required or requested.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance.
- **Mandatory Qualifications/ Experience** – our successful candidate will possess qualifications in records management, library management or a related field, and/or at least five years' experience in a records management role.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	David Skinner, 02 6217 0529
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0760963

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 17 August 2025

Research

Job Title	Research Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$190,522 - $213,952
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Executive Level 2
Position Number	0080
Agency Website	https://www.aciar.gov.au

Job Description

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

ACIAR has a team of three Research Directors that oversee ACIAR's research investments. Each Research Director manages a team of Research Program Managers and administrative staff that are responsible for the design, delivery and monitoring of ACIAR research investments. The teams under the supervision of the Research Directors deliver on ACIAR's mandate of brokering, funding and managing research partnerships that catalyse more productive, climate resilient, sustainable food and natural resource systems for the benefit of partner countries and Australia.

Working closely with the Executive Team, the Research Directors ensure that ACIAR's investments are aligned with country partner priorities, ACIAR's Strategic Plan and Australia's International Development Policy, and will engage effectively with the Australian and regional agricultural innovation ecosystem.

The Research Directors are responsible for maintaining effective working relationships across ACIAR, efficiently collaborating with the Corporate and Partnership branches of the organisation to ensure effective delivery of investments.

The Research Directors lead by example, and ensure that ACIAR consistently adheres to policies and procedures and operates within the legislative framework and the requirements of the Australian Public Service.

While the division of leadership responsibility between the three Research Directors may vary based on organisational needs, this position will likely be responsible for ACIAR's Horticulture, Crops, Agribusiness and Livestock programs. In addition, the role will have a geographic focus likely to be South East Asia.

Each Research Director may also be asked to provide strategic coordination and leadership of cross-cutting multidisciplinary research and capacity building initiatives comprising multiple projects and other investments from across ACIAR.

Duties

Under the general direction of the Chief Executive Officer, the Research Director will:

1. Lead a team of research program managers and administrative staff to design and deliver research investments in line with ACIAR's Strategic Plan and Investment Framework and Australia's International Development Policy.
2. Within the context of the ACIAR 10-Year Strategy and considering regional and country partner priorities and Australia's comparative advantage, set the direction and targets for their team.
3. Lead by example in implementing ACIAR's policies and procedures, ensuring policies and procedures are adhered to in a high-quality manner throughout the research portfolio.
4. Contribute to ACIAR's strategic engagement with Australia's agricultural innovation system to ensure ACIAR is engaging with capacity that can deliver the greatest impact.
5. Be responsible for effective and efficient expenditure to maximise impact of ACIAR's investment in the research portfolio in line with Government (both Australian and partner country) requirements.
6. Ensure engagement and collaboration across ACIAR's branches of Research, Partnerships and Corporate to maximise efficiency and effectiveness of the research theme.
7. Establish and maintain robust networks with research institutions in partner countries and their innovation partners across value chains and in local communities that support research initiatives.
8. Provide expert advice to ACIAR and Australian government bodies on emerging trends, opportunities, and challenges in agricultural research in the Indo-Pacific.
9. Encourage the adoption of innovative research methods and technologies to enhance the impact and efficiency of research projects.
10. Influence the development of research policies and strategies within ACIAR by providing insights and recommendations based on regional research experiences and outcomes.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance.
- **Mandatory Qualifications** – our successful candidates will possess a postgraduate degree in Agricultural Science or a related field complemented by extensive experience leading and managing agricultural research in a developing country context.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	HR, 02 6217 0500
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0760906

Australian Secret Intelligence Service

Closing Date:Monday 04 August 2025

Not Specified
Not Specified

Job Title	Various Corporate Opportunities L4 - L6
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,148 - $133,968
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

THE OPPORTUNITIES

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- Human Resources
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- Security
- Secretariat
- Coordination
- Governance
- Program and project management support
- Strategic planning
- Strategic policy Enterprise risk management
- Business continuity planning
- Communications
- Liaison functions
- Reporting production
- Records and information management
- Payroll
- Learning and Development

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 18 months. You will be asked to indicate your main area of interest/experience noting all suitable applicants will also be considered for general vacancies across the organisation.

Duties

KEY RESPONSIBILITIES AND TASKS

Dependant on position, duties may include but are not limited to:

- Provide general administrative support and assistance;
- Provide HR related services and expertise such as; pay, recruitment, placements, WHS and analytics;
- Contribute to the administration, design and delivery of training and development programs at an organisational level;
- Provide security related services and advice to stakeholders;
- Support to enterprise risk management;
- Assist in enterprise capability planning and preparation of New Policy Proposals;
- Provide secretariat or executive support;
- Provide support and guidance on relevant policy and procedures;
- Contribute to the development of engagement and change management activities to modernise the way we work;
- Process payroll activities;
- Interpret and provide advice on HR policies, employment conditions and relevant legislation;
- Help develop or evaluate organisational strategy and policies;
- Provide records and information management support and guidance on information services and administration of records/content management systems;
- Contribute to program design and delivery;
- Develop and maintain significant stakeholder relationships;
- Contribute to corporate planning and reporting processes;
- Coordinate or draft submissions and briefings, including for Ministers and Cabinet;
- Protocol and events management functions;
- Liaise with foreign partners;
- Mentoring and supervising junior level staff;
- Undertake project management responsibilities;
- Provide robust and accurate advice/guidance to stakeholders;
- Contribute to activities aligned with strategic direction

Applicants should be able to demonstrate:

- The ability to build productive working relationships using highly developed interpersonal skills;
- Experience in providing excellent customer service;
- The ability to work collaboratively and operate effectively as a team member;
- Maturity and ability to manage sensitive matter discreetly;

- Initiative and judgement in the interpretation of policy and in the application of practices and procedures;
- Experience in the prioritisation and organisation of tasks, often under time pressure;
- Effective written and verbal communication skills; and
- Relevant experience and or qualifications for the role.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded for some roles but are not essential:

· HR qualifications

· Experience in engagement or event planning

· Experience working with intelligence production

· Experience maintaining security databases

The position is based in **Canberra**, with conditions similar to those in the Australian public service, Including superannuation.

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS:

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Please also note that ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website for further job details and selection criteria.

Applications close 4 August 2025 at 11:59pm AEST.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0760912

Australian Secret Intelligence Service

Closing Date:Monday 04 August 2025

Not Specified
Not Specified

Job Title	Various Corporate Opportunities Executive Level 1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$145,137 - $169,572
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

THE OPPORTUNITIES

ASIS corporate specialists work as part of a team, have excellent interpersonal skills, sound judgement and the ability to learn and apply their experience to a number of tasks which support the work of the Service. ASIS is seeking enthusiastic and capable individuals to fill a number of corporate positions across the Service including (but not limited to) roles in:

- Human Resources
- Administration
- Security
- Secretariat
- Coordination
- Governance
- Program and project management support
- Strategic planning
- Strategic policy
- Business continuity planning
- Enterprise risk management
- Communications
- Liaison functions
- Reporting production
- Records and information management
- Learning and Development

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 18 months. You will be asked to indicate your main area of interest/experience noting all suitable applicants will also be considered for general vacancies across the organisation.

Duties

KEY RESPONSIBILITIES AND TASKS

Dependant on position, duties may include but are not limited to:

- Provide HR related services and expertise such as; pay, recruitment, placements, WHS and analytics;
- Design and deliver training and development programs at an organisational level;
- Provide security related services and advice to stakeholders;
- Contribute to and coordinate enterprise risk management;
- Contribute to enterprise capability planning and preparation of New Policy Proposals;
- Provide secretariat or executive support;
- Develop and implement relevant policies and procedural documentation;
- Contribute to the development of engagement and change management activities to modernise the way we work;
- Help develop or evaluate organisational strategy and policies;
- Provide records and information management support and guidance on information services and administration of records/content management systems;
- Contribute to program design and delivery;
- Develop and maintain significant stakeholder relationships;
- Contribute to corporate planning and reporting processes;
- Coordinate or draft submissions and briefings, including for Ministers and Cabinet;
- Protocol and events management functions;
- Mentoring and supervising junior level staff;
- Undertake project management responsibilities;
- Provide robust and accurate advice/guidance to stakeholders;
- Contribute to activities aligned with strategic direction.

Applicants should be able to demonstrate:

- Experience in leading and managing a team;
- Excellent interpersonal, negotiating and influencing skills;
- Experience in providing excellent customer service;
- The ability to work collaboratively and operate effectively as a team member;
- Maturity and ability to manage sensitive matters discreetly;
- Initiative and judgement in the development and interpretation of policy and in the application of practices and procedures;
- Experience in the management of resources to deliver organisational priorities, often under time pressure;
- Excellent written and verbal communication skills; and
- Relevant experience and or qualifications for the role.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded for some roles but are not essential:

- HR qualifications
- Experience working with intelligence production
- Experience maintaining security databases

The position is based in **Canberra**, with conditions similar to those in the Australian public service, Including superannuation.

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Please also note that ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website for further job details and selection criteria.

Applications close 4 August 2025 at 11:59pm AEST.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not Provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0760915

Australian Secret Intelligence Service

Closing Date:Monday 04 August 2025

Not Specified
Not Specified

Job Title	Various Corporate Opportunities Executive Level 1 - Affirmative Measures – First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$145,137 - $169,572
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

THE OPPORTUNITIES

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- Communications
- Liaison functions
- Reporting production
- Records and information management
- Learning and Development

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 18 months. You will be asked to indicate your main area of interest/experience noting all suitable applicants will also be considered for general vacancies across the organisation.

Duties

KEY RESPONSIBILITIES AND TASKS

Dependant on position, duties may include but are not limited to:

- Provide HR related services and expertise such as; pay, recruitment, placements, WHS and analytics;
- Design and deliver training and development programs at an organisational level;
- Provide security related services and advice to stakeholders;
- Contribute to and coordinate enterprise risk management;
- Contribute to enterprise capability planning and preparation of New Policy Proposals;
- Provide secretariat or executive support;
- Develop and implement relevant policies and procedural documentation;
- Contribute to the development of engagement and change management activities to modernise the way we work;
- Help develop or evaluate organisational strategy and policies;
- Provide records and information management support and guidance on information services and administration of records/content management systems;
- Contribute to program design and delivery;
- Develop and maintain significant stakeholder relationships;
- Contribute to corporate planning and reporting processes;
- Coordinate or draft submissions and briefings, including for Ministers and Cabinet;
- Protocol and events management functions;
- Mentoring and supervising junior level staff;
- Undertake project management responsibilities;
- Provide robust and accurate advice/guidance to stakeholders;
- Contribute to activities aligned with strategic direction.

Applicants should be able to demonstrate:

- Experience in leading and managing a team;
- Excellent interpersonal, negotiating and influencing skills;
- Experience in providing excellent customer service;
- The ability to work collaboratively and operate effectively as a team member;
- Maturity and ability to manage sensitive matters discreetly;
- Initiative and judgement in the development and interpretation of policy and in the application of practices and procedures;
- Experience in the management of resources to deliver organisational priorities, often under time pressure;
- Excellent written and verbal communication skills; and
- Relevant experience and or qualifications for the role.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded for some roles but are not essential:

- HR qualifications
- Experience working with intelligence production
- Experience maintaining security databases

The position is based in **Canberra**, with conditions similar to those in the Australian public service, Including superannuation.

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

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 Straight people.

Applicants applying under this Affirmative Measures round will need to provide evidence they meet the eligibility for this vacancy should they be found suitable prior to being made a formal offer of employment.

The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding process.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent;
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

- A letter signed and executed by the Chairperson of an incorpated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or

- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

ASIS offers and active and supportive employee-led First people working group

Please also note that ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website for further job details and selection criteria.

Applications close 4 August 2025 at 11:59pm AEST.

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

About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not Provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0760916

Australian Secret Intelligence Service

Closing Date:Monday 04 August 2025

Not specified
Not specified

Job Title	Various Corporate Opportunities L4 - L6 - Affirmative Measures – First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,148 - $133,968
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

THE OPPORTUNITIES

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- Strategic planning

- Strategic policy Enterprise risk management
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Duties

KEY RESPONSIBILITIES AND TASKS

Dependant on position, duties may include but are not limited to:

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Applicants should be able to demonstrate:

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- The ability to work collaboratively and operate effectively as a team member;
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- Relevant experience and or qualifications for the role.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded for some roles but are not essential:

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· Experience working with intelligence production

· Experience maintaining security databases

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Candidates must be Australian citizens.

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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 Straight people.

Applicants applying under this Affirmative Measures round will need to provide evidence they meet the eligibility for this vacancy should they be found suitable prior to being made a formal offer of employment.

The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding process.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent;
- identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

- A letter signed and executed by the Chairperson of an incorpated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
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Please also note that ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website for further job details and selection criteria.

Applications close 4 August 2025 at 11:59pm AEST.

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To Apply

Position Contact	Not Provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0760436

Aged Care Quality and Safety Commission

Closing Date:Friday 01 August 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Regulatory Strategy Policy Operational Policy and Support

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$80,425 - $84,980
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	APS Level 4
Position Number	20033389
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=68868897-5C97-C433-545B-E40487F0EC0C

About the Team

The Operational Policy and support section has talented and passionate people that work with key stakeholders internal and external to the commission to troubleshoot complex problems with innovative solutions to ensure our regulatory practices meet the needs of older Australians. The section is a fast-paced environment and provides diverse policy opportunities across various programs of work.

About the Role

- The APS 4 Policy Officer helps to develop and implement policy that operationalises the Commission’s regulatory functions. In other words, shaping how the Commission actions its responsibilities as the regulator of aged care services.
- The APS 4 Policy Officer does this by supporting collaboration with stakeholders to ensure quality assurance, best practices, and continuous improvement are integrated into the Commission’s regulatory policies and processes.

Duties

- Conduct research and analysis to support the development and review of operational policy for the Commission
- Using plain English, prepare and contribute to policy briefs, discussion papers, and internal operational policy and guidance to support operational practice.
- Drafting, updating and reviewing the Commission’s operational guidance materials.
- Coordinate and support stakeholder engagement processes to promote the delivery of desired outcomes
- Interpret and apply legislation to develop operational policy or provide policy advice to operational stakeholders
- Support policy programs, including working collaboratively with different policy teams.
- Provide administrative supports by coordinating meetings, minutes and actions of meetings and managing program and project documentation.
- Communicates effectively with, and follows direction and instructions provided by supervisors.
- Ensure policy documentation meets Commission standards and is aligned with relevant legislative frameworks

Eligibility

To be successful in this role you will need to demonstrate the following:

- Uses a common sense approach to problem solving and solution seeking.
- Ability to interpret and analyse information to identify policy risks and solutions.
- Ability to respond to changing priorities, periods of uncertainty and contribute to problem-solving and process improvements.
- Work effectively and under limited supervision both from the home and office, which includes working in a geographically dispersed team
- Effective Communication
    - Ability to communicate, both verbally and in writing, in a manner that is clear, concise, accurate and in plain English.
    - Understand others' comments by listening, asking clarifying questions, and reflecting. Check to ensure own views have been understood

- Demonstrated interpersonal skills to build relationships and engage collaboratively with internal and external stakeholders
- Has attention to detail to ensure accuracy in preparing documentation and reviewing policy material.
- Has a broad understanding of the policy cycle: issue identification, policy analysis and consultation, decision-making, implementation, and review.

- Supports productive working relationships by building and sustaining positive relationships within multidisciplinary teams and contribute to shared goals in a fast-paced environment.
- Digital competency - Competence in using Microsoft Office suite of products including the office 365 suite, SharePoint and Microsoft teams.

Notes

- Salary offered will be between **$80,425 - $84,980** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 500 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **1 August 2025** and **11:30 PM AEST.**

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

Specific questions about the roles can be directed to Nick Holdernesse by emailing nick.holdernesse@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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

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Further information:

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

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Nick Holdernesse, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=68868897-5C97-C433-54

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Health

Vacancy VN-0760444

Aged Care Quality and Safety Commission

Closing Date:Friday 01 August 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Regulatory Strategy Policy Operational Policy and Support

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	APS Level 5
Position Number	20044900
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=A36C81EF-DD2B-DEEB-7DC5-E40489521134

About the Team

The Operational Policy and Support section has talented and passionate people that work with key stakeholders internal and external to the Commission to ensure our regulatory practices enable our staff to undertake their roles, so we regulate in a way that drives improved aged care experiences for older Australians. The section operates in a fast-paced environment and provides diverse policy opportunities

About the Role

The APS 5 Policy Officer works in a small, dispersed team and with internal stakeholders to research, analyse, develop, implement and improve policy, processes and guidance.

Duties

- Manage individual workload allocation of research and analysis to support the development and review of operational policy, processes and guidance material.
- Under broad direction, using plain language and Commission frameworks, develop, review and update less complex policy briefs, discussion papers, and internal operational policy and guidance.
- Organise and record meetings, and prepare project documents and communications with policy stakeholders
- Build and sustain positive relationships with team members and internal and external stakeholders.
- Support, guide and mentor APS4 policy officers.

Eligibility

- Demonstrated ability to interpret and analyse legislation and information to identify policy issues and solutions.
- Effective communication
    - ability to communicate, both verbally and in writing, in a clear, concise and accurate manner using plain language
    - understand others' comments by listening, asking clarifying questions, and reflecting. Check to ensure own views have been understood.

- Demonstrated interpersonal skills to build relationships and engage collaboratively with team members and stakeholders
- Accuracy and attention to detail in preparing documents and reviewing policy and guidance material.
- Well-developed understanding of the policy cycle: planning, issue identification, policy analysis and consultation, decision-making, implementation, and review.
- Good time management and the ability to problem-solve and respond positively to changing priorities.
- Work effectively in a geographically dispersed team, in both office and home-based work locations, under broad direction
- Digital competency - competence in using Microsoft Office suite of products including the office 365 suite, SharePoint and Microsoft teams

Notes

- Salary offered will be between $86,204 - $93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 500 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **1 August 2025** and **11:30 PM AEST**.

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

Specific questions about the roles can be directed to Nick Holdernesse by emailing nick.holdernesse@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Nick Holdernesse, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=A36C81EF-DD2B-DEEB-

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Health

Vacancy VN-0760653

Aged Care Quality and Safety Commission

Closing Date:Monday 04 August 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Sector Capability and Regulatory Strategy Multiple

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	APS Level 5
Position Number	20050298
Agency Website	

Job Description *https://agedcarequalitycareers.nga.net.au/?jati=C63120CC-74D4-E832-542D-E40503771B0C*

About the Team

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.

This selection process will be used to fill Executive Assistant roles across the Commission, working to support executives in operational, policy, or enabling functions

About the Role

Provide comprehensive executive assistance to the Executive Director:

- manage diary, email and travel and accommodation bookings,
- coordinate briefings and prepare meeting papers, presentations and logistical support,
- coordinate with other executive support staff to action related finance, procurement, recruitment, digital and other corporate reporting requirements
- develop a short-term and medium-term view of activities and priorities to support effective task management

Duties

Under limited task guidance

- receive, screen, monitor, prioritise, escalate and action Executive Director emails and correspondence, using initiative and discretion
- manage the Executive Director’s diary, travel and meeting preparations to meet business priorities and competing deadlines
- develop, maintain and improve systems to ensure effective workflow within the Executive Director office and group including: team meetings, newsletters, intranet / SharePoint pages, room bookings, preparation of presentations, and secretariat support for meetings.

With guidance, conduct research and draft briefings, reports and documents as required.

Work as part of a high performing team to facilitate and support effective communication among Commission executives.

Eligibility

To be successful in this role you will need to demonstrate the following:

- High level organisational and communication skills, including flexibility and problem-solving skills
- Demonstrated ability to set priorities, meet competing deadlines and work effectively under pressure, in a small team environment.
- Highly developed interpersonal skills and the ability to work in productive partnership with executives and their offices to achieve business results.
- Knowledge, or the commitment to quickly acquire knowledge of the role and functions of the Commission to support business priorities.
- Ability and interest in proactively identifying and pursuing opportunities to better support the Executive Director.
- Proficiency with standard Microsoft Office applications and capacity to quickly adapt to new digital tools.
- Experience proving high level support to senior leader in a large, geographically dispersed organisation

Notes

- Salary offered will be between **$86,204 - $93,226** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
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In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **500 words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **4 August 2025 and 11:30 PM AEST.**

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

Specific questions about the roles can be directed to Narelle Cameron by emailing narelle.cameron@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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To Apply

Position Contact	Narelle Cameron, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=C63120CC-74D4-E832-5

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

Health

Vacancy VN-0760705

Aged Care Quality and Safety Commission

Closing Date:Sunday 03 August 2025

Chief Clinical Advisor
Chief Clinical Advisor Behaviour Support and Restrictive Practices Unit

Job Title	Executive Level 1 Assistant Director, Clinical Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	20033962
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

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About the team:

The Chief Clinical Advisor Division of the Commission aims to protect and enhance the safety, health and well-being and quality of life of people receiving aged care by driving a higher standard of clinical rigour across the aged care sector.

The Behaviour Support and Restrictive Practices Unit (RPU) is a unit within the Chief Clinical Advisor Division which aims to prevent and minimise the inappropriate use of restrictive practices in aged care by enhancing individualised behaviour support and promoting quality of life for every consumer through supporting the Commission's regulatory functions and aged care provider understanding of behaviour support, restrictive practices and associated legislative responsibilities.

About the Role:

The Assistant Director, Clinical Advisor is responsible for providing clinical leadership across the Commission and guidance about contemporary clinical expectations and legislative requirements in relation to aged care including person-centred behaviour support and minimising the inappropriate use of restrictive practices.

The Assistant Director, Clinical Advisor is also required to effectively apply contemporary clinical knowledge in the context of the Commission's regulatory roles and responsibilities. This role will also assist aged care providers to deliver the best possible outcomes for older people by promoting and supporting evidence-based clinical practice and providing information and guidance to external stakeholders including aged care providers.

The Assistant Director, Clinical Advisor will also provide clinical input into the development and delivery of education, guidance and resources for Commission staff, the aged care sector and the public.

Duties

Reporting to the RPU Director, as Assistant Director, Clinical Advisor you have high level skills and abilities in many areas. Critically important areas are:

- Provide clinical leadership and guidance across the Commission about contemporary clinical practice expectations for aged care to inform regulatory decision-making, particularly in relation to best practice behaviour support and restrictive practices.
- Provide timely and targeted written and verbal clinical advice and reports for regulatory staff and delegates to support their informed and proportionate regulatory decision-making.
- Be able to communicate complex inter-related clinical matters coherently and concisely to audiences with a range of backgrounds and regulatory functions to ensure clarity of clinical findings, guidance and advice.

- Analyse and interpret evidence from a range of sources including (but not limited to) clinical documentation, site visit reports and submissions from aged care providers to identify clinical risks and deficiencies in care.
- • Identify and escalate clinical risks and deficiencies in care to support proportionate regulatory decision making including supporting Commission staff to understand and interpret relevant clinical information and risks in relation to quality and safety.
- Work collaboratively with stakeholders across the Commission to manage clinical risks and support Commission priorities.
- Provide clinical education and training including subject matter expertise on clinical topics, particularly matters relating to behaviour support and restrictive practice for internal and external stakeholders.
- Participate in working groups about clinical matters that are internal and external to the Commission; and undertake clinical project work.
- Supervise, guide and mentor APS staff within the RPU by setting tasks and priorities that align with the strategic direction of the organisation, division and unit and support RPU staff to achieve results and build team culture, capability and performance.
- Participate in site visits and meetings with aged care providers as required to support regulatory staff to discuss clinical care and legislative requirements, particularly matters regarding behaviour support and restrictive practice.
- Manage workload to respond to emerging and changing risks, the changing priorities of the Commission and the regulatory environment.
- Maintain own knowledge of contemporary best practice clinical care for the older person in an aged care setting.

Eligibility

- Highly developed analytical and problem-solving skills to exercise good judgement, identify priorities and support effective clinical risk management, identification and escalation about the care provided in relation to behaviour support and restrictive practice matters.
- High level skills to critically analyse and interpret complex, sensitive and at times conflicting information applied to clinical issues, clinical judgement and decision-making to make reasoned judgement based on best practice and legislative requirements.
- Excellent interpersonal, oral and written communication skills (including public speaking) and the demonstrated ability to communicate information coherently and concisely to varied audiences to ensure clarity.
- Capacity to work in a busy environment, successfully handling competing priorities and ability to effectively manage and prioritise workload distributed among a team to deliver agreed outcomes.
- High-level negotiation skills and ability to establish and maintain professional relationships and to work with a range of key stakeholders to achieve outcomes.
- Ability to work collaboratively and build relationships based on trust, credibility, and fairness within the Commission and with external stakeholders.
- Ability to deal positively with uncertainty and cope effectively in an environment characterised by change; determines a course of action despite lack of clarity and shares information with others and assists them to adapt.

Essential Requirements:

- Hold current professional registration with any of the National Boards supported by the Australian Health Practitioner Regulation Agency (AHPRA), for example: Registered Nurse, Pharmacist.

- Demonstrated current knowledge and experience in clinical issues and clinical risk in residential and/or community aged care settings.
- Demonstrated contemporary knowledge in relation to best practice behaviour support and restrictive practices in an aged care context, and demonstrated knowledge of mental health, dementia, and neurocognitive disorders relevant to behaviour support and restrictive practices.
- Exceptional communication skills, both written and verbal, including proficient use in MS Office suite of products - Word, Excel, PowerPoint.
- Ability to travel interstate as required.

Notes

- Salary offered will be between $118,588 - $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
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In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 800-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by 3 August 2025 and 11:30pm (AEST).

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

Specific questions about the roles can be directed to Megan Cox by emailing megan.cox@agedcarequality.gov.au with the Position title in the subject line.

Diversity and Inclusion:

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To Apply

Position Contact	Megan Cox, megan.cox@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0760878

Aged Care Quality and Safety Commission

Closing Date:Sunday 03 August 2025

Corporate
People Capability Development

Job Title	Senior People & Culture Advisor - People Capability Development (Various Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	625_07/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

We are recruiting for various positions within the People Capability Development below:

About the Teams

The **People Capability Development (PCD)** section focuses on creating a culture of continuous learning and professional growth, ensuring that staff are equipped to meet the evolving demands of their roles and the organisation. This is achieved by the development, implementation, regular review and reporting against the People & Culture Strategy and the Organisational Workforce plan. PCD consists of the following four teams:

<u>Capability Coordination</u>

Capability Coordination work in partnership with all Commission divisions and groups to define the people capabilities required for the Commission to deliver its functions and the specific

combination of people capabilities required for all Commission profiles. The definition of people capabilities informs the development of learning and knowledge products to collectively uplift the capability of the Commission workforce.

Current and Major Projects (Learning Design)

Major Projects focus on the design and development of learning to support large-scale reforms, while Current Projects delivers learning aligned to operational priorities and strategic initiatives. Both teams partner with divisions across the Commission to ensure learning approaches are tailored, fit-for-purpose, and supported by high-quality knowledge resources. Drawing on strong stakeholder engagement, learning design expertise, and contemporary authoring tools, the team ensures learning solutions are responsive to workforce needs and aligned with strong design principles. Both teams bring deep expertise in learning design, stakeholder engagement, and the use of rapid authoring tools to create impactful, accessible learning experience

Implementation and Evaluation

Implementation and Evaluation (I&E) work in partnership with all Commission divisions to implement and administer learning solutions. I&E is responsible for the delivery of learning solutions including the facilitation of learning programs, workshops and capability building initiatives. The team also manages the Commission's learning management system, ensuring learning are accessible, well-coordinated, and aligned with organisational needs.

Duties

Senior People and Culture Advisor - Capability Coordination

- Engage with divisions and groups across the Commission to identify people capability needs aligned to strategic workforce priorities.
- Lead or facilitate workshops and working groups to develop people capabilities and job profiles.
- Draft and coordinate documentation to support governance approvals for new and updated people capabilities.
- Manage the maintenance of the People Capability library and master list of job profiles.
- Coordinate the approval of new and amended people capabilities with applicable Commission governance committees
- Coordinate implementation of people capabilities in relevant systems, including the Commission's learning management and the maintenance of the People Capability database. section
- Lead or contribute to planned evaluation and review cycles for existing people capabilities.
- Draft and maintain guidance materials, policies, and procedures related to the People Capability Framework.
- Support the Capability Coordination Assistant Director in delivering strategic workforce capability initiatives, continuous improvement activities updates to supporting policies and procedures and the implementation of the People Capability Framework
- Research existing people capabilities in other regulators and related industry and assess their applicability to the Commission

Senior People and Culture Advisor - Learning Design for Current & Major Projects

- Provide expert instructional design advice and support to Assistant Directors and the Director, People Capability Development.
- Lead and manage end-to-end learning projects, ensuring high-quality deliverables are achieved on time and within scope.
- Design and develop a range of learning solutions, including eLearning modules, facilitator guides, participant workbooks, job aids, and blended learning programs, underpinned by adult learning principles.
- Create digital learning assets such as infographics, videos, animations, and interactive media, ensuring compliance with Web Content Accessibility Guidelines (WCAG) where applicable.
- Collaborate with internal stakeholders to ensure learning programs are relevant, practical, and responsive to operational and reform priorities.
- Provide coaching and guidance to other team members on instructional design methods and best practices, under direction from the Assistant Directors.

Senior People & Culture Advisor - Learning Facilitator

- Facilitate learning solutions, including workshops, activities and exercises
- Support the Assistant Director, I&E to plan and manage the logistics of the Commission's learning solutions
- Collate, record and report on participant learning progress/attendance
- Create plans for the implementation and evaluation of learning solutions
- Support the response to learning enquiries in an accurate and timely manner
- Employ an established evaluation methodology to assess the effectiveness of learning solutions
- Support the development of learning solutions as required.

Eligibility

Position Eligibility Requirements *(Selection Criteria)*:

To be successful in this role you will need to demonstrate the following:

Senior People and Culture Advisor - Capability Coordination

- Demonstrated experience in people capability development in government or industry
- Intermediate research and analysis capabilities
- Intermediate project management capabilities
- Intermediate stakeholder engagement capabilities
- Advanced written and verbal communication capabilities, preferably with demonstrated experience in public service
- Advanced data management and analysis capabilities, preferably with demonstrated experience using MS Excel, SharePoint, PowerApps and learning management systems
- Foundational learning development capabilities
- Demonstrate the APS Code of Conduct and Values.

Senior People and Culture Advisor - Learning Design for Current & Major Projects

- Experience in designing and delivering learning in a regulatory, government or similarly complex environment.
- Expertise in applying adult learning principles and formal instructional design methodologies to the development of learning programs.
- High-level written and verbal communication skills, with the ability to tailor content to different audiences.
- Ability to manage competing priorities and work in a fast-paced, agile environment.
- Proven ability to build and maintain productive relationships with a wide range of stakeholders.
- Advanced capability in using rapid eLearning authoring tools such as Articulate Storyline, Rise 360, Canva, and Vyond.
- Proficiency with Microsoft Office 365 tools including MS Teams and Planner.
- Willingness and ability to travel interstate and intrastate as required.

Desirable Requirements

- Certificate IV in Training & Assessment (TAE40122) or equivalent
- Experience using graphic design tools (e.g. Adobe Illustrator, InDesign, Photoshop, Canva) to create engaging visual assets such as infographics, layouts, and promotional materials.

Senior People & Culture Advisor - Learning Facilitator

- Ability to facilitate learning solutions
- Ability to evaluate learning solutions
- Demonstrated experience with online learning delivery platforms, such as Microsoft Office suite and Learning Management Systems (LMS).
- Ability to develop and maintain productive working relationships with both internal and external stakeholders.
- Strong written and verbal communication skills.
- Ability to travel both intrastate and interstate as required.

Desirable Requirements

- Experience using the Acorn LMS platform
- Certificate IV in Training & Assessment (TAE40122) or equivalent
- Demonstrated experience using SharePoint, PowerBI and PowerApps

Notes

Position Notes:

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

- Non-ongoing opportunities will be offered for varying periods with an option to extend to a total of 24 months.
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In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600 words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:59M Sunday 3 August 2025 AEST**.

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

Specific questions about the roles can be directed to Zerahiah Bodle by emailing zerahiah.bodle@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government

aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Zerahiah Bodle, 07 3741 2248
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0760950

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Monday 04 August 2025

ACSQHC
ACSQHC Measurement for Improvement

Job Title	EL1 Senior Project Officer, Data Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20048699
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description *https://www.safetyandquality.gov.au/careers*

The Commission's Measurement for Improvement (MFI) team are seeking to appoint a qualified and experienced person to contribute to its work program.

This role will contribute to the work of the Data Analytics team with a focus on the following program areas:

1. Development of strategies, standards, and tools to support the measurement, monitoring and reporting of safety and quality in health care.
2. Incorporation of safety and quality into pricing of public hospital services in Australia – for example, collaboration with the Independent Health and Aged Care Pricing Authority (IHACPA).
3. Supporting the development and potential operationalisation of national safety and quality measurement improvements by undertaking the required research, consultation, and cross-team collaboration.
4. Lead the qualitative and research aspects of the work to identify and prioritise clinical domains for Clinical Quality Registry development, along with drafting the final report.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. Analyse and interpret a variety of health data, information and literature, including synthesis into a cohesive narrative.
2. Undertake and support qualitative analysis methods and survey design
3. Advise on strategy, risk management and stakeholder engagement in relation to the key program areas.
4. Undertake the complete range of procurement and project and contract management activities.
5. Develop reports, briefs, advisory group papers, correspondence, presentations and other documents.
6. Liaise with and foster productive relations with other agencies, clinical organisations, consumer groups, government authorities, the private health sector, industry bodies and contractors.
7. Consult with and provide advice to colleagues, including Commission executive, about progress of key programs and their strategic implications.
8. Manage and provide secretariat for advisory groups.
9. Formulate relevant policy recommendations to the Commission executive.
10. Contribute to committee meetings, forums and workshops.
11. Conduct research and analysis on relevant topics, to support work across the program and the Commission.

Eligibility

The successful candidate will have:

- Demonstrated understanding of the Australian healthcare system and a sophisticated understanding of the key elements of healthcare safety and quality.

- Highly developed conceptual and analytical skills, including demonstrated capacity to analyse and interpret healthcare data and information from a range of sources and synthesise these in a coherent, accessible way.
- Excellent written communication skills, including the ability to write well structured reports that draw on different sources of evidence and concisely covey complex topics.
- Demonstrated ability to manage multiple projects, contracts, and priorities, think strategically and identify and manage risk.
- Excellent communication and interpersonal skills, and a demonstrated ability to consult, liaise, negotiate, and develop productive working relationships with a wide range of individuals and interest groups.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Suraj Rasakulasingam on 02 7232 5838.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Monday 4 August 2025.**

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

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To Apply

Position Contact	Suraj Rasakulasingam, 02 7232 5838
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0760991

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Tuesday 05 August 2025

ACSQHC
ACSCHC Digital Health and ICT

Job Title	APS6 Project Officer, Digital Health
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$98,327 - $110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20048798
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/about-us/working-us

The Digital Health team contributes to digital health and digitally enabled care through safety programs, which focus on optimising clinical information systems to support healthcare providers. Digital health encompasses electronic medical record systems, hospital medication management programs and national digital health infrastructure to improve the safety and quality of health care.

The Project Officer will be expected to work with limited supervision, within a team context and with internal and external stakeholders. The position requires excellent skills in communication, problem solving and time management and would suit a high performing candidate.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Provide support to the Director, Digital Health and Chief Information Officer.
2. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
3. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
4. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
5. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
8. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program’s work priorities.
9. Other duties as required which may include projects and providing assistance to the Commission’s corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

- Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Demonstrated project management skills and experience.
- Interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Demonstrated skills providing executive support.
- Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Kate Oliver (02) 7232 6088.

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

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To Apply

Position Contact	Kate Oliver, (02) 7232 6088
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0761054

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Wednesday 06 August 2025

ACSQHC
ACSQHC Communications

Job Title	EL1 Senior Communications Officer, Communications
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20044796
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Senior Communications Officer is responsible for working across a number of functions in relation to corporate communications within a small team. This role advises on and leads campaigns for promotion of a diverse range of publications and resources developed by the Commission for healthcare service providers and healthcare consumers. These campaigns are delivered in close collaboration with project teams.

The role is responsible for developing and delivering high quality, engaging and target audience specific content related to the Commission’s program areas across a range of print and digital platforms including website, and electronic direct mail and specialising in development of content for social media. The role also contributes to the strategic planning, development, guidance and implementation of communications processes and procedures to support the Commission in its role as the lead national agency for improving safety and quality in health care and ensuring its resources are disseminated widely to be used in practice across Australia.

This role will also be involved in internal communications programs and channels and editorial and communications planning.

Duties

Duties of the Senior Communications Officer will include, but are not limited to, the following:

1. Provide specialist advice, manage and lead strategic use of communications channels to promote the overall work of the Commission and enhance the reputation of the Commission.
2. Develop and lead communications strategies and campaigns to promote the awareness and use of Commission publications, resources and materials, including social media strategy and content
3. Provide professional advice to project teams on communications and media approaches and appropriate scope for communications activities.
4. Collaborate with project teams to initiate, create, develop and produce engaging content for a variety of audiences and channels including print, digital and events within a structured communications project plan.
5. Manage external communications service providers or communications team members as required.
6. Guide and coach project officers as necessary in the development of communications materials or in communications procedures and processes or in the development of content.
7. Provide support to other team members as required across a wide range of content development and project management and corporate communications.
8. Contribute to measurement and evaluation of communications activities.
9. Contribute to improvement of internal processes and approaches to communication.
10. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities
11. Undertake other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated knowledge and experience in leading and managing strategic communications campaigns and communications projects within a small multidisciplinary team.
- Strong ability to work with highly credentialled experts and complex content to achieve easily understandable and memorable messaging.
- Demonstrated high-level skills in project management and ability to manage multiple competing deadlines.
- Strong negotiation, liaison and relationship building skills, with internal and external stakeholders, including managing media enquiries.
- Demonstrated high level skills in writing across a number of formats and genres including web content, social media posts, EDMs and newsletters.
- Knowledge and experience in use of digital communication technologies, with experience in social media strategy and content.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications

- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Anna Nicholes on 02 7232 5162.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Wednesday 6 August 2025.**

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

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To Apply

Position Contact	Anna Nicholes, 02 7232 5162
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0761058

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Wednesday 06 August 2025

ACSQHC
ACSQHC Clinical Governance

Job Title	APS6 Project Officer, Clinical Governance
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$98,327 - $110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20048826
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

One of the Commission's priority areas of work is a renewed focus on clinical governance. The Commission has established the Clinical Governance Program to provide national leadership and support to improve clinical governance practice. The Project Officer will work with the Program Director, Program Manager and Senior Project Officers in the team to support the release of the national model for clinical governance and development of supporting resources. This work will involve organising and assisting with consultation processes, procurement and contract management, undertaking environmental scans and analysing information, drafting papers and providing project support.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.

2. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
3. Collate and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
4. Provide secretariat support for committees and expert groups, including preparation of agenda papers, scheduling meetings, managing calendars, organising travel and other administrative tasks.
5. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties and administrative support.

Eligibility

The successful candidate will have:

- Demonstrated project management skills and experience.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Demonstrated procurement and contract management experience, including financial administration and budget preparation.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
- An understanding of Australia's healthcare system.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Katherine Norden on 02 7232 5935.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Wednesday 6 August 2025.**

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

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To Apply

Position Contact	Katherine Norden, 02 7232 5935
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0760807

Australian Digital Health Agency

Closing Date:Sunday 03 August 2025

Technology Services
Cyber Security Cyber Security Operations

Job Title	Cyber Awareness and Education Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$87,584 - $94,719
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	20049328
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

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

About the Role

The Cyber Security Awareness & Education Officer will be required to consult and liaise with external stakeholders with a proven ability to build and maintain successful working relationships.

As a member of the Security Network and Operations Team, the Cyber Security Awareness & Education Officer is required to integrate and work alongside a dynamic team of professionals to collaboratively achieve the Agency's business objectives and develop sufficient understanding of all roles within the team.

Duties

What You'll Bring

- Assist the Cyber Awareness and Education team to expand the range of cyber security guidance materials for the healthcare sector that are published by the Agency and providing input into campaigns designed to distribute these materials to healthcare audiences.
- Manage the phishing platform including delivery and analysis of internal phishing campaigns.
- Co-ordinate and deliver Cyber Outreach program and cyber awareness engagement events for stakeholder groups involved in the Australian healthcare sector.
- Assist with activities designed to raise the security posture of the Australian healthcare sector.
- Assist with the development of cyber awareness materials and campaigns to support the security culture within the Agency and awareness of strong cyber security practices that can be adopted by Agency workers.

Eligibility

Eligibility

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

Notes

Our Benefits

Ask us about our 20226 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

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

Attractive Flexible Working Arrangements:All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Collaborative workspaceswith new technology available within central locations.

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

Additional Information

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

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

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

Closing Date: 3 August 2025, 11:00pm

Salary: This role offers between $87,584 - $94,714 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

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

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Health

Vacancy VN-0760921

Australian Digital Health Agency

Closing Date:Tuesday 29 July 2025

Digital Solutions
Research Analytics and Data Data Operations

Job Title	Junior Data Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Canberra ACT
Salary	$87,584 - $94,719
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Attractive working from home policy.
Classification	APS Level 5
Position Number	0275_04/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Role

The Australian Digital Health Agency is seeking a Full-time Junior Data Engineer for a Full-time ongoing position. As a Junior Data Engineer, you will join a dynamic team of highly motivated people to deliver the best possible solutions, using the latest technologies and state of the art data platforms. You will be responsible for building and documenting ETL pipelines and data lineage to ingest data into our analytics platform, including cleansing, aggregating and modelling data to

inform digital health business through deep dive analytics. This includes identifying opportunities to improve data capture, linkage, transformation and flow. You will also be conducting deep dive analytics and providing highly granular level of detail to inform digital health business decisions.

Key Responsibilities

- Building and documenting ETL pipelines and data lineage to ingest data into our analytics platform.
- Cleansing, aggregating and modelling data.
- Identifying opportunities to improve data capture, linkage, transformation and flow.

Duties

Skills and Experience

- Tertiary qualifications in a relevant discipline such as Information Technology, Software Engineering or equivalent significant industry experience
- Proficient in Python and SQL.
- Excellent communication skills and ability to work collaboratively in a team environment.
- Outstanding problem-solving skills and attention to detail.
- Eagerness to learn and adapt to new systems and processes.

Eligibility

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

Notes

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

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

About the Australian Digital Health Agency

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

To Apply

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

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Health

Vacancy VN-0760964

Australian Digital Health Agency

Closing Date:Wednesday 06 August 2025

Corporate Services Division
Governance Branch

Job Title	Facilities Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0450_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We have a fantastic opportunity for a talented Facilities leader who is passionate about delivering high quality facilities services and excited about leasing project management. The position of Facilities Service Team Leader is responsible for a variety of day-to-day office tasks, supporting delivery of leasing projects, capital improvements, contract management, security and administration tasks. You will be an integral part

of managing a small team to ensure that our office operations and leasing projects run smoothly and are successful in supporting other business activities and organisational reporting requirements.

An excellent Facilities Service Team Leader is, above all, an organised and competent professional with phenomenal communication skills. You will be comfortable dealing with people and be able to carry out your range of duties with accuracy and speed.

This is a full-time position for someone who has a high attention to detail, team player, is an open and engaging communicator and who values quality customer service.

Duties

Within the Agency, this position is primarily responsible for:

- managing the day-to-day operational and leading a team, including managing staff resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.
- undertaking contract, procurement and project management in accordance with Agency policies, guidelines and frameworks, including monitoring and maintaining financials within projects and contracts.
- overseeing emergency management, preparedness and response protocols across facility operations ensuring continuity, safety, and compliance through strategic risk management and crisis coordination.
- managing the key elements of the development, delivery and implementation of capital works projects including full accountability for time, cost and quality outcomes.
- assisting with preparation of briefing material, correspondence, submissions and reports for executive and stakeholders.

To be successful in this role, the ideal candidate will have the following:

- strong stakeholder engagement and project management skills with experience in either facilities or security management.
- experience in maintaining and developing policies and procedures.
- knowledge of risk management frameworks and systems. This includes fraud control, business continuity, insurance and internal audit arrangements, as applied in a Commonwealth setting.
- knowledge of and compliance with key Commonwealth legislation and policies, in particular the Public Governance Performance and Accountability Act 2013 (PGPA Act) and associated Public Governance Performance and Accountability Rule 2014 (PGPA Rule).

Please contact Blaize Surrao via blaize.surrao@digitalhealth.gov.au if you have any questions in relation to this role.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life

Additional Information

The position maybe filled in Brisbane, Canberra or Sydney with an expectation of a 4 day office-based requirement due to operational and staff development requirements. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Blaize Surrao at blaize.surrao@digitalhealth.gov.au.

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

Closing Date: Wednesday, 6 August 2025 at 11:00pm

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Blaize Surrao, (02) 6151 8671
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760748

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 10 August 2025

Office for Business Support Digital Technology Section

Job Title	Chief Information Security Officer (CISO)
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$145,785 - $165,513
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	13714
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/

Our organisation

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

The Digital Technology section (DTS) is a high-profile section within the Office for Business Support and is responsible for driving the development and delivery of a range of strategic and operational Digital Technology functions. Working in partnership with ARPANSA’s Executive, branches and offices, DTS provides services and advice on the agency’s use of technology, applications, information and data, including oversight of cybersecurity and information governance.

The Cyber Security team is responsible for the development, implementation, and oversight of ARPANSA’s cyber security program. This includes ensuring compliance with relevant legislation, standards, and policies, and managing cyber security risks across information and operational technology environments.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA’s mission, leading as an employer of choice in all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian Community. A role at ARPANSA involves:

- Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.
- Opportunities to engage with national and international stakeholders, in a context that values leading practice science.
- The opportunity to pursue your interests while contributing to the Australian community.
- A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.
- Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

Accountable to the Chief Executive Officer and reporting to the Director Digital Technology, Chief Information Officer (CIO), the position supports the Chief Security Officer (CSO), and the Security

and Insider Risk Section by providing cyber security leadership, incorporating information technology and operational technology. The position ensures alignment with business objectives, regulatory requirements, and security and risk management frameworks. It is imperative that the incumbent understands and communicates the impact of cybersecurity on critical business areas to senior leadership effectively.

The primary objective of this role is to secure ARPANSA's compliance with the Technology Domain of the Protective Security Policy Framework (PSPF) and implementing the Australian Signals Directorate’s Information Security Manual (ISM) and Strategies to Mitigate Cyber Security Incidents. This includes responsibility for the entity’s cyber security strategy and uplift plan. These frameworks provide the mandatory requirements for protective security, including cyber security, and provide thorough guidelines to protect information and technology assets. This role is vital for preserving the integrity and security of ARPANSA's information systems, ensuring adherence to national standards and best practices.

Key accountabilities

- Provides cybersecurity leadership and guidance across ARPANSA, ensuring compliance with standards, regulations, and legislation to protect digital assets and information.
- Develops and implements the agency’s cybersecurity strategy, framework, and roadmap. Manages the cybersecurity team and budget, overseeing risk management activities and maintaining the security risk profile.
- Ensures consistent application of policies and standards across all technology projects and systems, collaborating with privacy officers and security teams to align cybersecurity measures with privacy requirements.
- Manages cybersecurity incidents and responses, including engagement with the Australian Cybersecurity Centre (ACSC), mandatory reporting, business continuity, and disaster recovery planning.
- Coordinates cybersecurity awareness training programs for employees, contractors, and system users. Monitors the external threat environment and advises stakeholders on emerging threats.
- Supports the development of asset inventories, including cloud services and third-party information assets.
- Works closely with the Chief Security Officer (CSO) and the Security and Insider Risk Section to ensure clear and consistent messaging, providing cybersecurity expertise and fostering a unified vision for developing robust security behaviours and culture.

Our ideal candidate - job specific capabilities

The ideal candidate for this role should possess demonstrated technical skills and experience in leading enterprise-wide cyber security programs and a strong understanding of Australian Government cyber security frameworks, risk management, and regulatory compliance. They should have proven ability to translate technical risks into business and operational impacts and experience in incident response, crisis management, and stakeholder engagement. Additionally, excellent communication and leadership skills are required, with the ability to influence at executive and board levels. The candidate should also have experience managing cyber security budgets and workforce planning, as well as knowledge of operational technology environments and their unique security challenges.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. This position requires the ability to obtain and maintain a minimum NV2 security clearance, **however, NV1 is permitted on commencement.**

Demonstrated experience and success in leadership roles in risk management, cybersecurity, and IT or OT security. Degree in business administration or a technology-related field, or equivalent work- or education-related experience. Desired, but not required:

- Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), Certified in Risk and Information Systems Control (CRISC) or other similar credentials
- Experience successfully executing programs that meet the objectives of excellence in a dynamic business environment
- Experience with contract and vendor negotiations

Eligibility

Selection criteria

The selection criteria for this role are:

1. Demonstrated skills and experience in leading cybersecurity programs in a government or regulated environment.
2. Proven ability to manage complex cyber security incidents and communicate effectively with stakeholders.
3. Deep understanding of the Protective Security Policy Framework, the Information Security Manual and the Essential Eight or equivalent international standards.
4. Excellent communication skills, interpersonal and collaborative skills, and the ability to communicate cybersecurity and risk-related concepts to technical and nontechnical audiences at various hierarchical levels, ranging from board members to technical specialists.
5. Ability to lead and motivate the cybersecurity team to achieve tactical and strategic goals

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The AGSVA Security Clearance Applicant Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are

able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available via the Australian Government Security Vetting Agency website.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal.

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

Merit pool

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

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our **Enterprise Agreement**. Thank you for your interest.

– ARPANSA

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

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Denise De Keyzer, 03 9433 2395
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0760739

Department of Health, Disability and Ageing

Closing Date:Friday 01 August 2025

People Communication and Parliamentary Division
Workplace and Change Branch Property Operations Section

Job Title	APS Level 4 - Property Corporate Services Officer - Workplace and Change Branch
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Melbourne VIC, Brisbane QLD
Salary	$81,954 - $86,594
Future Merit Locations	Surry Hills, Melbourne, Brisbane
Office Arrangement	On Site
Office Arrangement Details	Onsite forward-facing customer support position
Classification	APS Level 4
Position Number	25-PCPDIV-29612
Agency Website	

Job Description

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

The APS Level 4 Property Operations Officer provides a broad range of administrative and operational support services to ensure the effective functioning of office environments across the department. This includes facilities and property maintenance, fleet and asset management, event coordination, and customer service delivery.

Duties

Responsibilities include:

- Deliver day-to-day property operations support, including responding to enquiries, managing maintenance requests, and escalating issues as required.
- Coordinate mail and courier services, access pass issuance, and maintain associated registers and databases.
- Facilitate onboarding and coordination of contractors, tradespeople, and external service providers.
- Manage shared office resources including hygiene stations, lockers, and fleet vehicles.
- Support ministerial and whole-of-office events, including logistics, setup, and resource management.
- Play a key role in onboarding and supporting new starters in the office, including the provision of office orientations, access passes and emergency information.
- Contribute to shared services model with IT and provide support across other on-site services as needed.
- Maintain inventory of office supplies and provide basic stationery for staff and visitors.
- Liaise with internal corporate teams (e.g WHS, Diversity & Inclusion) to provide information and support.

- Assist with accommodation planning, asset stocktakes, disposals, and office relocations.
- Process departmental invoices and monitor fleet usage, vehicle maintenance, and car park allocations.
- Contribute to team and branch goals, including business improvement initiatives.
- Build and maintain positive working relationships with staff, stakeholders, and service providers.
- Support staff development and provide flexible, professional service to ministerial requests.
- Develop and implement systems and procedures to enhance customer experience and ensure consistency across Property Operations teams.
- Perform other duties as directed.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-PCPDIV-29612 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement and at times maybe required to travel between sites (specifically travel will be required between Surry Hills and Parramatta offices).

Property Operations provide forward facing, customer service support to Departmental staff and are required to have a physical presence in the office during business hours, as well as being able to respond to after-hours disruptions to business delivery. This is an onsite, office role. Therefore, this role is not suited to remote working other than on an ad hoc basis.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michael Schonefeld, 0413968306
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760761

Department of Health, Disability and Ageing

Closing Date:Monday 04 August 2025

Information Technology Division
Service Operations and Infrastructure Branch Digital Workplace and Field Service Section

Job Title	Executive Level 1 - Google Cloud Platform – Technical Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements to be discussed
Classification	Executive Level 1
Position Number	25-ITDIV-29625
Agency Website	

Job Description

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

We are looking for a high-performing Google Cloud Platform Technical Lead to provide team management, support and assistance in managing our Google Cloud Platforms to meet the Department's business needs. The ideal candidate will have strong customer service principles and practices and the ability to Collaborate with clients, Enterprise Architecture, and Security teams to ensure the successful implementation and ongoing management of cloud-based solutions and their integration with enterprise tools.

Duties

A Google Cloud Platform Technical Lead is a key technical role that is responsible for providing comprehensive solutions to meet the business needs of clients using Google Cloud technologies. This position involves working closely with clients, Enterprise Architecture and Security teams to understand their requirements, designing cloud-based solutions, and ensuring the successful implementation and ongoing management of these solutions.

Client Engagement: Work with clients to understand their business and technical requirements. Conduct meetings, workshops, and presentations to gather information and present solutions.

Solution Design: Design scalable, secure, and robust cloud architectures using Google Cloud Platform (GCP) services. Ensure that the solutions align with industry best practices and meet client needs.

Implementation: Oversee the deployment and configuration of cloud solutions. Collaborate with development and operations teams to ensure smooth implementation and integration with existing systems.

Technical Expertise: Provide deep technical expertise on GCP services and solutions. Stay updated with the latest developments in GCP technologies and share knowledge with clients and team members.

Troubleshooting and Support: Assist clients with troubleshooting issues and provide ongoing support for cloud solutions. Ensure high availability and performance of deployed solutions.

Documentation: Create and maintain comprehensive documentation for designed solutions, including architecture diagrams, configuration details, and operational procedures.

Compliance and Security: Ensure that all solutions comply with security and regulatory requirements. Implement best practices for data protection, identity management, and access controls.

Collaboration: Work closely with product, and engineering teams to provide technical guidance and support throughout the delivery process and project lifecycle.

- Ensure alignment and compliance with Architecture and Cyber Security strategies, roadmaps, policies, procedures, and standards.
- Communicate effectively with technical and non-technical team members.
- Communicate and negotiate technical concepts with non-technical staff effectively.
- Ensure technical solutions are in line with business requirements; and contribute towards knowledge and skills transfer.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-29625 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Dearne Maree McCreath, 0421617844
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760810

Department of Health, Disability and Ageing

Closing Date:Monday 04 August 2025

Information Technology Division
Service Operations and Infrastructure Branch Digital Workplace and Field Service Section

Job Title	APS Level 5 - Google Cloud Platform Technical Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$87,843 - $94,998
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	APS Level 5
Position Number	25-ITDIV-29622
Agency Website	

Job Description

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

We are looking for a high-performing Google Cloud Platform Technical Engineer to provide operational support and assistance in managing our Google Cloud Platforms to meet the Department's business needs. The ideal candidate will have strong technical skill set and the ability to Collaborate with clients, Enterprise Architecture, and Security teams to ensure the ongoing management of cloud-based solutions and their integration with enterprise tools.

Duties

A Google Cloud Platform Technical Engineer at APS 5 level provides essential support and assistance in managing and maintaining Google Cloud solutions to meet the business needs of clients. This role requires close collaboration with clients, Enterprise Architecture, and Security teams to ensure the successful implementation and ongoing management of cloud-based solutions.

Client Engagement: Assist in understanding clients' business and technical requirements. Participate in meetings, workshops, and presentations to gather information and support solution presentations.

Solution Assistance: Support the design of scalable, secure, and robust cloud architectures using Google Cloud Platform (GCP) services. Ensure that the solutions align with industry best practices and assist in meeting client needs.

Implementation Support: Assist in overseeing the deployment and configuration of cloud solutions. Collaborate with development and operations teams to support smooth implementation and integration with existing systems.

Technical Support: Provide technical support and assistance on GCP services and solutions. Stay updated with the latest developments in GCP technologies and share knowledge with clients and team members.

Troubleshooting and Support: Assist clients with troubleshooting issues and provide ongoing support for cloud solutions. Ensure high availability and performance of deployed solutions.

Documentation: Assist in creating and maintaining comprehensive documentation for designed solutions, including architecture diagrams, configuration details, and operational procedures.

Compliance and Security: Support the implementation of security and regulatory requirements. Assist in implementing best practices for data protection, identity management, and access controls.

Collaboration: Work closely with product and engineering teams to provide technical guidance and support throughout the delivery process and project lifecycle.

- Communicate effectively with technical and non-technical team members.
- Communicate and negotiate technical concepts with non-technical staff effectively.
- Ensure technical solutions are in line with business requirements; and contribute towards knowledge and skills transfer.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-29622 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Dearne Maree McCreath, 0421617844
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Health

Vacancy VN-0760913

Department of Health, Disability and Ageing

Closing Date:Thursday 07 August 2025

Service Delivery Division
SA WA Branch SA WA Metro WA Section

Job Title	Executive Level 1 - Assistant Director - SA WA Branch
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$120,842 - $137,823
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	Executive Level 1
Position Number	25-SDDIV-29586
Agency Website	

Job Description

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

The Department of Health, Disability and Ageing Local Network office in WA is looking for someone to join the team as an Assistant Director, leading the Program Management team. This fast-paced role, blends program management with stakeholder engagement and is a critical part of the Local Network's stewardship of the aged care sector in Perth, WA. We are seeking an experienced leader, who can work with the team as we prepare for the new Aged Care Act, supporting both internal staff and our external stakeholders. This role also has legislative decision-making responsibilities, so an understanding of policy and program guidelines will also be an advantage.

Duties

- Strong leadership skills, including the ability to operate strategically and lead a team in an environment of ambiguity and change.

- Strong and demonstrated stakeholder engagement skills, including interpersonal skills, and ability to negotiate with, liaise, build rapport, and collaborate with a range of stakeholders.
- Strong management skills including the ability to manage competing priorities, organise project activities, work activities and complete tasks within timeframes and set parameters.
- Well-developed analytical, planning and problem-solving skills including the ability to anticipate problems and opportunities.
- Abilities to design and support projects including managing associated risks.
- Excellent written and oral communication skills including the ability to draft high quality documents, provide advice, and communicate persuasively to a range of audiences.
- Demonstrated high level decision-making skills to problem solve program issues.
- Provision of subject matter expertise relating to aged care policy, service delivery and the aged care transformation program.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline/Negative Vetting Level 1/Negative Vetting Level 2 security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-SDDIV-29586 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health, Disability and Ageing

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To Apply

Position Contact	Avril Fahey, 0893465259
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760925

Department of Health, Disability and Ageing

Closing Date:Thursday 07 August 2025

Service Delivery Division
SA WA Branch SA WA Metro WA Section

Job Title	APS Level 6 - Senior Engagement Officer - SA WA Branch
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$98,336 - $110,937
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	APS Level 6
Position Number	25-SDDIV-29595
Agency Website	

Job Description

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

The Department of Health, Disability and Ageing is looking for passionate and motivated individuals to join our Perth Metro Aged Care Engagement Team. This team will be responsible for stewardship of the aged care system in the Perth Metro Aged Care Planning Regions (ACPRs). As an APS6 Senior Engagement Officer in the WA Office, you will work collaboratively as part of a team to perform a range of functions which may include stakeholder engagement activities, aged care program assurance and stewardship of the aged care system. Working with us gives you an opportunity to understand how health and aged care policies and programs are developed, and to influence the delivery of these programs to improve outcomes for the Perth region.

As this position is focused on engaging with consumers and providers in the aged care sector, experience and background in the aged care and health sector will see you ideally placed to join our team. The position offers flexible working arrangements including some working from home arrangements and opportunities to visit and work across the Perth metropolitan area. You must be able to comply with requirements specific to entering residential aged care homes.

Duties

The Service Delivery Division (SDD) is responsible for supporting local implementation and delivery of a range of Australian Government aged care and health programs, with our office in Perth having a key role in delivering programs and services, while managing relationships and partnerships with key internal and external stakeholders.

- Initiating, developing, and completing projects to support local implementation of a range of Commonwealth-funded health and aged care programs and reforms.
- Attending and representing the Department at various meetings and events where you engage with stakeholders including users of the aged care system, funded providers of aged care (and other health) services, State government and other Commonwealth agencies.
- Building working relationships and facilitating interactions and outcomes with external and internal stakeholders at a local level (including users of the aged care and/or health system) and capturing these appropriately in relevant internal systems.
- Gathering local information for reporting on departmental outcomes as required.
- Identifying, reporting and mitigating issues of concern or heightened risk, and escalating if required.
- Preparing and delivering a range of written and verbal communications for dissemination at various stakeholder events including but not limited to information sessions, meetings, and community forums.
- Supporting a team to manage multiple projects, meetings, and initiatives with some administrative and HR support as required (including managing performance and identifying opportunities for improvement).
- Assisting in maintaining a positive and collaborative state office culture. developing a working knowledge of relevant legislation, reform activities, the Aged Care Royal Commission outcomes and key priorities occurring in the Aged Care Programs.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-SDDIV-29595 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

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

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To Apply

Position Contact	Avril Fahey, 0893465259
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0760574

National Blood Authority

Closing Date:Sunday 10 August 2025

Fresh Blood Products & Business Systems Blood Operations Centre

Job Title	APS5 Support Officer, Blood Operations Centre
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	$89,002 - $93,886
Future Merit Locations	Lyneham
Office Arrangement	Flexible
Office Arrangement Details	On site with flexible working arrangements negotiable
Classification	APS Level 5
Position Number	TBC
Agency Website	www.blood.gov.au

Job Description

https://www.blood.gov.au/work-us

Applications close at 11:30pm AEST Sunday 10 August 2025

Do you enjoy problem-solving, supporting critical systems, and working in a fast-paced operational environment? Join the National Blood Authority's (NBA) Blood Operations Centre (BOC) team and help deliver vital support to health professionals and patients across Australia.

The NBA is seeking a motivated APS5 Support Officer to join our Blood Operations Centre (BOC). This team provides essential support to users of the NBA's Blood Sector Systems, including hospitals, laboratories, and health professionals across Australia.

This recruitment process will be used to establish a merit pool for APS5 Support Officer (BOC) roles that may become available over the next 18 months.

About the Team

As part of the Information Technology Services (ITS) team, this role is required to provide support services to the Blood Operation Centre (BOC) team. This is a dynamic team that provides technical support to all Blood Sector System (BSS) users while proactively monitoring BSS

operations to quickly identify and resolve issues. At times, the BOC team also provide a range of support to other NBA teams allowing for further career development.

Duties

In this role, you will:

1. Respond to complex enquiries and provide system support via phone and email.
2. Assist with operational coordination and contribute to the delivery of daily BOC functions
3. Support stakeholder communication
4. Participate in team knowledge sharing, process reviews and capability building initiatives.

We’re looking for someone who:

1. Has strong communication and problem-solving skills
2. Can remain calm and professional under pressure
3. Demonstrates sound judgment and attention to detail
4. Works effectively in a team and contributes to a collaborative culture

While the position does not formally manage staff, it provides guidance and informal support to other members of the team, including mentoring and contributing to their ongoing capability development.

What we offer

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service
- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

Selection Process

The NBA applies a standard approach to the selection of all positions. The suitability of applicants is considered in accordance with the Australian Public Service Integrated Leadership System (ILS), their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole.

In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS. Specifically, applicants will be considered for the role against the following three primary selection criteria.

1. Your suitability for appointment at the APS5 level based on the capabilities and performance behaviours for an APS5 officer described in the ILS.
2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.
3. Outline your potential to make a positive contribution to the immediate work team and the NBA.

Your application should include:

1. A one-page pitch that showcases your interest for the role and how you can leverage your skills, referring to the above questions.
2. A Current CV (maximum 5 pages).
3. Completed NBA Application Form.

How to Apply

Click the **Apply Now** button to be directed to our Careers Page, where you can view the full Job Description and instructions on how to submit your application, including how to download the NBA Application Form.

Notes

- This recruitment process is being undertaken to establish a merit pool that may be used to fill this or other similar ongoing vacancies over the next 18 months.
- Our BOC Support Officers have rostered work patterns and are required to periodically undertake after hours on-call telephone support.
- Training and ongoing development will be provided to help you succeed in the role and grow your career.
- The NBA offers flexible working arrangements to support work-life balance while meeting operational needs
- While the position does not formally manage staff, it provides guidance and informal support to other members of the team, including mentoring and contributing to their ongoing capability development.

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply. For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

To Apply

Position Contact	NBA Recruitment Team, 02 6151 5144
Agency Recruitment Site	https://www.blood.gov.au/work-us

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Health

Vacancy VN-0760587

National Blood Authority

Closing Date:Sunday 10 August 2025

Fresh Blood Products & Business Systems ICT Security & Infrastructure

Job Title	Infrastructure Support Officer
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	$89,002 - $93,886
Future Merit Locations	Lyneham
Office Arrangement	Flexible
Office Arrangement Details	On site with flexible working arrangements negotiable
Classification	APS Level 5
Position Number	TBC
Agency Website	www.blood.gov.au

Job Description

https://www.blood.gov.au/job/infrastructure-support-officer

Applications close at 11:30pm AEST Sunday 10 August 2025

Are you an IT all-rounder who thrives in a hands-on, people-focused environment?

The National Blood Authority (NBA) is seeking a proactive and service-oriented Infrastructure Support Officer to join our small Infrastructure Team.

About the Team

This position is part of a small, hands-on team responsible for the delivery of high-quality technical support and infrastructure services. The Infrastructure Support Officer plays a key role in maintaining the NBA's core IT infrastructure and supporting users across the agency, including NBA Staff, Executives and senior stakeholders.

Please note: This recruitment process is being conducted to establish a merit pool of suitable candidates. The merit pool may be used to fill similar roles within the the NBA over the next 18 months.

Duties

About the role

This is a face-to-face role requiring strong customer service, troubleshooting, and communication skills, with a focus on responsive and effective support to users at all levels.

You'll provide front-line technical support across the agency, including to NBA Executives and the Board and manage service desk queries, support collaboration tools and audiovisual systems, and participate in the after-hours on-call support roster.

You'll also contribute to the administration and support of:

- Microsoft Azure and Microsoft 365 platforms
- Windows desktops and servers, audiovisual solutions, and collaboration tools
- Network, telephony, and physical security systems, including Gallagher (in coordination with the Property team)

In addition, you will also support the delivery of IT security outcomes, working with the IT Security team to maintain system security, assist with compliance activities, and contribute to system improvements.

We're looking for someone who:

- Has a solid technical foundation and eagerness to learn
- Demonstrates strong customer service and communication skills
- Takes initiative and enjoys working in a team environment
- Can manage competing priorities in a dynamic setting

What we offer

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service

- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Negative Vetting 1. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

Selection Process

The NBA applies a standard approach to the selection of all positions. The suitability of applicants is considered in accordance with the Australian Public Service Integrated Leadership System (ILS), their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole.

In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS. Specifically, applicants will be considered for the role against the following three primary selection criteria.

1. Your suitability for appointment at the APS5 level based on the capabilities and performance behaviours for an APS5 officer described in the ILS.
2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.
3. Outline your potential to make a positive contribution to the immediate work team and the NBA.

Your application should include:

1. A one-page pitch that showcases your interest for the role and how you can leverage your skills, referring to the above questions.
2. A Current CV (maximum 5 pages).
3. Completed NBA Application Form.

How to Apply

Click the **Apply Now** button to be directed to our Careers Page, where you can view the full Job Description and instructions on how to submit your application, including how to download the NBA Application Form.

Notes

- This recruitment process is being conducted to establish a merit pool of suitable candidates.
- The merit pool may be used to fill similar roles within the the NBA over the next 18 months.
- Our Support Officers have rostered work patterns and are required to periodically undertake after hours on-call telephone support.
- Training and ongoing development will be provided to help you succeed in the role and grow your career.
- The NBA offers flexible working arrangements to support work-life balance while meeting operational needs

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply. For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

To Apply

Position Contact	NBA Recruitment Team, 02 6151 5144
Agency Recruitment Site	https://www.blood.gov.au/job/infrastructure-support-officer

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Health

Vacancy VN-0760592

National Blood Authority

Closing Date:Sunday 10 August 2025

Fresh Blood Products & Business Systems ICT Business Management

Job Title	Information Management Officer
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	$89,002 - $93,886
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	On site with flexible working arrangements negotiable
Classification	APS Level 5
Position Number	PN20037588
Agency Website	www.blood.gov.au

Job Description

https://www.blood.gov.au/work-us

Applications close at 11:30pm AEST Sunday 10 August 2025

Are you passionate about information management and keen to help shape how records are managed across an organisation?

The National Blood Authority (NBA) is looking for a proactive and detail-focused individual to join our Records and Information Management team.

Please note: This recruitment process is being conducted to establish a merit pool of suitable candidates. The merit pool may be used to fill similar roles within the the NBA over the next 18 months.

Duties

About the role

As the Information Management Officer, you'll support the effective use of the NBA's Electronic Document and Records Management System (EDRMS), currently Content Manager. You'll work closely with staff across the agency to deliver first-level system support, assist with onboarding and training, and help develop practical, user-friendly guidance materials.

This hands-on role also supports recordkeeping compliance activities, such as coordinating annual reporting (e.g. Check-up+), maintaining metadata and data integrity, and contributing to lifecycle management processes including retention and disposal. You'll play a key role in identifying improvements and supporting the implementation of better information management practices.

This role would suit someone who:

- Has strong attention to detail and problem-solving skills
- Enjoys helping others and can explain systems and processes clearly
- Brings initiative, good judgement, and a willingness to learn
- Works well as part of a small, collaborative team

Formal qualifications or extensive experience aren't essential.

We welcome applicants who demonstrate the right behaviours and a foundational understanding of governance or compliance.

Familiarity with records systems (such as Content Manager) is a bonus, and the NBA is committed to supporting training and development through performance agreements.

What we offer

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service

- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Negative Vetting 1. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

Selection Process

The NBA applies a standard approach to the selection of all positions. The suitability of applicants is considered in accordance with the Australian Public Service Integrated Leadership System (ILS), their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole.

In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS. Specifically, applicants will be considered for the role against the following three primary selection criteria.

1. Your suitability for appointment at the APS5 level based on the capabilities and performance behaviours for an APS5 officer described in the ILS.
2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.
3. Outline your potential to make a positive contribution to the immediate work team and the NBA.

Your application should include:

1. A one-page pitch that showcases your interest for the role and how you can leverage your skills, referring to the above questions.
2. A Current CV (maximum 5 pages).
3. Completed NBA Application Form.

How to Apply

Click the **Apply Now** button to be directed to our Careers Page, where you can view the full Job Description and instructions on how to submit your application, including how to download the NBA Application Form.

Notes

- This recruitment process is being conducted to establish a merit pool of suitable candidates.
- The merit pool may be used to fill similar roles within the the NBA over the next 18 months.
- Training and ongoing development will be provided to help you succeed in the role and grow your career.
- The NBA offers flexible working arrangements to support work-life balance while meeting operational needs

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply. For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

To Apply

Position Contact	NBA Recruitment, 02 6151 5144
Agency Recruitment Site	https://www.blood.gov.au/work-us

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Health

Vacancy VN-0760755

National Blood Authority

Closing Date:Sunday 10 August 2025

Fresh Blood Products & Business Systems Blood Operations Centre, ICT

Job Title	APS4 Support Officer, Blood Operations Centre
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	$81,904 - $86,490
Future Merit Locations	Lyneham
Office Arrangement	Flexible
Office Arrangement Details	On site with flexible working arrangements negotiable
Classification	APS Level 4
Position Number	TBC
Agency Website	www.blood.gov.au

Job Description

https://www.blood.gov.au/work-us

Applications close at 11:30pm AEST Sunday 10 August 2025

Do you enjoy problem-solving, supporting critical systems, and working in a fast-paced operational environment?

Join the National Blood Authority's (NBA) Blood Operations Centre (BOC) team and help deliver vital support to health professionals and patients across Australia.

The NBA is seeking a motivated APS4 Support Officer to join our Blood Operations Centre (BOC). This team provides essential support to users of the NBA's Blood Sector Systems, including hospitals, laboratories, and health professionals across Australia.

Please note: This recruitment process is being conducted to establish a merit pool of suitable candidates. The merit pool may be used to fill similar roles within the the NBA over the next 18 months.

About the Team

As part of the Information Technology Services (ITS) team, this role is required to provide support services to the Blood Operation Centre (BOC) team. This is a dynamic team that provides technical support to all Blood Sector System (BSS) users while proactively monitoring BSS operations to quickly identify and resolve issues. At times, the BOC team also provide a range of support to other NBA teams allowing for further career development.

Duties

In this role, you will:

1. Respond to stakeholder quires by phone and email in a timely and professional manner
2. Manage administrative tasks related to blood product approvals and supply.
3. Prepare and maintain documents, guides and standard operation procedures.
4. support internal tracking and request systems, escalating issues as needed.

We’re looking for someone who:

1. Communicates clearly and confidently even under pressure.
2. has strong attention to detail and excellent organisation skills.
3. enjoys learning and can adapt to new systems and processes.
4. Works well in a team environment and builds positive working relationships

Note: Our BOC Support Officers have rostered work patterns and are required to periodically undertake after hours on-call telephone support.

What we offer

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service
- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

Note: Our BOC Support Officers have rostered work patterns and are required to periodically undertake after hours on-call telephone support.

Selection Process

The NBA applies a standard approach to the selection of all positions. The suitability of applicants is considered in accordance with the Australian Public Service Integrated Leadership System (ILS), their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole.

In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS. Specifically, applicants will be considered for the role against the following three primary selection criteria.

1. Your suitability for appointment at the APS4 level based on the capabilities and performance behaviours for an APS4 officer described in the ILS.

2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.
3. Outline your potential to make a positive contribution to the immediate work team and the NBA.

Your application should include:

1. A one-page pitch that showcases your interest for the role and how you can leverage your skills, referring to the above questions.
2. A Current CV (maximum 5 pages).
3. Completed NBA Application Form.

How to Apply

Click the **Apply Now** button to be directed to our Careers Page, where you can view the full Job Description and instructions on how to submit your application, including how to download the NBA Application Form.

Notes

- This recruitment process is being undertaken to establish a merit pool that may be used to fill this or other similar ongoing vacancies over the next 18 months.
- Our BOC Support Officers have rostered work patterns and are required to periodically undertake after hours on-call telephone support.
- Training and ongoing development will be provided to help you succeed in the role and grow your career.
- The NBA offers flexible working arrangements to support work-life balance while meeting operational needs

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply. For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

To Apply

Position Contact	NBA Recruitment Team, 02 6151 5144
Agency Recruitment Site	https://www.blood.gov.au/work-us

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Health

Vacancy VN-0760832

National Health and Medical Research Council

Closing Date:Thursday 31 July 2025

Research Foundations Investigator Grants

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$117,662 - $133,859
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	Executive Level 1
Position Number	27-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate for the role of Assistant Director in the Investigator Grants section. The successful candidate will manage a small team that is responsible for coordinating and delivering all aspects of the Investigator Grant scheme.

The Investigator Grants section is responsible for the delivering the Investigator Grant and Synergy Grant schemes, developing, implementing and reviewing policies, recruiting and training peer reviewers and managing cross-cutting eligibility processes between Ideas, Investigator and Synergy Grant schemes. Investigator Grants (the largest NHMRC grant scheme in terms of

funding allocated) provide outstanding researchers at all career stages with a contribution to their salary (if required) and a research support package. The grants provide chief investigators with the flexibility to pursue new research directions as they arise, adjust their resources accordingly, and to form collaborations as needed.

Synergy Grants support multidisciplinary teams of investigators to tackle major health and medical research questions that cannot be addressed by a single investigator. The scheme fosters collaborative research across diverse fields, promoting teamwork among researchers of different genders, career stages, and cultural backgrounds to address significant health issues from discovery to translation.

Duties

As the Assistant Director, you will support the delivery of NHMRC’s Investigator Grants Section by:

- managing the Investigator Grants peer review process, including interactions with researchers, research administrators and other stakeholders

- providing leadership within the Section, including mentoring and training staff, monitoring milestones and key deliverables, and developing solutions to improve process and solve problems

- using data analytics, evaluation and reporting to support and improve grant administration and peer review processes

- using the Microsoft Power BI platform to monitor and report on scheme delivery milestones

- providing guidance, training and support in the use of NHMRC’s grant management system, Sapphire

- draft briefings and reports for Senior Executive, ministerial briefings, committee papers, and correspondence

- provide technical and administrative support to other teams in the Section and Branch, as required.

The successful candidate will demonstrate the following capabilities:

- strong leadership skills and an ability to engage in a high-performing team with multiple competing priorities and deadlines to achieve great outcomes

- ability to apply strategic thinking to lead a team to manage projects and resolve issues, including the identification, management and mitigation of risk

- strong commitment to ensuring NHMRC’s key stakeholders are provided exemplary support and guidance and developing a client-focussed environment

- experience building and maintaining productive collaborations both within and across organisational boundaries to achieve outcomes

- excellent oral and written communication skills (experience writing high-quality policies, guidelines, correspondence or other documents).

Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

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

About the National Health and Medical Research Council

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

To Apply

Position Contact	Dr Justin Graf, 02 6217 9460
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0760793

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Enterprise Enablement
Innovation and Technology Solutions Technology Platforms and Solutions

Job Title	Linux Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	00555
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing.

We are seeking a **Linux Engineer,** to join our Technology Platforms and Solutions team. This is an exciting opportunity to contribute to the agency's ongoing transformation, as we enhance our role in combatting money laundering and Terrorism.

We are expanding our regulatory capabilities and undergoing significant digital transformation to support our growing agency and strengthen our impact.

You will play a crucial role in maintaining the security, stability and performance of the UNIX server systems that support AUSTRAC's critical operations. You will shape and enhance the services provided by AUSTRAC, ensuring that our technology platforms continue to evolve and deliver sustainable solutions to support our mission.

As an impact player, you will bring fresh ideas and a diverse perspective, ready to tackle complex challenges and drive meaningful change.

If you are ready to embrace challenges, and thrive in a supportive, mission-driven environment, we encourage you to apply.

What are we looking for

Whilst we value technical expertise, we seek individuals who are coachable, self-motivated and are passionate about continuous learning.

You will receive training and support to sharpen your skills and become an expert with the specific environment and tools we use.

Tertiary qualifications in a related discipline, and/or equivalent work experience will also be highly regarded.

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Under limited supervision the **Linux Engineer** is responsible for:

Support and maintain: the Linux server environment, ensuring its stability, security, and optimal performance.

Technical Issue Resolution: Collaborate with technical teams to identify and resolve escalated issues raised by stakeholders.

Backup Management: Maintain VMware, disk-to-disk, and tape backup environments.

Project Delivery: Contribute to improvement initiatives and delivering project work.

System Maintenance: Perform regular reviews and audits of the Linux environment.

Documentation: Ensure technical documentation is accurate and up to date.

Continuous Improvement: Identifying opportunities to enhance the network environment.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	AUSTRAC ICT Recruitment, ICT.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760797

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Intelligence, Regulation

Job Title	Specialist, Multilateral Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking to fill 2 roles - APS6 Specialists, Multilateral Engagement, within the Multilateral Engagement and Coordination team.

APS6 Specialist, Multilateral Engagement

These roles offer a unique opportunity to support regional financial intelligence collaboration, and support opportunities for joint action on mutual financial crime threats that affect Australia and our international neighbours. You'll support the engagement of key partners, gaining valuable exposure and experience in international cooperation initiatives. You'll have strong awareness of the evolving political, social, and economic landscape in the Pacific and /or Southeast Asia region.

Intelligence

As Australia’s Financial Intelligence Unit (FIU), the Intelligence division analyses data and generates key financial intelligence on money laundering, terrorism financing and a wide range of other crime types and national security matters.

In this role, you'll help connect teams across AUSTRAC with regional counterparts for mutual operational gain, drive capacity building in regional FIUs and strongly support and advocate the work of the Pacific Financial Intelligence Community (PFIC) and Financial Intelligence Consultative Group (FICG).

Regulation

The Regulation division is responsible for AUSTRAC’s regulatory function. As the AML/CTF regulator, AUSTRAC regulates more than 17,000 individuals, businesses and organisations and influences them to comply with their obligations under the AML/CTF Act.

In this role, you'll support the delivery of strategy development, programs, activities and reporting covering AML/CTF regulation, relating to the Pacific Supervisors Forum (PSF). Your work and impact will lead to greater collaboration with our Pacific member regulators, multilateral entities and law enforcement agencies.

Each role offers a unique opportunity to contribute to the strategic priorities of the Division you'll be aligned to. At application and interview, you will be asked to select and confirm your interest between the 2 areas.

Duties

- Provide administrative, logistical and secretariat support including scheduling meetings, preparing agendas, minutes and managing correspondence.

- Drive effective communication and coordination with internal and external stakeholder engagement to support multilateral activities.
- Draft high-quality documentation such as briefings, working papers, and strategic advice to support forum leads, senior executives, and working groups.
- Perform other duties, including providing support to other international programs of work and regional forums.
- Anticipate and respond to changes in environmental, legislative and political contexts by applying sound judgement in assessing potential impacts on operational and strategic priorities.

Eligibility

Who are we looking for

We are seeking motivated individuals who can bring strong analytical, communication, and stakeholder engagement skills to join the team.

Required

- **Verbal and Written Communication:** Ability to convey complex information and have experience drafting high-quality briefings, advice, and official correspondence for senior executives or government stakeholders.
- **Stakeholder Engagement:** Ability to build relationships with stakeholders including international counterparts, multilateral entities and law enforcement agencies.

Desirable

- **International Insight:** Apply knowledge of social, political and economic context of the Pacific and / or Southeast Asia.
- **Understanding of Australia's AML/CTF Regime:** Apply knowledge of the Anti-Money Laundering and Counter-Terrorism Financing regulatory framework and its global relevance.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and

other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous Leave Entitlements Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Doris Lecuna, 0429 609 676
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0760804

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Enterprise Enablement
Innovation and Technology Solutions Technology Platforms and Solutions

Job Title	Linux Engineer (Affirmative Measures First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	00555
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing.

We are seeking a **Linux Engineer,** to join our Technology Platforms and Solutions team. This is an exciting opportunity to contribute to the agency's ongoing transformation, as we enhance our role in combatting money laundering and Terrorism.

We are expanding our regulatory capabilities and undergoing significant digital transformation to support our growing agency and strengthen our impact.

You will play a crucial role in maintaining the security, stability and performance of the UNIX server systems that support AUSTRAC's critical operations. You will shape and enhance the services provided by AUSTRAC, ensuring that our technology platforms continue to evolve and deliver sustainable solutions to support our mission.

As an impact player, you will bring fresh ideas and a diverse perspective, ready to tackle complex challenges and drive meaningful change.

If you are ready to embrace challenges, and thrive in a supportive, mission-driven environment, we encourage you to apply.

What are we looking for

Whilst we value technical expertise, we seek individuals who are coachable, self-motivated and are passionate about continuous learning.

You will receive training and support to sharpen your skills and become an expert with the specific environment and tools we use.

Tertiary qualifications in a related discipline, and/or equivalent work experience will also be highly regarded.

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Under limited supervision the **Linux Engineer** is responsible for:

Support and maintain: the Linux server environment, ensuring its stability, security, and optimal performance.

Technical Issue Resolution: Collaborate with technical teams to identify and resolve escalated issues raised by stakeholders.

Backup Management: Maintain VMware, disk-to-disk, and tape backup environments.

Project Delivery: Contribute to improvement initiatives and delivering project work.

System Maintenance: Perform regular reviews and audits of the Linux environment.

Documentation: Ensure technical documentation is accurate and up to date.

Continuous Improvement: Identifying opportunities to enhance the network environment.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use

their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	AUSTRAC ICT Recruitment, ICT.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760805

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Enterprise Enablement
Innovation and Technology Solutions Technology Platforms and Solutions

Job Title	Linux Engineer (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	00555
Agency Website	https://www.austrac.gov.au/

Job Description *https://austraccareers.nga.net.au/cp/*

About the opportunity

AUSTRAC, Australia's financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing.

We are seeking a **Linux Engineer,** to join our Technology Platforms and Solutions team. This is an exciting opportunity to contribute to the agency's ongoing transformation, as we enhance our role in combatting money laundering and Terrorism.

We are expanding our regulatory capabilities and undergoing significant digital transformation to support our growing agency and strengthen our impact.

You will play a crucial role in maintaining the security, stability and performance of the UNIX server systems that support AUSTRAC's critical operations. You will shape and enhance the services provided by AUSTRAC, ensuring that our technology platforms continue to evolve and deliver sustainable solutions to support our mission.

As an impact player, you will bring fresh ideas and a diverse perspective, ready to tackle complex challenges and drive meaningful change.

If you are ready to embrace challenges, and thrive in a supportive, mission-driven environment, we encourage you to apply.

What are we looking for

Whilst we value technical expertise, we seek individuals who are coachable, self-motivated and are passionate about continuous learning.

You will receive training and support to sharpen your skills and become an expert with the specific environment and tools we use.

Tertiary qualifications in a related discipline, and/or equivalent work experience will also be highly regarded.

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Under limited supervision the **Linux Engineer** is responsible for:

Support and maintain: the Linux server environment, ensuring its stability, security, and optimal performance.

Technical Issue Resolution: Collaborate with technical teams to identify and resolve escalated issues raised by stakeholders.

Backup Management: Maintain VMware, disk-to-disk, and tape backup environments.

Project Delivery: Contribute to improvement initiatives and delivering project work.

System Maintenance: Perform regular reviews and audits of the Linux environment.

Documentation: Ensure technical documentation is accurate and up to date.

Continuous Improvement: Identifying opportunities to enhance the network environment.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	AUSTRAC ICT Recruitment, ICT.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760840

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Intelligence, Regulation

Job Title	Specialist, Multilateral Engagement (Affirmative Measures First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking to fill 2 roles - APS6 Specialists, Multilateral Engagement, within the Multilateral Engagement and Coordination team.

APS6 Specialist, Multilateral Engagement

These roles offer a unique opportunity to support regional financial intelligence collaboration, and support opportunities for joint action on mutual financial crime threats that affect Australia and our international neighbours. You'll support the engagement of key partners, gaining valuable exposure and experience in international cooperation initiatives. You'll have strong awareness of the evolving political, social, and economic landscape in the Pacific and /or Southeast Asia region.

Intelligence

As Australia’s Financial Intelligence Unit (FIU), the Intelligence division analyses data and generates key financial intelligence on money laundering, terrorism financing and a wide range of other crime types and national security matters.

In this role, you'll help connect teams across AUSTRAC with regional counterparts for mutual operational gain, drive capacity building in regional FIUs and strongly support and advocate the work of the Pacific Financial Intelligence Community (PFIC) and Financial Intelligence Consultative Group (FICG).

Regulation

The Regulation division is responsible for AUSTRAC’s regulatory function. As the AML/CTF regulator, AUSTRAC regulates more than 17,000 individuals, businesses and organisations and influences them to comply with their obligations under the AML/CTF Act.

In this role, you'll support the delivery of strategy development, programs, activities and reporting covering AML/CTF regulation, relating to the Pacific Supervisors Forum (PSF). Your work and impact will lead to greater collaboration with our Pacific member regulators, multilateral entities and law enforcement agencies.

Each role offers a unique opportunity to contribute to the strategic priorities of the Division you'll be aligned to. At application and interview, you will be asked to select and confirm your interest between the 2 areas.

Duties

- Provide administrative, logistical and secretariat support including scheduling meetings, preparing agendas, minutes and managing correspondence.
- Drive effective communication and coordination with internal and external stakeholder engagement to support multilateral activities.
- Draft high-quality documentation such as briefings, working papers, and strategic advice to support forum leads, senior executives, and working groups.
- Perform other duties, including providing support to other international programs of work and regional forums.
- Anticipate and respond to changes in environmental, legislative and political contexts by applying sound judgement in assessing potential impacts on operational and strategic priorities.

Eligibility

Who are we looking for

We are seeking motivated individuals who can bring strong analytical, communication, and stakeholder engagement skills to join the team.

Required

- **Verbal and Written Communication:** Ability to convey complex information and have experience drafting high-quality briefings, advice, and official correspondence for senior executives or government stakeholders.
- **Stakeholder Engagement:** Ability to build relationships with stakeholders including international counterparts, multilateral entities and law enforcement agencies.

Desirable

- **International Insight:** Apply knowledge of social, political and economic context of the Pacific and / or Southeast Asia.
- **Understanding of Australia's AML/CTF Regime:** Apply knowledge of the Anti-Money Laundering and Counter-Terrorism Financing regulatory framework and its global relevance.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous Leave Entitlements Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Doris Lecuna, 0429 609 676
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760841

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 03 August 2025

Intelligence, Regulation

Job Title	Specialist, Multilateral Engagement - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking to fill 2 roles - APS6 Specialists, Multilateral Engagement, within the Multilateral Engagement and Coordination team.

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- Perform other duties, including providing support to other international programs of work and regional forums.
- Anticipate and respond to changes in environmental, legislative and political contexts by applying sound judgement in assessing potential impacts on operational and strategic priorities.

Eligibility

Who are we looking for

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Required

- **Verbal and Written Communication:** Ability to convey complex information and have experience drafting high-quality briefings, advice, and official correspondence for senior executives or government stakeholders.
- **Stakeholder Engagement:** Ability to build relationships with stakeholders including international counterparts, multilateral entities and law enforcement agencies.

Desirable

- **International Insight:** Apply knowledge of social, political and economic context of the Pacific and / or Southeast Asia.
- **Understanding of Australia's AML/CTF Regime:** Apply knowledge of the Anti-Money Laundering and Counter-Terrorism Financing regulatory framework and its global relevance.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

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Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

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To Apply

Position Contact	Doris Lecuna, 0429 609 676
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760870

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Director, Legal (Principal Lawyer)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Barton ACT, Brisbane QLD
Salary	$144,299 - $170,488
Future Merit Locations	Haymarket, Docklands, Barton, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	01716
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

• Do you want to work at an agency where each day reveals new opportunities for meaningful work while implementing some of the biggest reforms to Australia's anti-money laundering and counter-terrorism financing (AML/CTF) laws?

• Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on impactful matters?

• Do you want to provide specialist legal services to decision makers, executives and employees of AUSTRAC on matters affecting agency operations?

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

We value flexibility, and this role will be considered on a full-time, or part-time job-share basis (2.5 to 3 days per week). Ability to work closely and collegiately with others, manage a small team and provide support on a broad range of legal issues including enforcement related matters and litigation is essential.

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

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised.

This role in particular requires:

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

• Substantial legal experience at a senior practitioner level in matters relevant to the functions of Principal Lawyer.

• Excellent communication skills and demonstrated ability to communicate legal and strategic advice clearly to a range of audiences.

• Demonstrated experience working collaboratively and collegiately across teams and with people at different levels.

• Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.

• Knowledge of AUSTRAC’s functions and objectives, or the ability to acquire that knowledge.

Duties

Principal Lawyers hold key leadership roles in AUSTRAC’s legal teams. Under broad direction of the General Counsel and National Manager Legal and Enforcement, the Principal Lawyer may be responsible for:

• Leading and developing a team of lawyers to provide independent, strategic and client-centric legal services.

• Leading the delivery of advice and litigation services on more complex matters in respect of current and emerging legal issues.

• Overseeing the development of procedures and systems to enhance the efficiency of AUSTRAC's in-house legal practice.

• Managing the instruction and engagement of external legal providers.

• Liaising and consulting on a range of matters with senior levels of internal and external stakeholders and ensuring compliance with service level standards.

• Providing training to build legal literacy and capacity within AUSTRAC.

• Supporting the General Counsel and National Manager, Legal & Enforcement contribute to the strategic direction of the Branch.

Eligibility

To be eligible for this role you:

• Must be an Australian citizen at the time you apply.

• Will need to undertake AUSTRAC's pre-engagement checks.

• Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

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To Apply

Position Contact	Tim Lear, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760871

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Director, Legal (Principal Lawyer) - (Affirmative Measures - Disability)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Barton ACT, Brisbane QLD
Salary	$144,299 - $170,488
Future Merit Locations	Haymarket, Docklands, Barton, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	01716
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

• Do you want to work at an agency where each day reveals new opportunities for meaningful work while implementing some of the biggest reforms to Australia's anti-money laundering and counter-terrorism financing (AML/CTF) laws?

• Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on impactful matters?

• Do you want to provide specialist legal services to decision makers, executives and employees of AUSTRAC on matters affecting agency operations?

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

We value flexibility, and this role will be considered on a full-time, or part-time job-share basis (2.5 to 3 days per week). Ability to work closely and collegiately with others, manage a small team and provide support on a broad range of legal issues including enforcement related matters and litigation is essential.

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

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised.

This role in particular requires:

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

• Substantial legal experience at a senior practitioner level in matters relevant to the functions of Principal Lawyer.

• Excellent communication skills and demonstrated ability to communicate legal and strategic advice clearly to a range of audiences.

• Demonstrated experience working collaboratively and collegiately across teams and with people at different levels.

• Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.

• Knowledge of AUSTRAC’s functions and objectives, or the ability to acquire that knowledge.

Duties

Principal Lawyers hold key leadership roles in AUSTRAC’s legal teams. Under broad direction of the General Counsel and National Manager Legal and Enforcement, the Principal Lawyer may be responsible for:

• Leading and developing a team of lawyers to provide independent, strategic and client-centric legal services.

• Leading the delivery of advice and litigation services on more complex matters in respect of current and emerging legal issues.

• Overseeing the development of procedures and systems to enhance the efficiency of AUSTRAC's in-house legal practice.

• Managing the instruction and engagement of external legal providers.

• Liaising and consulting on a range of matters with senior levels of internal and external stakeholders and ensuring compliance with service level standards.

• Providing training to build legal literacy and capacity within AUSTRAC.

• Supporting the General Counsel and National Manager, Legal & Enforcement contribute to the strategic direction of the Branch.

Eligibility

To be eligible for this role you:

• Must be an Australian citizen at the time you apply.

• Will need to undertake AUSTRAC's pre-engagement checks.

• Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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To Apply

Position Contact	Tim Lear, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760872

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Director, Legal (Principal Lawyer) - (Affirmative Measures - First Nations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Barton ACT, Brisbane QLD
Salary	$144,299 - $170,488
Future Merit Locations	Haymarket, Docklands, Barton, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	01716
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

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We value flexibility, and this role will be considered on a full-time, or part-time job-share basis (2.5 to 3 days per week). Ability to work closely and collegiately with others, manage a small team and provide support on a broad range of legal issues including enforcement related matters and litigation is essential.

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• Excellent communication skills and demonstrated ability to communicate legal and strategic advice clearly to a range of audiences.

• Demonstrated experience working collaboratively and collegiately across teams and with people at different levels.

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• Overseeing the development of procedures and systems to enhance the efficiency of AUSTRAC's in-house legal practice.

• Managing the instruction and engagement of external legal providers.

• Liaising and consulting on a range of matters with senior levels of internal and external stakeholders and ensuring compliance with service level standards.

• Providing training to build legal literacy and capacity within AUSTRAC.

• Supporting the General Counsel and National Manager, Legal & Enforcement contribute to the strategic direction of the Branch.

Eligibility

To be eligible for this role you:

• Must be an Australian citizen at the time you apply.

• Will need to undertake AUSTRAC's pre-engagement checks.

• Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the

financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Tim Lear, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760879

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Docklands VIC, Haymarket NSW, Brisbane QLD, Barton ACT
Salary	$123,799 - $140,935
Future Merit Locations	Docklands, Haymarket, Brisbane, Barton
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

The position offers exposure to the public sector, including the National Intelligence Community, law enforcement and other regulatory agencies, and central policy departments, as well as the private sector, including large financial institutions and other regulated entities.

AUSTRAC's in-house Legal team supports the agency in the performance of its regulatory, intelligence and corporate functions and provides advice on a broad range of legal issues, including:

• providing legal advice on enforcement related matters and litigation

• statutory interpretation

• administrative law, and

• privacy, commercial, contract, property and employment law.

The Senior Lawyer position reports directly to a Director, Legal, and may have supervisory responsibilities.

There are 3 distinct streams within the Legal team:

1. Intelligence & Corporate

2. Guidance & Reform; and

3. Regulation, Enforcement & Litigation

The Legal team requires flexibility and fluidity in the way in which legal work is allocated within and across the legal streams.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Legal Qualification (Mandatory) - Admission on the roll of an Australian State or Territory Supreme Court or the High Court of Australia. Must hold, or be eligible to hold, a practising certificate.
- Legal Experience - A minimum of 5 or more years of PAE is required, and demonstrated skills and experience in one or more of the following areas will be highly regarded: administrative law, procurement and contract, privacy and freedom of information, litigation, and regulatory compliance and enforcement.
- Apply Expertise - Continually develops and applies specialist and technical expertise to achieve business objectives, sharing with others freely, and ensures work area output meets relevant policy or procedural quality requirements.
- Communicates Effectively - Expresses information clearly, speaks fluently and presents views with skill and confidence, and effectively adapts communication style to meet the audience’s needs.

Duties

The Senior Lawyer, supported by their Director, may be responsible for:

- Leading and developing a team of lawyers to provide independent, strategic and client-centric legal services.

- Supporting and delivering advice and litigation services on matters in respect of current and emerging legal issues relating to AUSTRAC's regulatory, intelligence, enforcement and corporate functions.
- Developing and implementation of procedures and systems to enhance the efficiency of AUSTRAC's in-house legal practice.
- Supporting the management, instruction and engagement of external legal providers.
- Demonstrating a client centric approach on a range of matters with all levels of internal and external stakeholders and ensuring compliance with service level standards.
- Contributing to the development and delivery of training to build legal literacy and capacity within AUSTRAC.
- Supervising and supporting junior lawyers.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

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To Apply

Position Contact	Samille Laurence, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760880

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Senior Lawyer (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Brisbane QLD, Barton ACT
Salary	$123,799 - $140,935
Future Merit Locations	Haymarket, Docklands, Brisbane, Barton
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

The position offers exposure to the public sector, including the National Intelligence Community, law enforcement and other regulatory agencies, and central policy departments, as well as the private sector, including large financial institutions and other regulated entities.

AUSTRAC’s in-house Legal team supports the agency in the performance of its regulatory, intelligence and corporate functions and provides advice on a broad range of legal issues, including:

• providing legal advice on enforcement related matters and litigation

• statutory interpretation

• administrative law, and

• privacy, commercial, contract, property and employment law.

The Senior Lawyer position reports directly to a Director, Legal, and may have supervisory responsibilities.

There are 3 distinct streams within the Legal team:

1. Intelligence & Corporate

2. Guidance & Reform; and

3. Regulation, Enforcement & Litigation

The Legal team requires flexibility and fluidity in the way in which legal work is allocated within and across the legal streams.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Legal Qualification (Mandatory) - Admission on the roll of an Australian State or Territory Supreme Court or the High Court of Australia. Must hold, or be eligible to hold, a practising certificate.

- Legal Experience - A minimum of 5 or more years of PAE is required, and demonstrated skills and experience in one or more of the following areas will be highly regarded: administrative law, procurement and contract, privacy and freedom of information, litigation, and regulatory compliance and enforcement.
- Apply Expertise - Continually develops and applies specialist and technical expertise to achieve business objectives, sharing with others freely, and ensures work area output meets relevant policy or procedural quality requirements.
- Communicates Effectively - Expresses information clearly, speaks fluently and presents views with skill and confidence, and effectively adapts communication style to meet the audience’s needs.

Duties

The Senior Lawyer, supported by their Director, may be responsible for:

- Leading and developing a team of lawyers to provide independent, strategic and client-centric legal services.
- Supporting and delivering advice and litigation services on matters in respect of current and emerging legal issues relating to AUSTRAC’s regulatory, intelligence, enforcement and corporate functions.
- Developing and implementation of procedures and systems to enhance the efficiency of AUSTRAC’s in-house legal practice.
- Supporting the management, instruction and engagement of external legal providers.
- Demonstrating a client centric approach on a range of matters with all levels of internal and external stakeholders and ensuring compliance with service level standards.
- Contributing to the development and delivery of training to build legal literacy and capacity within AUSTRAC.
- Supervising and supporting junior lawyers.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

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

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To Apply

Position Contact	Samille Laurence, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0760882

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 10 August 2025

Regulation
Legal and Enforcement Legal

Job Title	Senior Lawyer (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Brisbane QLD, Barton ACT
Salary	$123,799 - $140,935
Future Merit Locations	Haymarket, Docklands, Brisbane, Barton
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

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To Apply

Position Contact	Samille Laurence, Please contact the email listed below
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0760883

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 03 August 2025

Financial and Business Support
Group Finance Personnel Security

Job Title	Finance Business Partner - Commercial
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$133,902 - $149,880
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2325
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Finance Business Partner - Commercial

Position Overview

- Ongoing | Full Time | Salary commensurate with experience | 15.4% super
- 5+ years commercial accounting experience required
- Qualified accountant, CPA/CA/ACCA
- Partner with purpose. Lead with insight. Shape the future of nuclear & commercial innovation
- Sutherland Shire location | Flexible Work practices | Health & Wellbeing Programs
- On-site Childcare for employees | Work in a campus-based community environment

About the Opportunity

The Finance Business Partner (FBP) - Commercial serves as a trusted advisor to the Nuclear Operations and Nuclear Medicine (NONM) and Commercial Products and Services (CPS) client groups, including Executives, providing management accounting and reporting services, financial planning and budgeting support, financial insights, analysis, and recommendations to improve business performance. The FBP Commercial supports sales and marketing teams in developing product, pricing and customer strategies and partners with production teams to provide insightful analytics; quantifying impacts and opportunities to continually improve commercial outcomes and ensure compliance with financial regulations and policies. The Finance Business Partner – Commercial reports to the Deputy CFO.

About Us

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

Working with us you will enjoy

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

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

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

Duties

Must have

- Qualified Accountant - CPA, CA, ACCA
- A minimum of 5 years of commercial accounting experience finance business partnering for a comparable Commercial organisation with experience developing customer & product strategies and overseeing manufacturing operations.
- Significant experience to deliver high-quality financial analysis, reporting, and strategic insights.
- Excellent communication and interpersonal skills to effectively convey financial information and build relationships with stakeholders from Executive to Cost Centre manager levels

Nice to have

- Proficiency in business IT systems, including accounting software, excel, SAP, ANAPLAN (or other major forecasting tool), and data analysis tools.
- Ability to guide, develop, and mentor staff to achieve desired organisational outcomes and optimal work performance.

Please click here to view the Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Roslyn Hatton on +61 2 9717 3798. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

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

Application closing date: 11:59pm 3rd August 2025

All applicants must be Australian citizens.

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

Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Roslyn Hatton, +61 2 9717 3798
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0760857

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 17 August 2025

Business Grants Hub
Internal & Systems CRC Policy

Job Title	Assistant Manager - Grants Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 1
Position Number	1300_06/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Grants Policy team sits within the Business Grants Hub (BGH) and plays a central role in shaping and supporting the delivery of grant programs that drive Australia's industrial growth, scientific innovation, and sustainable resource development. The team ensures that grants are designed, governed, and implemented in line with best practice and government priorities.

The Policy team contributes to:

- Policy development: Design and refine grants policy frameworks that align with the Commonwealth Grants Rules and Principles (CGRPs) and departmental objectives.
- Program support: Provide strategic advice and operational guidance to program areas across the BGH to ensure effective and compliant grant delivery.
- Governance and assurance: Develop tools, templates, and processes to support consistent and transparent grants management.
- Stakeholder engagement: Work closely with internal teams, other government agencies, and external stakeholders to co-design grant programs and improve policy outcomes.
- Continuous improvement: Lead reform initiatives and contribute to agency and whole-of-government efforts to enhance grants administration and policy effectiveness.

The BGH Division manages the design and delivery of grant programs on behalf of 11 Commonwealth agencies, including our own department, overseeing over $8billion in government investment in Australian businesses.

Grants play a critical role in:

- supporting growth in businesses and industries.
- fostering research and innovation.
- strengthening communities.
- helping the environment.
- providing emergency relief

The opportunity

This recruitment process will be used for the purpose of engaging non-ongoing employees for an initial period of up to 6-months with the possibility of extension or ongoing conversion.

Leads policy development and strategic projects. Provides high-level advice, manages complex grants policy initiatives, and supports senior decision-making within the department.

What’s in it for you?

Working in grants policy offers a unique opportunity to shape programs that foster innovation, stimulate economic growth, and deliver meaningful outcomes for the community.

You’ll play a key role in advancing national priorities, collaborating with industry and research partners, and helping ensure public funding delivers real value for Australians

Our ideal candidate

We’re looking for a proactive and strategic thinker who thrives in a dynamic policy environment. The ideal candidate will be passionate about delivering impactful grant programs that support Australian businesses and communities. They will bring strong leadership, policy expertise, and stakeholder engagement skills, with a commitment to public service excellence. You will have:

- Demonstrated experience in developing and implementing complex policy initiatives, ideally in grants or public funding and ability to interpret and apply legislation, including the CGRPs.
- Proven ability to lead and mentor teams, manage workloads, and foster a collaborative and inclusive team culture and experience in managing projects and delivering outcomes in a fast-paced environment.

- Strong interpersonal and communication skills to build relationships with internal and external stakeholders and ability to negotiate and influence across diverse groups, including government, industry, and research sectors.
- Capacity to use data and evidence to inform policy decisions and evaluate program effectiveness and experience in risk management and assurance activities related to grants or public programs.
- High-level written and verbal communication skills, including the ability to prepare ministerial briefs, policy papers, and reports, and confidence in representing the department in inter-agency forums and consultations.
- Ability to navigate ambiguity and adapt to changing priorities and a mindset for continuous improvement and innovation in policy and program delivery.

Previous experience in a policy role, grants administration or managing Cabinet processes will be highly regarded.

What you'll gain from the experience

You will gain diverse and valuable experiences, including hands-on involvement in policy development. This includes contributing directly to the design and refinement of grants policy that supports national priorities across industry, science, and resources, offering exciting professional development opportunities. You will gain exposure to high-level policy work that shapes national grant programs and develop a deeper understanding of government decision-making processes. This includes involvement in ministerial briefings, Cabinet processes, and interdepartmental collaboration.

The role also supports your active participation in policy reform and continuous improvement initiatives, influencing how public funds are invested. You'll contribute to programs that advance national prosperity, promote scientific excellence, and support sustainable resource use.

Duties

As an EL1 Assistant Manager, Grants Policy, you will:

- Lead the development and refinement of grants policy frameworks that support national priorities in industry growth, scientific innovation, and resource management.
- Provide strategic policy advice on the design, implementation, and evaluation of grant programs.
- Manage complex policy projects related to grants administration, ensuring alignment with government objectives and compliance with legislative requirements.
- Draft high-level policy documents, including ministerial briefs, Cabinet submissions, and internal guidance materials for grants governance.
- Interpret and apply the CGRPs and other relevant legislation to ensure robust policy development.

- Engage with stakeholders across government, industry, and research sectors to co-design grant programs and inform policy decisions.
- Oversee performance monitoring and evaluation frameworks for grant programs, using data and evidence to drive continuous improvement.
- Lead risk management and assurance activities for grants policy, identifying systemic issues and developing mitigation strategies.
- Mentor and manage APS-level policy officers, fostering a collaborative and high-performing team environment.
- Represent the department in whole-of-government forums, contributing to cross-agency policy development and grants reform initiatives

Eligibility

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

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

Notes

Our team is geographically dispersed, and we welcome applications from all over Australia. Flexible working arrangements will be discussed with applicants when a job offer is made. However, you may need to be able to get to one of our State Office locations in Canberra, Brisbane, Adelaide, Hobart, Melbourne, Perth or Sydney to attend to IT matters, face-to-face training opportunities, and where required for ongoing team, branch and Executive-level planning and development opportunities.

This role will involve occasional travel to Canberra.

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

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

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

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia’s First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the

LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

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

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Industry, Science, Energy and Resources

Vacancy VN-0760978

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 21 August 2025

Business Grants Hub
Internal & Systems Grants Policy

Job Title	Grants Policy Officers & Senior Grants Policy Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD
Salary	$86,631 - $107,053
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Please reach out to the contact officer to discuss this further
Classification	APS Level 5;APS Level 6
Position Number	1346_07/25
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=7393A3A3-5D89-198C-7F4B-E407C94C237D*

About the department

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

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

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

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

Please see the APSC’s APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Grants Policy team, part of the Business Grants Hub (BGH), plays a central role in shaping and supporting the delivery of grant programs that drive Australia’s industrial growth, scientific innovation, and sustainable resource development. The team ensures that grants are designed, governed, and implemented in line with best practice and government priorities.

The Policy team contributes to:

- **Policy development:** Design and refine grants policy frameworks that align with the Commonwealth Grants Rules and Principles (CGRPs) and support delivery on departmental objectives.
- **Program support:** Provide strategic advice and operational guidance to program management areas across BGH.
- **Governance and assurance:** Develop tools, templates, and processes to support consistent and accountable grants management.
- **Stakeholder engagement:** Collaborate with internal teams, other government agencies, and external stakeholders to co-design grant programs and enhance policy outcomes.
- **Continuous improvement:** Lead reform initiatives and contribute to both agency and whole-of-government efforts to improve grants administration.

The BGH Division manages the design and delivery of grant programs on behalf of 11 Commonwealth agencies, including our own department, overseeing over $8 billion in government investment in Australian businesses.

Grants play a critical role in:

- supporting growth in businesses and industries,
- fostering research and innovation,
- strengthening communities,
- helping the environment,
- providing emergency relief.

The opportunity

This recruitment process will be used for the purpose of engaging non-ongoing employees for an initial period of up to 6-months with the possibility of extension or ongoing conversion.

What’s in it for you?

Working in grants policy offers a unique opportunity to shape programs that foster innovation, stimulate economic growth, and deliver meaningful outcomes for the community.

You’ll play a key role in advancing national priorities, collaborating with industry and research partners, and helping ensure public funding delivers real value for Australians.

Our ideal candidate

We’re seeking a motivated and detail-oriented policy officer/senior policy officer who is passionate about supporting Australian businesses and communities. The ideal candidate will be a strong communicator, a collaborative team player, and someone who enjoys working in a fast-paced, policy-driven environment. You will have:

- The ability to contribute to the development and refinement of grants policy frameworks and experience in researching, analysing, and drafting policy documents, briefing notes, and internal guidance.
- Familiarity with the public sector financial management principles, and capacity to support compliance and assurance activities in grants administration.
- Strong interpersonal skills to work effectively with internal teams and external stakeholders and ability to communicate clearly and professionally in both written and verbal formats.
- Experience in supporting the design, delivery, and evaluation of grant programs and ability to use data and evidence to inform policy decisions and improve program outcomes.
- Willingness to work collaboratively within a team and contribute to a positive, inclusive workplace culture and ability to support colleagues and share knowledge across the team.
- Be comfortable working in a dynamic environment with shifting priorities, and proactive in identifying issues and contributing to solutions.
- Strong organisational skills and attention to detail in managing tasks and documentation.
- Demonstrated integrity, accountability, and a commitment to delivering public value.

Previous experience in a policy role, grants administration or managing Cabinet processes will be highly regarded.

What you'll gain from the experience

You will gain diverse and valuable experiences, including hands-on involvement in policy development. This includes contributing directly to the design and refinement of grants policy that supports national priorities across industry, science, and resources, offering exciting professional

development opportunities. You will gain exposure to high-level policy work that shapes national grant programs and develop a deeper understanding of government decision-making processes. This includes involvement in ministerial briefings, Cabinet processes, and interdepartmental collaboration.

The role also supports your active participation in policy reform and continuous improvement initiatives, influencing how public funds are invested. You'll contribute to programs that advance national prosperity, promote scientific excellence, and support sustainable resource use.

Duties

As an **APS5 Grants Policy Officer** you will:

- Collaborate with stakeholders across government, industry, and research sectors to inform policy development and program delivery.
- Coordinate input to high-level policy documents, including ministerial briefs, Cabinet submissions, and internal guidance materials for grants governance.
- Assist in the preparation and review of grant policy guidance, ensuring clarity, consistency, and alignment with departmental objectives.
- Engage professionally with stakeholders, responding to enquiries and providing accurate information in a timely manner.
- Support the Grants Policy team by coordinating contribution to cross-agency initiatives, including interdepartmental working groups and whole-of-government grant reform efforts.
- Apply sound judgement in interpreting and applying relevant legislation and regulatory frameworks, ensuring compliance with Commonwealth grants rules and financial management standards.
- Contribute to the evaluation and continuous improvement of grant policy processes by gathering insights and supporting reporting activities.
- Work collaboratively within the team and across the department to support effective policy coordination and knowledge sharing.
- Maintain awareness of emerging issues and trends in grants policy to support informed decision-making and proactive policy responses.
- Demonstrate accountability and integrity, maintaining accurate records and upholding APS values and ethical standards.

As an **APS6 Senior Grants Policy Officer** you will:

- Develop and refine grant policy frameworks that support Australia's industrial growth, scientific advancement, and resource sustainability.
- Provide expert policy advice on the design and delivery of grant programs aligned with national priorities such as innovation, clean energy, and economic resilience.
- Draft clear and persuasive policy documents, including ministerial briefs, discussion papers, and internal guidance materials.
- Interpret and apply relevant legislation and regulatory frameworks, ensuring compliance with Commonwealth grants rules and financial management standards.
- Collaborate with stakeholders across government, industry, and research sectors to inform policy development and program delivery.

- Monitor and evaluate grant program performance, using data and insights to support continuous improvement and accountability.
- Support strategic planning and risk management for grant initiatives, identifying emerging issues and recommending mitigation strategies.
- Contribute to cross-agency initiatives, including interdepartmental working groups and whole-of-government grant reform efforts.
- Mentor junior staff and contribute to team capability, fostering a culture of excellence, collaboration, and innovation.
- Stay informed on industry trends and policy developments, ensuring grant programs remain responsive to Australia's evolving economic and scientific landscape.

Eligibility

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

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

Notes

Our team is geographically dispersed, and we welcome applications from all over Australia. Flexible working arrangements will be discussed with applicants when a job offer is made. However, you may need to be able to get to one of our State Office locations in Canberra, Brisbane, Adelaide, Hobart, Melbourne, Perth or Sydney to attend to IT matters, face-to-face training opportunities, and where required for ongoing team, branch and Executive-level planning and development opportunities.

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To Apply

Position Contact	Emma Cawood, emma.cawood@industry.gov.au
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=7393A3A3-5D89-198C-7F4B-E4(

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Industry, Science, Energy and Resources

Vacancy VN-0760884

Geoscience Australia

Closing Date:Sunday 03 August 2025

Space Division
Positioning Australia GNSS Infrastructure and Informatics

Job Title	Team Lead, GNSS Infrastructure
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	18223
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

Our team

Geoscience Australia is leading the development of a national positioning capability that enables government, business, and academia access to the positioning data and services required to solve important scientific challenges and drive innovation across a wide range of sectors.

As part of the team, you will be at the forefront of developing, operating, and advancing world-class positioning infrastructure across Australia, Antarctica, and the Pacific. This includes managing the Australian Regional GNSS Network (ARGN) and South Pacific Regional GNSS Network (SPRGN), which underpin national and international geodetic and positioning services.

Our team fosters a positive culture focused on the open sharing of knowledge, continuous improvement, being solutions focused, innovating without fear, and fostering and maintaining strong partnerships with all stakeholders.

By joining the team, you'll play a key role in delivering trusted positioning services that support national priorities and enable innovation across Australia and the region.

The role

We are seeking a highly skilled and motivated Team Leader to manage the GNSS Infrastructure Team within the Positioning Australia Branch at Geoscience Australia.

This EL1 role is responsible for leading the operation, maintenance, and strategic development of the Australian Regional GNSS Network (ARGN) and the South Pacific Regional GNSS Network (SPRGN). These networks are critical to delivering high-quality geodetic and positioning data that support national and international services.

The successful candidate will oversee a team of technical specialists, coordinate infrastructure planning and delivery, and ensure system performance meets operational and scientific requirements. The role also involves engaging with stakeholders across government, industry, and academia to support collaboration and continuous improvement.

In this role you will:

- Provide key operational and project management support in maintaining and enhancing our GNSS reference station networks across Australia, Antarctica, and the Pacific.
- Engage and collaborate with key stakeholders to respond to, and resolve technical issues promptly, maintaining service standards, including network availability and reliability.
- Lead projects to further develop, modernise, maintain and improve our GNSS reference station networks, effectively leveraging consultant, contractor, and partner support for design, implementation and review.
- Develop and implement an asset management strategy and forward plans, with focus on lifecycle management and maintaining optimal performance, longevity, and reliability, resilience and readiness.
- Demonstrate leadership in safety by adhering to and improving work practices, ensuring fieldwork and operations prioritise the well-being of technical teams and site personnel.
- Support field operations by building and delivering capacity, coordinating and managing contractors and other specialist service providers or resources where required, whilst ensuring WHS maturity.
- Prepare and provide advice, information, and support on GNSS infrastructure to a diverse range of stakeholders, including project partners, committees, and working groups.
- Work closely with the Director to monitor budgets and resources; ensue optimal resource allocation.
- Collaborate with the Director to develop and implement risk mitigation strategies; proactively address risk to minimise disruption and maintain operational stability.

To be successful in the role you will:

- Work under limited direction to establish clear project plans; continually review project performance and respond flexibly to changing demands whilst working towards successful delivery against agreed milestones; cope effectively in an environment characterised by change.
- Demonstrate strong technical leadership, analytical and problem-solving skills and work effectively to identify, prioritise, solve and communicate issues in a time-sensitive manner; you will leverage predictive modelling, data analytics and other tech tools to optimise infrastructure performance and resilience.
- Apply in-depth knowledge of asset lifecycle management principles and practices, balancing short-term objectives with long-term sustainability goals.
- Allocate time to actively support your team; foster a culture of knowledge sharing and continuous learning; encourage them to take ownership of their responsibilities.
- Take personal responsibility for meeting objectives; invest your energy in ensuring performance measures are meet.
- Work collaboratively and operate as an effective team member; consult and share information within the team and seek input from others; consult other team members prior to making decisions that affect them; ensure people are kept informed of progress and issues.
- Build and sustain positive relationships with external stakeholders from diverse backgrounds and experiences; confidently present and tailor technical information in both written and oral form to a range of audiences.

- Support section management and actively contribute to and foster an inclusive culture within the team; Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional manner.

Required skills, knowledge, experience and/or qualifications

The following skills and experience will be highly regarded:

- Technical knowledge of GNSS systems and infrastructure, including GNSS reference stations, data processing, and network operations.
- Understanding of how GNSS data and services are used across science and industry.
- Tertiary qualifications in engineering, geospatial science, or a related discipline, or equivalent professional experience in a relevant technical field.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers page of our website to submit your application via our e-Recruit system. Your application should include:

• Your resume (no more than 3 pages)

• A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Ryan Ruddick on (02) 6249 9426 or email Ryan.Ruddick@ga.gov.au

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Ryan Ruddick, (02) 6249 9426
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0760973

IP Australia

Closing Date:Thursday 07 August 2025

Governance Security

Job Title	Security Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$95,395 - $108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 6
Position Number	1438
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Security Governance Officer will have detailed knowledge of Australian Government security policy and practices and understand their application in the contemporary IP Australia security risk environment.

This role will coordinate activities to provide assurance across IP Australia’s Security Policy and Framework, ensuring that the Agency applies the requirements of the Australian Government Protective Security Policy Framework (PSPF) to achieve agreed security outcomes. This involves identifying emerging issues or gaps in current processes, with a focus on pragmatic solutions that address and mitigate security risk.

Duties include:

• Coordinating activities to provide assurance across IP Australia’s Security Policy and Framework by:

- Building partnerships with security control owners and stakeholders to collect and collate evidence through routine and/or targeted assurance activities

- Preparing assurance reports/papers with evidence-based findings and recommendations

- Contributing to annual PSPF compliance reporting

- Supporting internal and external security audit programs

• Liaising with internal stakeholders to coordinate input to relevant internal Committee papers and reports, including provision of secretariat services

• Maintaining a security document framework to ensure the availability, currency, and accuracy of protective security policies, procedures, manuals, guidelines and awareness material. This work involves promoting cooperation among security team subject matter experts to achieve agreed outcomes

• Developing and promoting security awareness material to inform training packages and internal communications, using initiative to identify topics focused on risk

• Contributing to and supporting the establishment of IP Australia initiatives to address insider risk, aligned to the Integrity Framework.

Duties

The right person for this role will have experience in implementing and managing Australian Government policy and procedure. They can multi-task and prioritise activities, exercise a high degree of discretion, and possess highly developed written and oral communication skills that are tailored for operational collaboration or strategic executive audiences as required. They must have the ability to research, maintain knowledge of, and interpret the contemporary security landscape and apply this to IP Australia’s security risk management practices.

We are looking for someone who:

- has highly developed written and oral communication skills, tailored to the audience
- has strong stakeholder collaboration and negotiation skills, with confidence to engage and present with influence
- has an analytical approach, and can apply their research and knowledge to produce reports, policies, and procedures
- can provide secretariat support to the Security Governance Committee and other Governance Group meetings as required
- can work flexibly, efficiently, and can adapt their work method to meet desired outcomes
- can represent the security team and/or Governance Group in organisational staff engagement and consultation forums.

Eligibility

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

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

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

Notes

We are looking to fill this position on an ongoing basis.

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

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

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

About the IP Australia

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

To Apply

Position Contact	Phil Lawrence, 02 62108428
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760890

Australian Maritime Safety Authority

Closing Date:Sunday 10 August 2025

Policy and Regulation
Environment Policy and Standards

Job Title	Assistant Director, Environment Policy and Standards
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Canberra ACT, Coffs Harbour NSW
Salary	$124,755 - $145,496
Future Merit Locations	Hobart, Canberra, Coffs Harbour
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	hybrid
Classification	Executive Level 1
Position Number	2524
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

ABOUT THE ROLE

The Assistant Director, Environment Policy and Standards, will be responsible for formulating, examining and evaluating regulations and policy to make recommendations on key cross-cutting policy issues related to international maritime pollution prevention conventions and their implementation in Australia. The Assistant Director will use their strong communication skills within AMSA and externally, including internationally, to influence and progress policy in Australia’s national interest.

You will be responsible for:

• Research and analyse environmental issues, trends and regulatory responses, both in Australia and internationally to inform the development of Australia's policy and inform international and domestic engagement.

• Lead the development of Australia's position and prepare briefing on key issues for International Maritime Organization (IMO) meetings including Marine Environment Protection Committee (MEPC) and Pollution Prevention and Response Sub-Committee (PPR).

• Contribute to the analysis and formulation of policy related to maritime environment protection issues and the preparation of documentation relating to the introduction of new and amending legislation and marine orders.

• Lead consultation with relevant stakeholders, including preparing communication materials and arranging and participating in engagement internally and externally as necessary.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

• Experience developing and/or administering policy, regulation and/or legislation.

• Ability to work under pressure in a fast-paced environment and deliver results to a high standard.

• Excellent written and verbal communication skills and a demonstrated ability to engage effectively with stakeholders.

• Experience undertaking research and analysis and preparing briefings on complex issues including for high level meetings.

• Good judgement and demonstrated ability to provide quality advice and resolve complex issues.

The following is also considered desirable:

• Relevant tertiary qualifications, such as environmental or maritime law, international relations, or environmental science.

• Understanding of international conventions, legislation and/or policies, particularly for, but not limited to, environment protection

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

• Flexible work including work from home arrangements

• Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement

• An office-wide Christmas period shutdown (in addition to annual leave provisions)

• An ability to work for an organisation charged with protecting our environment and saving lives

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55PM Sunday 10th August 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Matthew Gregg on matthew.gregg@amsa.gov.au or 03 8612 6036.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Matthew Gregg, 03 8612 6036
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760953

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 29 July 2025

Corporate Services
People and Capability

Job Title	Team Leader, Workplace Relations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$116,487 - $136,204
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 1
Position Number	2680
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader, Workplace Relations reports to the People, Policy and Performance Section Manager, providing trusted advice on CASA's employment framework and people policy matters to the CASA CEO, Senior Executives, managers and employees.

The Team Leader, Workplace Relations supports the CASA CEO in the exercise of the statutory functions under the Civil Aviation Act 1988 and subordinate legislation, including the application of the CASA's employment framework and associated policies, processes and procedures.

The Team Leader, Workplace Relations is responsible for the following deliverables, which represent an ongoing body of work:

- Providing specialist, high level policy advice and interpretation on the CASA employment framework, and related HR and employment matters in accordance with the terms and conditions of the CASA Enterprise Agreement 2023-2026 and associated industrial framework, particularly in the application of employment legislation, related policies and procedures.
- Managing relationships with internal and external stakeholders, participate in committees and networks and manage the consultation process with employees and their representatives.
- Working collaboratively with managers and employees in the development and delivery of workplace relations policy and advice across CASA.
- Developing, implementing and reviewing the effectiveness of CASA's workplace and employment frameworks, policies and programs to ensure compliance with legislative, regulatory and public sector requirements.
- Advising the CASA Executive and managers on their workplace relations obligations in relation to enterprise bargaining, liaising with unions, and supporting CASA and bargaining representatives to build and promote CASA's bargaining position through the enterprise agreement process.
- Preparing complex and/or sensitive correspondence and documentation in response to high risk and sensitive workplace matters.
- Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.
- As an employee, contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing your input, where appropriate, to decisions that may impact upon your health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience managing Commonwealth public sector enterprise employment frameworks and providing high-quality advice on workplace relations and complex human resource matters.
- Demonstrated experience in the development of people policy and workplace procedures and documentation.
- Excellent communication (written and oral) skills with the ability to manage relationships with a wide variety of internal and external stakeholders, which are built on credibility and trust.
- Demonstrated ability to use discretion, sound judgement and maintain confidentiality whilst undertaking duties.
- Demonstrated practical experience in developing negotiating and implementing workplace agreements.
- Demonstrated experience in managing employee relations and industrial relations matters in the workplace, including disputes and review of actions.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.
- Tertiary qualifications or accreditation in the areas of industrial relations and/or employment law, human resource management, business management or equivalent experience would be highly desirable.

Eligibility

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

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

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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

connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ayesha Kaak, 02 6217 1031
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760956

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 29 July 2025

Corporate Services
People and Capability

Job Title	Team Leader, Workplace Relations - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$116,487 - $136,204
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 1
Position Number	2680
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description *https://www.casa.gov.au/about-us/careers-casa*

About the opportunity

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The Team Leader, Workplace Relations is responsible for the following deliverables, which represent an ongoing body of work:

- Providing specialist, high level policy advice and interpretation on the CASA employment framework, and related HR and employment matters in accordance with the terms and conditions of the CASA Enterprise Agreement 2023-2026 and associated industrial framework, particularly in the application of employment legislation, related policies and procedures.
- Managing relationships with internal and external stakeholders, participate in committees and networks and manage the consultation process with employees and their representatives.
- Working collaboratively with managers and employees in the development and delivery of workplace relations policy and advice across CASA.
- Developing, implementing and reviewing the effectiveness of CASA's workplace and employment frameworks, policies and programs to ensure compliance with legislative, regulatory and public sector requirements.
- Advising the CASA Executive and managers on their workplace relations obligations in relation to enterprise bargaining, liaising with unions, and supporting CASA and bargaining representatives to build and promote CASA's bargaining position through the enterprise agreement process.
- Preparing complex and/or sensitive correspondence and documentation in response to high risk and sensitive workplace matters.
- Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.
- As an employee, contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing your input, where appropriate, to decisions that may impact upon your health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience managing Commonwealth public sector enterprise employment frameworks and providing high-quality advice on workplace relations and complex human resource matters.
- Demonstrated experience in the development of people policy and workplace procedures and documentation.
- Excellent communication (written and oral) skills with the ability to manage relationships with a wide variety of internal and external stakeholders, which are built on credibility and trust.
- Demonstrated ability to use discretion, sound judgement and maintain confidentiality whilst undertaking duties.
- Demonstrated practical experience in developing negotiating and implementing workplace agreements.
- Demonstrated experience in managing employee relations and industrial relations matters in the workplace, including disputes and review of actions.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.
- Tertiary qualifications or accreditation in the areas of industrial relations and/or employment law, human resource management, business management or equivalent experience would be highly desirable.

Eligibility

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

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

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ayesha Kaak, 02 6217 1031
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760778

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

Closing Date:Sunday 10 August 2025

Job Title	EL1 - Assistant Director, Investigations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA
Salary	$122,667 - $139,534
Future Merit Locations	Canberra, Brisbane, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	Executive Level 1
Position Number	46909
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

We are looking to fill an **EL1 Assistant Director - Investigations** position within the Section. A merit pool may be created for other similar vacancies for a period of 18 months from the date of advertisement.

An Assistant Director in the Section has a leading role in undertaking a range of regulatory, compliance, inspection and strategic support activities.

To succeed in the position, you will demonstrate excellent interpersonal and liaison skills and naturally build rapport with people.

You will also thrive in a self-directed work environment, often with limited supervision and will be able to react proactively to new or unexpected events while exercising sound judgement and continuously assessing compliance risk.

This Assistant Director position requires an individual who is results oriented and you will be someone who enjoys complex and sometimes high-pressure work environments.

As an Assistant Director in the Section, you will also discharge your duties with the highest levels of integrity and professionalism.

Duties

What will you do?

Key duties of the position include:

- proactively lead a small team responsible for:
  - undertaking and progressing formal regulatory investigations in accordance with AGIS requirements.
  - reviewing and assessing enquires related to alleged non-compliance with relevant legislation; and
  - resolving alleged non-compliance matters in a timely manner.
- leading compliance and enforcement activities directly related to the current *Compliance and Enforcement Strategy* and future strategies
- identifying appropriate and proportionate escalation (i.e. enforcement) pathways to resolve complex non-compliance reports and matters
- supporting and guiding team members when alleged non-compliance requires an escalation pathway, including the use of various legislated enforcement tools
- undertaking thorough, accurate and efficient task relevant research
- leading your team in the analysis of information gathered as a result of investigative activities (i.e. either desk or field) and then making informed and proportionate regulatory enforcement recommendations for senior decision makers
- regularly demonstrating highly developed legislative interpretation skills
- identifying, developing and fostering enduring relationships with key stakeholders, both internally and externally
- consulting, planning and developing work programs for your team and the Section
- actively monitoring the performance of your team
- preparing accurate reports, briefings, correspondence, statutory notices, and other written materials that include sensitive compliance and enforcement information, including preferred regulatory enforcement recommendations

- if required, work directly with other authorities in relation to matters under investigation, inquiry, and /or court or tribunal proceedings
- develop and lead the preparation of detailed operational policy, procedures, templates and guidance materials to support the Section's compliance and enforcement functions
- as required, undertake domestic and international travel.

Who are we looking for

The successful candidate for this position and person we are looking for will be able to demonstrate their capability against the Executive Level 1 Work level standards and have:

- a highly developed commitment to integrity and accountability
- excellent written and verbal communication skills, with a proven ability to generate high-quality written materials to support sensitive regulatory decision making
- demonstrated experience in investigations, enforcement and/or regulatory compliance
- demonstrated ability to effectively manage self and lead a team that undertakes investigations, enforcement and/or regulatory activities
- the capacity to work on multiple tasks, while also delivering various work products within deadlines
- demonstrated ability to interpret and apply a wide variety of regulatory legislation
- demonstrated experience in stakeholder engagement
- demonstrated experience successfully managing small high performing teams
- highly-developed interpersonal skills with the ability to work within a distributed multistate team that fosters a culture of informed decision making, continuous improvement, integrity and respect
- the ability to continuously work to a professional standard in a complex environment while demonstrating resilience
- the ability to apply a high level of attention to detail, while undertaking various tasks
- highly developed judgement and discretion.

Desirable experience:

- demonstrated understanding of government administrative frameworks and decision-making processes
- formal qualifications and / or relevant extensive experience in any of the following: investigations, audit, law, regulation, regulatory risk management, compliance
- familiarity with RVS legislation and legislative interpretation
- several years experience leading and conducting investigations in regulated environments
- familiarity with and demonstrated history of working with the CDPP.

Mandatory qualifications:

- Diploma in Government Investigations (or recognised equivalent).

Eligibility

Eligibility Requirements

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

- **Citizenship**: Candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications**: Diploma in Government Investigations (or recognised equivalent)

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Drew Ward, 02 6136 8743
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761000

Museum of Australian Democracy - Old Parliament House

Closing Date:Thursday 07 August 2025

Exhibitions and Engagement Exhibitions

Job Title	Exhibition Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $81,775
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	On site attendance is required, work from home arrangements can be negotiated in accordance with our EA.
Classification	APS Level 4
Position Number	22309
Agency Website	

Job Description

moadoph.gov.au/about/career

The Exhibitions team at MoAD collaborates across the organisation to create engaging displays that educate and inspire visitors. They work with specialist curatorial, engagement, and interpretation teams, supporting exhibitions from inception to public opening. Additionally, they maintain exhibition infrastructure ensuring each space enhances the overall museum experience.

Working alongside the broader MoAD and Exhibitions team the Exhibition Technician is the first point of contact for on-site technical support. They support the installation, maintenance, and de-install of exhibitions, both core and temporary, including servicing travelling exhibitions which have returned to Canberra. This includes working across a heritage building to ensure seamless exhibition experiences for visitors.

The technician must have a good understanding of exhibition changeovers, basic audiovisual (AV) equipment, exhibition lighting, signage & wayfinding, and other exhibition collateral. Working in conjunction with the Workshop Coordinator and following existing procedures, this technician will need strong practical skills to fabricate, install, and repair a broad range of exhibition components. Effective communication and problem-solving abilities are essential as this role frequently involves interacting with broader MoAD teams and addressing their needs promptly. This role is supported by the wider Exhibition team external contractors during peak periods.

Due to the sporadic nature of exhibitions around install, deinstall, changeovers, and maintenance, applicants must have the flexibility to work weekends and evenings (sometimes at short notice). Flexible hours and overtime are periodic requirements of the position. More information about overtime allowances can be found in the Old Parliament House Enterprise Agreement.

Duties

Under the direction of the Senior Exhibition Coordinator and Exhibition & Workshop Coordinator this role will be required to deliver the key duties:

Technical Support: Provide technical support for exhibition changeovers, hardware, AV equipment, and lighting – including being the first point of call for any issues that arise within exhibitions.

Maintenance: Undertake daily routine checks to inspect and maintain exhibition equipment and displays to ensure they are in good working condition, performing repairs or resets as needed.

Installation and Deinstall: Coordinating with other teams for the set up and take down exhibition displays.

Safety Compliance: Supported by the Exhibition & Workshop Coordinator, ensure all installations follow safety regulations and standards.

Tool/ Machinery Proficiency: Demonstrate proficiency in using power tools and machinery as part of daily tasks. Ideal Candidates will hold appropriate licences and certifications, including:

- Work Health and Safety General Construction Induction (White Card training)
- Silica Awareness
- Elevated Work Platform (EWP) licence
- Desirable: trade certificate in carpentry, joinery, cabinet making, or other relevant certification

Collaboration: Work with exhibition coordinators, curators, designers, and other stakeholders to understand thetechnical requirements of exhibitions and collaborate with them to deliver projects.

Administration: Using an internal ticketing system, respond to logged jobs from across the museum. Work within organisational finance processes to source and purchase materials as needed.

Other duties as assigned.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing position. Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Oliver McClenahan-Brown, (02) 6270 8153
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761009

Museum of Australian Democracy - Old Parliament House

Closing Date:Thursday 07 August 2025

Exhibitions and Engagement Exhibitions

Job Title	Exhibition Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $81,775
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	On site attendance is required, work from home arrangements can be negotiated in accordance with our EA.
Classification	APS Level 4
Position Number	22303
Agency Website	

Job Description

moadoph.gov.au/about/career

The Museum of Australian Democracy’s (MoAD) Exhibitions team works collaboratively across the organisation to develop engaging, educational, and inspiring displays. The team partners with curatorial, engagement, and interpretation specialists to manage exhibitions from concept through to public presentation. A key component of this work includes delivering MoAD’s national travelling exhibition program, which extends the museum’s reach and impact across Australia.

The Exhibition Officer plays a vital role in supporting the delivery of MoAD's travelling exhibitions, including the flagship Behind the Lines exhibition. Working closely with the broader Exhibitions team and other internal stakeholders, the Exhibition Officer provides essential administrative and operational support to ensure the smooth coordination and delivery of touring programs.

Key responsibilities include researching and confirming host venues, maintaining strong relationships with venue partners, and acting as the first point of contact during display periods. The role also supports the development of touring documentation such as manuals and installation guides, coordinates logistics and travel arrangements for museum staff, and assists with the preparation of venue reports and monthly visitation data. Additionally, the Exhibition Officer helps organise meetings and communications with both internal teams and external stakeholders.

This position is based at the Museum of Australian Democracy at Old Parliament House in Canberra. While it supports the travelling exhibition program, regular travel is not a requirement of the role.

Duties

Under the supervision of the Senior Exhibition and Travelling Exhibitions (TravEX) Coordinator, the APS4 Exhibition Officer will:

- Assist in the preparation and coordination of key documentation for travelling exhibitions, including itineraries, project schedules, loan agreements, contracts, inventory lists, installation manuals, evaluation reports, and promotional materials.
- Support the safe and efficient transportation of exhibitions, ensuring all handling, packing, and transit procedures comply with museum standards and best practices.
- Monitor and track project expenditures to ensure exhibition deliverables are completed within approved budgets – work with external providers to obtain quotes for freight and other requirements.
- Liaise with venues to obtain feedback, evaluation reports, and maintain monthly visitation data which contributes to internal reports and grant applications.
- Liaise with internal and external stakeholders including artists, curators, designers, fabricators, and venues to support the successful planning and delivery of exhibitions.
- Identify and assist in resolving logistical challenges related to transport, installation, and venue-specific requirements.
- Maintain and update databases, ensuring accurate and up-to-date records of artworks, exhibition components, and venue information.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity until 30 June 2026.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Hollie Barclay, (02) 6270 8210
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760983

National Archives of Australia

Closing Date:Monday 18 August 2025

Various Various

Job Title	Digital Archiving Graduate Cadet
Job Type	Full-Time;Part-Time, Ongoing
Location	Mitchell ACT, Parkes ACT, Adelaide SA, Perth WA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$77,474 - $83,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 4
Position Number	497100
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives' Digital Archiving Graduate Cadet Program is an opportunity to continue professional study while getting hands-on experience in the management of digital records that define Australia's past and shape its future.

While working part-time (equivalent of 3 days a week) at National Archives, the Digital Archiving Cadet will be supported to complete the Graduate Certificate in Digital Archiving from Charles Sturt University. Learning will be completed remotely with a 50% loading (2 subjects per semester, over two semesters). All course fees will be fully covered by the National Archives as part of the cadetship program. The study component of the cadetship is online and is to be completed outside of working hours at the National Archives.

The successful cadets will undertake three rotations during the eleven-month program, primarily in the Collection Management, and Access and Public Engagement branches. During the rotations, the successful cadets will build practical skills and experience in a range of roles, with an emphasis on digital archiving. At the successful completion of the cadetship, a full-time, ongoing role will be offered to the cadets at APS4 level.

Preference will be given to applicants who are able to work in Canberra, but requests to be based in Adelaide, Perth, Brisbane, Melbourne or Sydney will be considered. Relocation assistance may be provided on a case-by-case basis.

Duties

Tasks will vary from cadet to cadet, dependent on rotations, and may include (but not limited to) the following:

- Arranging and describing archival collections
- Responding to client queries
- Assisting with public seminars
- Research in different aspects of recordkeeping and archival management
- Preservation of collection items
- Transfer of archival records
- Digitisation of collection items

Desirable attributes for the successful Digital Archiving Cadet include:

- keen interest in all aspects of digital archiving
- ability to collaborate with others to achieve the best possible outcomes
- ability to incorporate feedback into your work
- an eagerness to learn new concepts, models and workflows
- ability to explore ways of improving processes and/or systems
- ability to seek out and understand information from a range of sources
- ability to learn and use various systems and software
- eligibility to enrol in, and ability to complete, the Graduate Certificate in Digital Archiving at CSU
- adherence to APS Values and Code of Conduct
- contribution to a safe, healthy and diverse workplace, working within a team environment.

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)
- Successful applicants must meet the requirements (either an undergraduate university degree, or 5 years minimum equivalent professional experience in a related field) for enrolment in the Graduate Certificate in Digital Archiving at Charles Sturt University - for more information see: Graduate Certificate in Digital Archiving - Study (csu.edu.au).
- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated. All National Archives staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Your employment with National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

Notes

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

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

About the National Archives of Australia

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

To Apply

Position Contact	Ben Chesterman, 02 9782 5339
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761007

National Archives of Australia

Closing Date:Monday 18 August 2025

Various Various

Job Title	Digital Archiving Graduate Cadet (Affirmative Measure)
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Parkes ACT, Mitchell ACT, Adelaide SA, Perth WA, Brisbane QLD, Sydney NSW
Salary	$77,474 - $83,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 4
Position Number	497102
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives' Digital Archiving Graduate Cadet Program is an opportunity to continue professional study while getting hands-on experience in the management of digital records that define Australia's past and shape its future.

The Digital Archiving Cadet (Affirmative Measure) role is open to applicants of Aboriginal and/or Torres Strait Islander heritage only.

The successful cadets will undertake three rotations during the eleven-month program, primarily in the Collection Management, and Access and Public Engagement branches. During the rotations, the successful cadets will build practical skills and experience in a range of roles, with an emphasis on digital archiving. At the successful completion of the cadetship, a full-time, ongoing role will be offered to the cadets at APS4 level.

Preference will be given to applicants who are able to work in Canberra, but requests to be based in Adelaide, Perth, Brisbane, Melbourne or Sydney will be considered. Relocation assistance may be provided on a case-by-case basis.

Duties

Tasks will vary from cadet to cadet, dependent on rotations, but may include (not limited to) the following:

- Arranging and describing archival collections
- Responding to client queries
- Assisting with public seminars
- Research in different aspects of recordkeeping and archival management
- Preservation of collection items
- Transfer of archival records
- Digitisation of collection items.

Desirable attributes for the successful Digital Archiving Cadet include:

- keen interest in all aspects of digital archiving
- ability to collaborate with others to achieve the best possible outcomes
- ability to incorporate feedback into your work
- an eagerness to learn new concepts, models and workflows
- ability to explore ways of improving processes and/or systems
- ability to seek out and understand information from a range of sources
- ability to learn and use various systems and software
- eligibility to enrol in, and ability to complete, the Graduate Certificate in Digital Archiving at CSU
- adherence to APS Values and Code of Conduct
- contribution to a safe, healthy and diverse workplace, working within a team environment.

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)
- Successful applicants must meet the requirements (either an undergraduate university degree, or 5 years minimum equivalent professional experience in a related field) for enrolment in the Graduate Certificate in Digital Archiving at Charles Sturt University - for more information see: Graduate Certificate in Digital Archiving - Study (csu.edu.au).
- **Affirmative Measures:** 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 Islander people Eligible applicants:
    - are of Aboriginal and/or Torres Strait Islander descent; and
    - identify as Aboriginal and/or Torres Strait Islander; and
    - are accepted by their community as being Aboriginal and/or Torres Strait Islander.
- **Confirmation of Heritage:** Evidence of Aboriginal or Torres Strait Islander status. To demonstrate eligibility for employment under this affirmative measure, you are required to provide evidence of your heritage as an Aboriginal and/or Torres Strait Islander person within your first three-months of employment. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

1. A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
2. A confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Please visit Aboriginal and Torres Strait Islander Recruitment Guide | Australian Public Service Commission (apsc.gov.au) for more information or contact us to discuss this process and let us know how we can support you.

- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated. All National Archives staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Your employment with National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

Notes

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

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To Apply

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Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760837

National Film and Sound Archive of Australia

Closing Date:Wednesday 06 August 2025

Programs and Operations Public Programs and Visitor Experience

Job Title	Digital Cinema and Events AV Assistant
Job Type	Casual, Non-Ongoing
Location	Acton ACT
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	You may apply for flexible arrangements
Classification	APS Level 2
Position Number	89983, 89984, 89985
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Programs and Visitor Experience team is part of the Programs and Operations section. The Section includes three teams: Programs & Visitor Experience, Learning and Technical & Production. The Section’s key objectives are to increase NFSA’s relevance, reach and revenue, particularly through experiences at our headquarters in Acton.

At Acton, we tell the Australian Story through a suite of place-based experiences that activate and celebrate our spaces, surfaces, and collection with programs that inspire, connect, and engage with audio visual culture, media technology, creativity, and the arts. As a local creative and cultural hub, Acton is a place where all Australians can feel safe, feel seen, and be heard - a place to explore their identity and engage in conversation.

The Programs and Visitor Experience team is responsible for the delivery and maintenance of on-site public programs and experiences at Acton, including:

- Baseline Experiences – Our ‘always on’ experience welcomes visitors to our revitalised heritage spaces and courtyard with digital and object-based displays.
- Gallery Series – A program of audiovisual art installations by renowned Australian artists in our main gallery space.
- Film Series – A year-round program of screenings in our award-winning, heritage-listed Arc Cinema, including partnerships with independent film festivals.
- Partnerships Series- The team collaborates with external strategic partners to deliver joint programs and events such as festivals and symposia. Through these partnerships, NFSA builds community and participates as a key voice in the conversation about identity, city renewal, placemaking and design.
- Live@NFSA – The team supports delivery of live events and public programs onsite.
- Commercial Venue Hire – Many of our revitalised spaces are available for hire and more are coming online. The NFSA recognises venue hire as an opportunity to connect with diverse audiences, develop business tourism and generate revenue. '

Additionally, the team collaborates with teams across the NFSA to deliver internal corporate activities, conferences and events and provides technical support to Learning programs.

The Opportunity

The Digital Cinema & Events AV Assistant plays a key role in successfully delivering NFSA’s Public Programming and Venue Hire events. Reporting to the Technical Coordinator, this position assists with audiovisual setups and operation for digital cinema screenings, live performance, venue hire, and other events as required.

This position requires an interest in cinema and live event production as well as an understanding of setting up and operating audio, lighting and video projection systems. The Digital Cinema & Events AV Assistant is also responsible for providing exceptional customer service to internal and external clients and accurately interpreting event and screening briefs.

Please note: This recruitment process is intended to fill current and future casual vacancies. Please be advised that a merit pool of suitable applicants may be established to fill similar causal roles in the next 18 months.

Duties

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

- Operate projection systems for digital cinema screenings including preparation and pack-down tasks.
- Assist with set-up and operation of audiovisual equipment for events across multiple venue spaces.
- Assist with organisation of multimedia content for playback and projection.
- Liaise with NFSA colleagues, venue hire clients and other stakeholders during event delivery.
- Maintain organisation and security of projection booths and equipment storage areas.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Experience of operating audio, lighting, and video projection systems for in-person and online/streaming events.
2. Sound communication and interpersonal skills with the ability to liaise with internal teams and external stakeholders.
3. Ability to work individually and in a team environment in a highly collaborative manner whilst maintaining a strong client focus.
4. Understanding of Workplace Health and Safety practices and principles, and how they relate to event delivery and handling of audiovisual equipment and material.

Desired Skills and Experience

- Relevant experience or formal qualifications in a related audiovisual field.
- Familiarity with digital cinema projection systems and terminology.

Note: This role requires working outside of standard working hours, including on weekends.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain a Working with Vulnerable People registration.

How to Apply

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

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive wage, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia’s audio-visual heritage. The NFSA’s mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Steven Forrest, 02 6248 2023
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760845

National Film and Sound Archive of Australia

Closing Date:Wednesday 06 August 2025

Programs and Operations
Programs and Place Public Programs and Visitor Experience

Job Title	Film Projection and Event AV Operator
Job Type	Casual, Non-Ongoing
Location	Acton ACT
Salary	$75,281 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 4
Position Number	89980, 89881,89882
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Programs and Visitor Experience team is part of the Programs and Operations section. The Section includes three teams: Programs & Visitor Experience, Learning and Technical & Production. The Section's key objectives are to increase NFSA's relevance, reach and revenue, particularly through experiences at our headquarters in Acton.

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The Programs and Visitor Experience team is responsible for the delivery and maintenance of

on-site public programs and experiences at Acton, including:

- Baseline Experiences – Our 'always on' experience welcomes visitors to our revitalised heritage spaces and courtyard with digital and object-based displays.
- Gallery Series – A program of audiovisual art installations by renowned Australian artists in our main gallery space.
- Film Series – A year-round program of screenings in our award-winning, heritage-listed Arc Cinema, including partnerships with independent film festivals.
- Partnerships Series- The team collaborates with external strategic partners to deliver joint programs and events such as festivals and symposia. Through these partnerships, NFSA builds community and participates as a key voice in the conversation about identity, city renewal, placemaking and design.
- Live@NFSA – The team supports delivery of live events and public programs onsite.
- Commercial Venue Hire – Many of our revitalised spaces are available for hire and more are coming online. The NFSA recognises venue hire as an opportunity to connect with diverse audiences, develop business tourism and generate revenue.

Additionally, the team collaborates with teams across the NFSA to deliver internal corporate activities, conferences and events and provides technical support to Learning programs.

The Opportunity

The Film Projection & Event AV Operator plays a key role in successfully delivering NFSA's Public Programming and Venue Hire events in the state-of-the-art archival Cinema (Arc Cinema). This position requires demonstrated cinema projection/exhibition knowledge and skills in both analogue and digital formats plus a clear commitment to professional screening standards and presentation. Practical experience utilising video and/or digital projection facilities will also be of benefit. The role

is required to identify accurate screening aspect ratios and sound formats for historical, as well as contemporary moving image formats. Further to screenings in Arc, the role provides technical assistance and setups for a wide range of events and venue hire.

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

Duties

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

- Prepare and exhibit motion picture film, video and other moving image carriers within the NFSA's professional archival cinema.
- Quality check 35mm and 16mm films, complete preservation winds for storage and create and record condition reports.
- Complete transit winds and packaging for films to be returned to outside agencies.
- Setup and operate audiovisual equipment for a wide variety of events across multiple venue spaces.
- Liaise with NFSA colleagues, venue hire clients and other stakeholders during event delivery.
- Assist with administrative duties and audiovisual editing tasks as required by Programs & Visitor Experience team.
- Maintain organisation and security of projection booths and equipment storage areas.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated professional cinema projection/exhibition skills, including knowledge of film projection technologies and the ability to identify correct aspect ratios and sound formats.
2. Experience with audiovisual equipment and capability to operate audio, lighting, and video/projection systems for a wide range of events.
3. Well-developed communication and interpersonal skills and the ability to liaise with various stakeholders.
4. Ability to work individually and in a team environment in a highly collaborative manner whilst maintaining a strong client focus.
5. Good understanding of Workplace Health and Safety practices and principles, and how they relate to the handling of archival film and audiovisual equipment and material.

Qualifications and/or relevant experience required

Desirable:

• Relevant experience in film 35mm and 16mm film print handling and projection.

Note:

This role requires working outside of standard working hours, including on weekends.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain a Working with Vulnerable People registration.

How to Apply

When applying via our online e-recruitment system, please provide a written application

addressing each Selection Criteria. Your current resume is also to be included in your application.

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- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Contact Officer

Justin Watson | Manager Technical

E: justin.watson@nfsa.gov.au

Ph: 02 6248 2023

Notes

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To Apply

Position Contact	Justin Watson, 0262482075
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0760891

National Film and Sound Archive of Australia

Closing Date:Sunday 10 August 2025

Programs and Operations Programs and Operations

Job Title	Manager, Learning & Media Literacy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$116,221 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	Executive Level 1
Position Number	89719
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

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The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Learning and Media Literacy team lies within the Programs and Operations section. The team delivers interactive, inquiry-based learning experiences for a range of students across Australia as well as on site at Acton. In a world saturated with information and content, NFSA has a critical role to play in increasing the media literacy of Australian students and teachers. One of our key priorities is to empower Australians to become informed, engaged and media literate citizens.

The Opportunity

The Manager Learning and Media Literacy plays a key role in implementing a strategic plan, focusing on positioning the NFSA as leaders in media literacy education nationally. The position leads a small team of experienced educators to deliver learning programs on site at Acton and online. The position reports to the Head of Programs and Operations and is heavily involved in in leveraging NFSA’s unique collection to enhance media literacy across the country.

The Manager Learning and Media Literacy is also deeply involved in media literacy national advocacy and research. The position represents the NFSA within AMLA (Australian Media

Literacy Alliance) and will lead the NFSA's contributions to the Australian Research Council funded project Addressing Misinformation with Media Literacy Through Cultural Institutions.

This role works closely with other teams across the organisation including the Programs and Visitor Experience team, the Marketing and Communications team, and Digital teams. Externally, the role builds and maintains working relationships with stakeholders such as the NCETP (National Capital Educational Tourism Project), education institutions, teacher associations, media companies and other National Collecting Institutions.

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

Duties

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

- Strategically lead and build awareness of media literacy endeavours at the NFSA and within professional networks nationally.
- Work with AMLA stakeholders to develop and deliver national impact in the media literacy space, including contributing to the development of a national media literacy strategy.
- Lead media literacy education projects and pilot initiatives such as Addressing Misinformation with Media Literacy Through Cultural Institutions.
- Oversee the design of curriculum-aligned programs using the NFSA collection with a focus on media literacy.
- Implement actions under the NFSA's First Nations Engagement strategy relevant to the Education & Media Literacy programs, such as:
    - integrating Indigenous perspectives,
    - enabling Indigenous voices to represent Australia's history,
    - acknowledging Indigenous knowledge; and
    - representing Indigenous stories.
- Oversee the delivery of on-site school-based and digital learning programs.
- Explore creative and commercial opportunities to grow our education audiences both on site and online.
- Contribute to NFSA business projects and manage the team's staff budget, procurement, business planning and reporting processes.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated strategic leadership and people management skills with high level capacity to inspire, motivate and manage staff.

2. Highly developed organisational, planning, budgeting and program management skills, including ability to manage competing priorities and strategic directions to achieve team planning and project outcomes.
3. Well-developed oral and written communication and interpersonal skills, including ability to engage and collaborate with key stakeholders to achieve outcomes and facilitate cooperation.
4. Demonstrated analytical skills, including ability to engage in complex problem-solving.

Desired Skills and Experience

- Tertiary qualifications, or equivalent, in education, communication and/or experience in a relevant profession.
- Several years teaching experience, with a good knowledge of the Australian Curriculum, and/or expertise in media literacy education.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain a Working with Vulnerable People registration.

How to Apply

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

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.

- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Contact Officer

Alyssa Coursey | Manager Learning & Media Literacy

E: Alyssa.Coursey@nfsa.gov.au

Ph: 61262 482 141

Contact dates: 21/07/2025 - 24/07/2025

Contact Officer

Greg Lissaman | Head of Programs and Operations

E: Greg.Lissaman@nfsa.gov.au

Contact dates: 24/07/2025 – 10/08/2025

Notes

RecuitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au).

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Alyssa Coursey | Contact dates: 21/07/2025 - 24/07/2025, 62 482 009
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0760962

Aboriginal Hostels Limited

Closing Date:Wednesday 06 August 2025

People Branch Recruitment

Job Title	People Branch Officer, Recruitment
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Sydney NSW, Perth WA, Melbourne VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements available
Classification	APS Level 5
Position Number	TBA
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

We are seeking a motivated and community minded People Branch Officer to join our small but dedicated team, delivering end-to-end recruitment services across all areas of AHL including working with our Hostels.

This is more than just a job – it's an opportunity to make a genuine difference to our business which provide culturally safe accommodation nationally for Aboriginal and Torres Strait Islander people. You'll play a key role in helping shape our workplace during an exciting time of transformation as we move towards a new e-recruitment solution in the coming months.

Reporting primarily to the Recruitment Team Leader, the People Branch Officer will be responsible for coordinating the end-to-end recruitment and on-boarding activities including assessment of vacancies, advertising, selection, candidate tracking, pre-employment checks and monitoring conditions of engagement, and contract preparation–all whilst ensuring a positive candidate experience.

This position is open to Aboriginal and Torres Strait Islander applicants only under an affirmative measure's recruitment process.

Whilst this position is open to all locations across Australia there is a preference for Canberra ACT or Adelaide SA.

Duties

- Provide timely, accurate, and culturally responsive recruitment advice and support across the Company, including corporate areas and regional hostels.
- Coordinate end-to-end recruitment processes for a wide range of vacancies, including:
    - Conducting pre-recruitment consultations with business areas to understand workforce needs and promote inclusive hiring practices
    - Advising on appropriate recruitment strategies, including affirmative measures, merit pools, expressions of interest, or targeted outreach
    - Drafting and publishing job advertisements to attract diverse talent
    - Managing applications, supporting selection panels, and preparing shortlisting and selection documentation
    - Coordinating provider contracts for recruitment support such as scribing services
- Participate on recruitment panels, providing insights to help ensure fair and culturally informed assessments of candidates as required.
- Support onboarding processes, including the coordination and processing of pre-employment checks (e.g. police checks, working rights, health assessments), ensuring these are communicated in a respectful way.
- Build and maintain strong, relationships with internal and external stakeholders, including Aboriginal and Torres Strait Islander communities and organisations, to help meet recruitment needs and strengthen trust.

Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Successful applicants will be required to:

- Be of Aboriginal and/or Torres Strait Islander descent; and

- accepted by their community as being Aboriginal and/or Torres Strait Islander.
- to demonstrate eligibility for employment under this affirmative measure, applicants are required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person.
- provide an Australian Citizenship document (e.g. birth certificate or passport)
- undergo a Satisfactory National Criminal History Check, and
- meet the Fitness for Duty requirements.

For new APS employees, a six-month probationary period will apply.

Notes

How to apply

Complete the Application Form available on our website www.ahl.gov.au/work

Email your current Resume and completed Application Form directly to Jobs@ahl.gov.au before 11:59pm AEST on **Wednesday 06 August 2025.**

Include your name and the job reference (APS5 People Branch Officer - VN-0760962) in the subject of your email.

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Erryn Taylor, 02 6212 2076
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761017

Aboriginal Hostels Limited

Closing Date:Sunday 17 August 2025

Frontline Services
Trilby Cooper Hostel, Kalgoorlie WA

Job Title	Cooks
Job Type	Full-Time, Ongoing
Location	Kalgoorlie WA
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0761017
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Cooks to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels.

Hostel Workers are required to work as part of a team, providing a high level of customer service to AHL residents, including attending to resident requests in a professional and courteous manner. Whilst regular duties will be in Cooking, successful applicants may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

- Preparing and serving meals in accordance with AHL's set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for meal times and clean up afterwards

What We're Looking For:

- A passion for excellence in customer service.
- Relevant experience and qualifications are a bonus but not required
- The health and fitness to participate in an active role.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly nature.

Eligibility

- Candidates must have Australian citizenship
- Ability to get and maintain police check and a Working with Children Check.

Notes

What We Offer:

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Remote Locality Allowance:** Employees are entitled to the payment of $6,529/annum with eligible dependants or $3,596/annum without eligible dependants.
- **Generous shift penalties** apply for work after hours, weekends and public holidays.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.

- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

At AHL we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a position that lets you make a real difference, apply today and help us support First Nations peoples across the country.

How to apply

Complete the **Application Form** available from our website Work with us | Aboriginal Hostels Limited

Email your **current Resume** and **completed Application Form** to jobs@ahl.gov.au by 11:59pm AEST on **Sunday 17 August 2025**

Please include your name and the job reference **(VN-0761017)** in the subject of your email

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761028

Aboriginal Hostels Limited

Closing Date:Sunday 10 August 2025

NSW Operations
Durungaling Hostel, Newcastle, NSW

Job Title	Cook
Job Type	Part-Time, Ongoing
Location	Newcastle NSW
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	5019
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Cook to join our team and help create a safe, clean, and welcoming environment at our Durungaling Hostel, Newcastle, NSW. The cook position is for someone who is available to work 60 hours a fortnight. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

What We Offer:

• **Competitive Pay & Benefits**: $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Work pattern** for the Cook role (60 hours/fortnight) covers 11:30am to 06:30pm shifts, Monday to Friday

• **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

- Undertake routine kitchen tasks including:
- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation
- Stocktake management – rotate, receive and monitor food and kitchen supplies
- Ensure the kitchen is cleaned to standard
- Prepare and clean the dining rooms for residents.

What We're Looking for in a Cook:

- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications
- Maintain or hold a Working With Children's Card NSW

Notes

How to Apply:

• Complete the Application Form on our website Work with us | Aboriginal Hostels Limited (ahl.gov.au)

• Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Sunday 10 August 2025. Please include your name and the job reference (VN-0761028) in the subject of your email.

• For any questions about the role please contact Carla Wills: 0460 111 106 or jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761030

Aboriginal Hostels Limited

Closing Date:Wednesday 13 August 2025

VIC Operations
William T Onus Hostel, Melbourne

Job Title	Cook
Job Type	Part-Time, Ongoing
Location	Melbourne VIC
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	6002
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our William T Onus Hostel,

Melbourne, VIC This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

What We Offer:

• **Competitive Pay & Benefits**: $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Generous shift penalties** apply for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.

• **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key Responsibilities of a Cook:

• Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.

• Stock management – rotate, receive and monitor food and kitchen supplies.

• Assist with ordering.

• Ensure the kitchen is cleaned to standard.

• Prepare and clean the dining rooms for residents.

• Assist with other tasks as needed.

What We're Looking for in a Cook:

• Available to work on Weekends, Saturday, 07:00am – 18:30pm and Sunday, 10:00am – 18:30pm (35 hours per fortnight)

• Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.

• Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.

• Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

Eligibility

Prior to engagement, you are required to:

• Provide evidence of Australian Citizenship.

• Undergo, obtain and maintain a Satisfactory National Criminal History Check.

• Meet Fitness for Duty requirements.

• Hold and maintain NSW Working with Children Check.

Notes

How to apply:

• Complete the Application Form on our website.

• Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Wednesday 13 August 2025. Please include your name and the job reference (VN-0761030) in the subject of your email.

• For any questions about the role please contact Nitin Verma on 03 9036 4510 or jobs@ahl.gov.au

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

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

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To Apply

Position Contact	Nitin Verma, 03 9036 4510
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761040

Aboriginal Hostels Limited

Closing Date:Tuesday 30 June 2026

Job Title	Temporary Employment Register - People and Corporate Branch
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	$59,520 - $145,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be available
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About

This Temporary Employment Register provides all members of the community with the opportunity to register for upcoming employment opportunities within the Corporate and People branch at Aboriginal Hostels Limited (AHL).

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with the possibility of an extension of up to 6 months (total maximum period of 18 months). Applications

received will remain active for 12 months (until 30 June 2026). By registering your interest, there is no guarantee of an offer of employment. You will only be contacted in the event a vacancy arises that matches your skills and experience.

A role at AHL offers

- competitive salary including generous superannuation employer contribution of 15.4%
- a respectful, inclusive and safe workplace where you are supported to perform at your best, with on the job development opportunities
- salary packaging options up to $15,900 per FBT to reduce taxable income
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions.
- generous shift penalties apply for work after hours, weekends and public holidays.
- variety of leave entitlements including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.

In return for your passion, you will work in a team of like-minded people who will help to nurture your personal growth and professional career development.

Duties

Aboriginal Hostels Limited (AHL) is a not-for-profit organisation, providing First Nations people with accommodation, meals and a supportive environment while they are away from home to access medical services, education, employment or to attend to other family business.

AHL is one of the largest providers of employment and training for Aboriginal and Torres Strait Islander people.

AHL’s key vision is to improve Indigenous quality of life through the delivery of accommodation and wrap-around support services that provide clients access to education, employment, health and other services. It does this informed by values of:

- communication - listening to communities and planning with them to achieve quality outcomes for Indigenous Australians
- access - providing Indigenous Australians access to services to enhance their life quality
- responsiveness - seeking to understand and respond to Indigenous individual and community needs
- equity - providing Indigenous Australians a fair and reasonable opportunity to reach life goals
- efficiency - delivering quality accommodation outcomes at an affordable cost
- results - seeking the best results for our clients.

For more information on who we are and what we do visit Work with us | Aboriginal Hostels Limited

Below are the different work areas within AHL. When submitting an application please note which area/s you wish to be considered for:

- Human Resources (Recruitment, Policy, Workplace Relations)

- Executive Support

- Payroll

- Capability (Learning and Development)

- Workforce Data and Analytics

- Work Health and Safety

- Workplace Relations

- Communications and Reporting

- Facilities

- ICT, Procurement and Records Management

- Finance and Accounting

Eligibility

To be eligible for employment with AHL, applicants must meet the requirements for the following conditions:

- Hold a current Australian Citizenship
- Satisfactory complete a National Criminal History Check
- Satisfactory complete a Working with Children Check in the relevant state or territory
- Satisfactory complete a Medical Assessment/Fitness for Duty
- Satisfactory completion of Pre-Employment checks

Notes

Candidates should be aware that

- This is an employment register used to fill a variety of vacancies, and you will only be contacted regarding your application if an opportunity arises that matches your skills and experience.
- Submitting an application does not guarantee you will receive an offer of employment.
- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.

How to apply

Complete the Application Form available from our website Work with us | Aboriginal Hostels Limited

Email your current resume and completed Application Form to jobs@ahl.gov.au and include your full name and the job reference (Temporary Register – People Branch and Corporate Branch) in the subject of your email.

Applications on this register will remain active until 30 June 2026, or until you notify Aboriginal Hostels Limited otherwise that you are no longer actively seeking employment.

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Recruitment Team, 02 6212 2001
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS29 Weekly Gazette Thursday (Vacancy Notices) - 24 July 2025.pdf
Published by Australian Public Service Commission.

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

Prime Minister and Cabinet

Vacancy VN-0761049

Aboriginal Hostels Limited

Closing Date:Tuesday 30 June 2026

Job Title	Temporary Employment Register - Operations
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Perth WA, Melbourne VIC, Adelaide SA, Darwin NT, Cairns QLD, Various locations - NSW NSW, Various locations - QLD QLD
Salary	$59,520 - $145,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be available
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About

This Temporary Employment Register provides all members of the community with the opportunity to register for upcoming temporary employment opportunities within the Operations Branch at Aboriginal Hostels Limited (AHL).

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with the possibility of an extension of up to 6 months (total maximum period of 18 months). Applications received will remain active for 12 months (until 30 June 2026). By registering your interest, there is no guarantee of an offer of employment. You will only be contacted in the event a vacancy arises that matches your skills and experience. Your application is not a guarantee that an offer of employment will be made.

A role at AHL offers

- competitive salary including generous superannuation employer contribution of 15.4%
- a respectful, inclusive and safe workplace where you are supported to perform at your best, with on the job development opportunities
- salary packaging options up to $15,900 per FBT to reduce taxable income

- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions.
- generous shift penalties apply for work after hours, weekends and public holidays.
- variety of leave entitlements including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.

In return for your passion, you will work in a team of like-minded people who will help to nurture your personal growth and professional career development.

Duties

Aboriginal Hostels Limited (AHL) is a not-for-profit organisation, providing First Nations people with accommodation, meals and a supportive environment while they are away from home to access medical services, education, employment or to attend to other family business.

AHL is one of the largest providers of employment and training for Aboriginal and Torres Strait Islander people.

AHL's key vision is to improve Indigenous quality of life through the delivery of accommodation and wrap-around support services that provide clients access to education, employment, health and other services. It does this informed by values of:

- communication - listening to communities and planning with them to achieve quality outcomes for Indigenous Australians
- access -providing Indigenous Australians access to services to enhance their life quality
- responsiveness - seeking to understand and respond to Indigenous individual and community needs
- equity - providing Indigenous Australians a fair and reasonable opportunity to reach life goals
- efficiency - delivering quality accommodation outcomes at an affordable cost
- results - seeking the best results for our clients.

For more information on who we are and what we do visit Work with us | Aboriginal Hostels Limited.

Eligibility

This is an exciting time to join as you will help shape the future of First Nations people.

Several hostel positions require mandatory qualifications/training, however, there is an opportunity for the successful applicant to obtain the qualification/s within their first 6 months of employment unless otherwise specified.

- **Housekeeper:** requires a Chemical Handling Training
- **Cook or Kitchenhand:** requires a Food Safety Handling Certificate
- **Night Attendant:** First Aid Certificate; Emergency Warden Training

- **Residential Youth Worker:** First Aid Certificate; Certificate IV in Community Services – Student Residential Care provided through Boarding Training Australia, or an equivalent/higher qualification (or ability to obtain in the first 12 months of employment). A valid driver's/bus licence may also be required.
- **Hostel and Assistant Hostel Manager or Head and Deputy Head of Boarding:** First Aid Certificate; Emergency Warden Training; Food Safety Supervisor Certificate; A valid driver's licence may also be required.

To be eligible for employment with AHL, applicants must meet the requirements for the following conditions:

- Hold a current Australian Citizenship
- Satisfactory complete a National Criminal History Check
- Satisfactory complete a Working with Children Check in the relevant state or territory
- Satisfactory complete a Medical Assessment/Fitness for Duty
- Satisfactory completion of Pre-Employment checks

Notes

Candidates should be aware that

- This is an employment register used to fill a variety of vacancies, and you will only be contacted regarding your application if an opportunity arises that matches your skills and experience.
- Submitting an application does not guarantee you will receive an offer of employment.
- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.

How to apply

Complete the Application Form available from our website Work with us | Aboriginal Hostels Limited

Email your current resume and completed Application Form to jobs@ahl.gov.au and include your full name and the job reference (Temporary Register – Operations) in the subject of your email.

Applications on this register will remain active until 30 June 2026, or until you notify Aboriginal Hostels Limited otherwise that you are no longer actively seeking employment.

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

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Recruitment Team, 02 6212 2001
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761045

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Thursday 07 August 2025

Office of the Deputy CEO
Secretariat Support

Job Title	Executive Support Officer (Affirmative Measures)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	88_07/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group

The Office of the Deputy CEO (ODCEO) provides efficient, effective and contemporary services to key business areas, it supports the delivery of transformation and business improvement projects and other general governance and reporting functions across the agency.

About the Program Area

Secretariat Support sits within the Office of the Deputy CEO (ODCEO). The Secretariat Support Unit provides secretariat services to executive committees including the AIATSIS Council, Senior Executive Board and the Audit and Risk Committee, to facilitate their respective roles in a manner that is transparent, accountable, and compliant.

Role Summary

The Secretariat Officer works as part of a small team to assist with the delivery of secretariat support services to the AIATSIS Council, its relevant sub-committees and the AIATSIS Senior Executive Board. The Senior Executive Board meets monthly, with all other committees meeting quarterly.

The Secretariat Officer reports to the Assistant Director Secretariat.

Duties

- minute taking, managing action registers, calling for, collating, and distributing approved meeting papers.
- working closely with the Office of the Chief Executive Officer and staff across the Institute in scheduling meetings.
- responsibility for travel arrangements for Council and other sub-committee members, as well as coordinating payments in relation to Council and other sub-Committee remuneration.
- managing logistics for onsite and interstate meetings including, when required, AIATSIS Members' and stakeholder events.
- monitoring and maintaining the AIATSIS membership register and supporting the development and delivery of the AIATSIS Members' Strategy.
- responsibility for monitoring and actioning items from shared inboxes.
- if and when required, assist the Offices of the CEO/DCEO in other administrative tasks.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- displays moral courage, including speaking out when observing inappropriate behaviour.
- shows sensitivity and respect for culture in responding to individual needs and circumstances.
- actively learns from Aboriginal and Torres Strait Islander peoples about their culture and supports others to do so.
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders and networks.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with strong relationship, administrative and organisational skills with the ability to work well in a fast paced and high-pressure environment. The Executive Support Officer will manage multiple tasks, competing deadlines and priorities of varying complexity.

You will come with the following skills, experience and attributes:

- experience in providing executive support services, in a fast-paced environment with limited supervision.
- demonstrated attention to detail.
- ability to manage calendars and lead times.
- strong organisational and prioritisation skills, with a proven ability to effectively manage change while maintaining composure.
- well-developed written and oral communication and interpersonal skills.
- a natural aptitude to work well with others with respect, sound judgement and discretion.
- commitment to service underpinned by a desire to establish and maintain effective working relationships with diverse stakeholders.
- experience undertaking a secretariat function to similar committees is desirable, but not essential.
- experience working in an Office 365 environment is essential, TechOne experience will be well regarded, but not essential.

Notes

Applications close **11.30pm** Thursday 07 August 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	James Park, 02 6246 1102
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0761046

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Thursday 07 August 2025

Office of the Deputy CEO
Secretariat Support

Job Title	Executive Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	94_07/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group

The Office of the Deputy CEO (ODCEO) provides efficient, effective and contemporary services to key business areas, it supports the delivery of transformation and business improvement projects and other general governance and reporting functions across the agency.

About the Program Area

Secretariat Support sits within the Office of the Deputy CEO (ODCEO). The Secretariat Support Unit provides secretariat services to executive committees including the AIATSIS Council, Senior Executive Board and the Audit and Risk Committee, to facilitate their respective roles in a manner that is transparent, accountable, and compliant.

Role Summary

The Secretariat Officer works as part of a small team to assist with the delivery of secretariat support services to the AIATSIS Council, its relevant sub-committees and the AIATSIS Senior Executive Board. The Senior Executive Board meets monthly, with all other committees meeting quarterly.

The Secretariat Officer reports to the Assistant Director Secretariat.

Duties

- minute taking, managing action registers, calling for, collating, and distributing approved meeting papers.
- working closely with the Office of the Chief Executive Officer and staff across the Institute in scheduling meetings.
- responsibility for travel arrangements for Council and other sub-committee members, as well as coordinating payments in relation to Council and other sub-Committee remuneration.
- managing logistics for onsite and interstate meetings including, when required, AIATSIS Members' and stakeholder events.
- monitoring and maintaining the AIATSIS membership register and supporting the development and delivery of the AIATSIS Members' Strategy.
- responsibility for monitoring and actioning items from shared inboxes.
- if and when required, assist the Offices of the CEO/DCEO in other administrative tasks.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- displays moral courage, including speaking out when observing inappropriate behaviour.
- shows sensitivity and respect for culture in responding to individual needs and circumstances.
- actively learns from Aboriginal and Torres Strait Islander peoples about their culture and supports others to do so.

- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders and networks.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with strong relationship, administrative and organisational skills with the ability to work well in a fast paced and high-pressure environment. The Executive Support Officer will manage multiple tasks, competing deadlines and priorities of varying complexity.

You will come with the following skills, experience and attributes:

- experience in providing executive support services, in a fast-paced environment with limited supervision.
- demonstrated attention to detail.
- ability to manage calendars and lead times.
- strong organisational and prioritisation skills, with a proven ability to effectively manage change while maintaining composure.
- well-developed written and oral communication and interpersonal skills.
- a natural aptitude to work well with others with respect, sound judgement and discretion.
- commitment to service underpinned by a desire to establish and maintain effective working relationships with diverse stakeholders.
- experience undertaking a secretariat function to similar committees is desirable, but not essential.
- experience working in an Office 365 environment is essential, TechOne experience will be well regarded, but not essential.

Notes

Applications close **11.30pm** Thursday 07 August 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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To Apply

Position Contact	James Park, 02 6246 1102
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0760836

Australian Public Service Commission

Closing Date:Sunday 07 December 2025

Office of the Merit Protection Commissioner
Office of the Merit Protection Commissioner Office of the Merit Protection Commissioner

Job Title	Casual Senior Review Officer
Job Type	Casual, Non-Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
Salary	$119,919 - $137,443
Future Merit Locations	Canberra, Sydney, Various locations - NSW, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - SA, Various locations - TAS, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	2025_35
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Merit Protection Commissioner

The Merit Protection Commissioner (MPC) is an independent statutory officer established under the Public Service Act. The APSC provides the MPC with staff to assist in the exercise of its functions. Staff employed to assist the MPC are employees of the APSC.

The Office of the MPC is the Commonwealth ‘workplace umpire’. It comprises the MPC and a team of experienced and highly knowledgeable public servants with diverse experience.

Our role is to review workplace decisions to make sure they are correct and fair. We do this by adjudicating disagreements about workplace decisions, inquiring into alleged misconduct in the workplace, reviewing agency decisions to ensure agencies have followed the appropriate processes and directions, and ensuring that recruitment and promotion decisions are merit-based.

This right for employees to seek a review is set out in the Public Service Act 1999 and the Parliamentary Service Act 1999. It is part of the APS and Parliamentary Service integrity framework.

From April 2025, the MPC is responsible for administering a new function. When we receive an eligible application for a review of a promotion decision, our role is to review the entire recruitment exercise to determine if it was merit-based. In the APS, merit-based recruitment is defined in the Public Service Act. If a recruitment process is found to be not compliant with the merit principle, the MPC can take proportionate regulatory action including setting aside the promotion decision.

The MPC may also provide employment-related services including misconduct investigations and convening recruitment selection processes.

The MPC is a steward of the APS Values, Employment Principles and Code of Conduct. By ensuring that public servants are being employed based on merit and confirming or overturning workplace decisions, we are contributing to the integrity, efficiency and effectiveness of the APS.

Find further information about the MPC on our website www.mpc.gov.au

Duties

The MPC seeks to establish a pool of skilled recruitment and review specialists with extensive experience and expertise in a range of public sector areas of recruitment, merits review and workplace investigations.

We need people with a deep working knowledge and understanding of public sector employment frameworks and principles of administrative decision-making and law.

We seek specialists at the Executive Level 1 and Executive Level 2 classification levels, dependent on experience and skills.

The work is of a casual and intermittent nature, and there is no guarantee of work in any given period. Assignments may vary from several days or weeks to several months in duration; however, there is no firm advance commitment to continuing and indefinite work according to an agreed pattern of work.

Casual senior review officers will be required to work towards performance goals through regular feedback from their supervisor to ensure the work meets the highest standard to maintain the MPC’s reputation as an effective independent statutory regulator.

Desirable skills, experience & qualifications

- Experience in conducting workplace investigations and/or administrative reviews (in any field)
- Experience in a human resources or industrial relations roles and/or managing people in a public sector environment
- Relevant qualifications in law, government investigations, merits review.

Eligibility
Notes

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Mark Davidson, 02 8239 5326
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0760838

Australian Public Service Commission

Closing Date:Sunday 07 December 2025

Office of the Merit Protection Commissioner
Office of the Merit Protection Commissioner Office of the Merit Protection Commissioner

Job Title	Casual Senior Review Officer
Job Type	Casual, Non-Ongoing
Location	Various locations - SA SA, Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS, Various locations - VIC VIC
Salary	$150,367 - $169,043
Future Merit Locations	Canberra, Sydney, Various locations - SA, Various locations - NSW, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - TAS, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	2025_36
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Merit Protection Commissioner

The Merit Protection Commissioner (MPC) is an independent statutory officer established under the Public Service Act. The APSC provides the MPC with staff to assist in the exercise of its functions. Staff employed to assist the MPC are employees of the APSC.

The Office of the MPC is the Commonwealth ‘workplace umpire’. It comprises the MPC and a team of experienced and highly knowledgeable public servants with diverse experience.

Our role is to review workplace decisions to make sure they are correct and fair. We do this by adjudicating disagreements about workplace decisions, inquiring into alleged misconduct in the workplace, reviewing agency decisions to ensure agencies have followed the appropriate processes and directions, and ensuring that recruitment and promotion decisions are merit-based.

This right for employees to seek a review is set out in the Public Service Act 1999 and the Parliamentary Service Act 1999. It is part of the APS and Parliamentary Service integrity framework.

From April 2025, the MPC is responsible for administering a new function. When we receive an eligible application for a review of a promotion decision, our role is to review the entire recruitment exercise to determine if it was merit-based. In the APS, merit-based recruitment is defined in the Public Service Act. If a recruitment process is found to be not compliant with the merit principle, the MPC can take proportionate regulatory action including setting aside the promotion decision.

The MPC may also provide employment-related services including misconduct investigations and convening recruitment selection processes.

The MPC is a steward of the APS Values, Employment Principles and Code of Conduct. By ensuring that public servants are being employed based on merit and confirming or overturning workplace decisions, we are contributing to the integrity, efficiency and effectiveness of the APS.

Find further information about the MPC on our website www.mpc.gov.au

Duties

The MPC seeks to establish a pool of skilled recruitment and review specialists with extensive experience and expertise in a range of public sector areas of recruitment, merits review and workplace investigations.

We need people with a deep working knowledge and understanding of public sector employment frameworks and principles of administrative decision-making and law.

We seek specialists at the Executive Level 1 and Executive Level 2 classification levels, dependent on experience and skills.

The work is of a casual and intermittent nature, and there is no guarantee of work in any given period. Assignments may vary from several days or weeks to several months in duration; however, there is no firm advance commitment to continuing and indefinite work according to an agreed pattern of work.

Casual senior review officers will be required to work towards performance goals through regular feedback from their supervisor to ensure the work meets the highest standard to maintain the MPC’s reputation as an effective independent statutory regulator.

Desirable skill, experiences and qualifications

- Experience in conducting workplace investigations and/or administrative reviews (in any field)
- Experience in a human resources or industrial relations roles and/or managing people in a public sector environment
- Relevant qualifications in law, government investigations, merits review.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the

Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Mark Davidson, 02 8239 5326
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0760437

Department of the Prime Minister and Cabinet

Closing Date:Sunday 10 August 2025

Ministerial Support Division
Communications Governance and Corporate

Job Title	Web Manager, Communications Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work is a flexible working arrangement where the employee works in the office or from another location such as from home, a ‘remote office’
Classification	Executive Level 1
Position Number	PMC/2025/074
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The Digital Communication team is on the front line of the Department of the Prime Minister and Cabinet’s (PM&C) digital first approach, delivering strategic digital solutions for the department’s communication priorities. The team advises on and builds digital solutions for internal and external audiences, manages digital channels (websites and intranet), and develops content for our digital platforms. The team also provides creative graphic design services to assist in the delivery of strategic communications.

What you will gain from the experience

You will work as part of a high-performing and collaborative team to deliver services across the department, ministerial offices and portfolio agencies. The work is varied and you will build strong working relationships across the branch and all levels of the department.

You will receive an attractive remuneration package including generous employer superannuation contributions. You will have exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere. You will have the opportunity to work with strong, smart and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

What you will do

The Web Manager position reports to the Director Digital Communications to oversee development of, publishing to and user experience of the Department of the Prime Minister and Cabinet's (PM&C) fleet of websites and the agency intranet.

The Web Manager leads a hybrid and multidisciplinary team, and is responsible for managing a range of complex stakeholder relationships and shared service arrangements.

In this role you will:

- Turn complex ideas into easy-to-use and understand content solutions
- Write and edit user centred content for digital audiences, and review content strategies to provide advice to business areas to ensure they will meet their objectives
- Be a champion for the user perspective of PM&C websites/intranet and identify, research and implement usability and accessibility improvements to enhance user engagement and experience
- Under limited supervision, initiate and deliver web projects that support the strategic communication objectives of PM&C and provide positive outcomes for our audiences
- Manage the workload and priorities of the team, and quality assure the work outputs of the team
- Build team capability through coaching, and provide expert advice and assistance to team members
- Develop and maintain content standards, website publishing guides and website governance documentation
- Conduct reporting and analytics activities with a focus on driving change, and implementing Search Engine Optimisation practices to improve website performance
- Work collaboratively with colleagues to ensure consistency and an integrated approach with media and communications activities
- Respond to website publishing requests from business areas and provide advice on:

- PM&C's policies and procedures

- Web Content Accessibility Guidelines (WCAG)

- Australian Government Style Manual

- Australian Government Digital Experience Policy.

Duties

What you will bring

You will have a sound understanding of the Australian Government's digital transformation agenda as well as digital best practice including iterative development methodologies, web development, user centred design, and be able to measure and optimise digital content.

You must have experience managing a team and a minimum of 5 years relevant experience. You will have some flexibility to work outside of standard hours to handle website related issues and priorities, as required.

Extensive experience using Drupal, SharePoint, CSS, HTML., and Google Analytics (GA4) is essential. You will be able to troubleshoot and resolve complex issues.

You will also have a comprehensive understanding of the Web Content Accessibility Guidelines (WCAG), the Government Style Manual; and the Digital Experience Policy. You will be able to

assess and optimise documents such as Microsoft Word and Adobe PDF files for web publishing, including tagging documents, and provide technical advice to stakeholders.

You will have strong written communications skills, experience in creating user centre digital content, and ideally, you will also have experience developing personas, user stories and journeys. You will have a demonstrated ability to proactively build and sustain positive and mutually beneficial relationships with team members and stakeholders, and a good understanding of the government communication operating environment.

You will collaborate with staff across the branch, sharing skills and experience; while embracing a positive, energetic working style that values teamwork, diversity and flexibility. You will be motivated, and have an outcomes focused and growth mindset.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a 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 up to 24 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, you can be engaged for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the two-year limit.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that

Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Sarah Roberts, (02) 6271 5518
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0760732

Department of the Prime Minister and Cabinet

Closing Date:Sunday 03 August 2025

Protocol and International Visits Protocol

Job Title	Senior Protocol Officer, Protocol and International Visits Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/075
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The Protocol and International Visits Branch is responsible for administering the state occasions and official visits program in a manner which enhances Australia's international relationships, the image of Australia and the Australian Government. The principal activity of the branch is to manage, coordinate and deliver complex arrangements for a range of events, ceremonial occasions and visits. The branch collaborates with the Office of the Official Secretary to the Governor-General, Prime Minister's Office, Ministers' offices, diplomatic representatives, other Commonwealth departments and state and territory governments.

What you will do

This role is based in Canberra and you will be responsible for:

- Leading a team to deliver all arrangements related to Guest of Government visits to Australia, Prime Minister's overseas visits, national and official events including meetings, hospitality, ceremonial occasions, state funeral and memorial services, and virtual meetings between the Prime Minister and international leaders
- Representing the Department at high level meetings, building strong trust and respect to undertake liaison and negotiation with a range of stakeholders
- Tailoring advice and recommendations to external stakeholders, presenting with clarity and depth that is appropriate, while maintaining independent relationships
- Providing a range of administrative support relating to the delivery of visits and events, including database management and official reporting
- Supervising, mentoring, developing and training staff in specific project work related to the delivery of visits and events
- Drafting and reviewing official documentation including briefs and programs for a range of visits and events, and providing associated advice
- Preparing responses to complex briefs and correspondence including parliamentary questions on notice, FOI requests, ministerial briefs and general correspondence of a sensitive nature
- Participating, and on occasion leading, the implementation of policies, procedures and systems to improve service delivery
- Establishing a strong understanding of Commonwealth Protocol practices and standards

Duties

Our ideal candidate will perform at the level in accordance with the PM&C Performance model.

The role of the Senior Protocol Officer will involve working in a variety of interesting, dynamic and often high-profile environments where you will play a leadership role within a team under broad direction. An understanding of protocol is highly desirable. You will need to:

- Produce work that displays credible expertise, including awareness of cultural sensitivities
- Lead others to deliver and manage team limitations
- Provide impartial and forthright advice and recommendations
- Produce high quality documentation displaying attention to detail
- Build strong relationships and anticipate stakeholder needs
- Identify and solve issues that impact objectives, while leading others to do the same
- Seek constructive feedback and conduct high quality performance conversations
- Mentor others to do their best and boost team morale
- Act professionally and ethically in all situations, encouraging others to do the same
- Maintain an understanding of the strategic, cultural, social and political context
- Remain flexible and responsive to changes in requirements
- Persist to deliver the outcome, despite difficult circumstances, remaining positive and responding to pressure in a calm manner
- Exercise a considerable degree of independence to deliver quality outcomes
- Generate new ideas, approaches and strategies. Implement change and business improvement strategies in the workplace

This role includes extended and varied work times. A willingness to work outside core hours when required, and travel interstate and overseas at short notice is essential. Where additional hours are completed outside of PM&C's ordinary hours of work, employees will be compensated through the Department's Time Off In Lieu or Overtime provisions.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a 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

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, you can be engaged for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the two-year limit.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Cathy Hunter, (02) 6271 5271
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0760863

Department of the Prime Minister and Cabinet

Closing Date:Monday 04 August 2025

Corporate Division

Job Title	First Assistant Secretary, Corporate Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	PMC SES/2025/007
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

About your team

The Corporate Division provides enabling services to the Department, including finances, shared services, procurement, performance, audit and human resources, and consists of 3 Branches: People Branch, Finance Branch and Governance, Performance and Audit Branch.

The role reports to the Deputy Secretary, Governance and Corporate Group / Chief Operating Officer (COO).

What you'll be doing

As First Assistant Secretary (FAS), you will be accountable for the strategic direction and operational management of Corporate Division. This includes:

- Oversee the development of a high performance culture in the Department through key policies, frameworks and action plans.

- Accountable for the strategic direction and operational management of the Division.
- Provision of high quality services that can be complex and critical in nature, through strengthening and maintaining relationships with key stakeholders.
- Leading and providing strategic advice, direction, change management and planning for the Department's corporate services to enable PM&C to deliver effective and efficient services that are responsive to organisational need and focus on continuous improvement.
- Ensuring a high quality offering to all of PM&C's shared service entities.
- Provision of contemporary HR services, initiatives and frameworks to foster a safe, inclusive, highly capable workforce.
- Overseeing the following functions to deliver high quality and timely information and advice, including the preparation of budget information and statements and coordination of the internal financial management reporting to the Executive:
    - Chief Finance Officer
    - Chief People Officer
    - Head of Internal Audit
- Act as a key advisor and provide support to the Secretary and the Executive Board, including influencing key priorities and outcomes and the completion of ad-hoc tasks.

Duties

Why you're the ideal candidate

Our ideal candidate will perform at the SES Band 2 level in accordance with the PM&C SES Band 2 Performance model and demonstrate the APS-wide DRIVE Leadership behaviours.

We are seeking an experienced, influential, and proactive leader to oversee the Corporate Division. This role provides an opportunity to strengthen and grow your leadership skills taking on new challenges and a portfolio of work that is critical to supporting the Department and our portfolio agencies.

To be successful, you will have the experience that supports strong leadership and management necessary to enable staff within the Corporate Division to deliver outcomes with credibility and integrity.

Our ideal candidate will have:

- Proven leadership capability, exhibiting judgement and professionalism.
- Demonstrated experience working in a complex delivery environment and driving innovative solutions, with a strong focus on customer service culture.
- Knowledge of best practice across a range of corporate responsibilities, including financial management, people management, industrial relations, finances, and other resources.
- Experience and understanding of Government decision making processes, relevant legislative frameworks and governance arrangements including the provision of shared services.

- Strong communication and consultation skills to engage on complex issues at senior levels, including persuading and influencing outcomes to bring about change and encourage best practice and compliance.
- Excellent judgement to manage complex and sensitive issues.
- Proven ability to consistently achieve results and provide advice and strategic support on issues and solutions based on analytical, interpretive, evaluative and innovative thinking.

Identified Position

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- willingness and commitment to continue to develop cultural competency.

Integrity and Work Health and Safety

SES leaders are required to exercise the appropriate powers, authority, delegations and discretions under the relevant legislation including the *Public Service Act 1999* (PS Act) and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). SES leaders must demonstrate the highest levels of integrity and uphold and promote the standard of behaviour set out in the APS Values, the APS Employment Principles and the APS Code of Conduct. SES leaders must also disclose any actual or perceived conflicts of interest.

SES leaders are considered Officers under the *Work Health and Safety Act 2011* (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure PM&C complies with its work health and safety duties and obligations. It is PM&C's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the **closing date of application**, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a 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

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, the candidate can be engaged for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Martin Hehir, EA: Sam McPhee (02) 6271 5046
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0760873

Department of the Prime Minister and Cabinet

Closing Date:Monday 04 August 2025

Economic

Job Title	First Assistant Secretary / Chief Economist, Economic Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 2
Position Number	PMC SES/2025/006
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

About your team

Economic Division offers fascinating work on issues that matter to the Australian people. Our responsibilities are wide ranging from advising the Prime Minister and the Cabinet on a wide range of macro-and microeconomic policy; housing policy, workplace relations, data and digital policy; and fiscal policy and budget processes. As a central agency, we collaborate with other Commonwealth agencies to analyse and advise on policy and programs, as well as chaperoning Budget and Cabinet processes and the legislative and Parliamentary activities of our line agencies.

The division consists of five branches – Economic Policy Branch; Fiscal Policy Branch; Tax, Markets and Workplace Relations Branch; Data, Digital and Analytics Branch; and Office of Impact Analysis.

What you'll be doing

We are looking for an experienced senior executive with exceptional leadership, stakeholder engagement and diverse policy skills to fill the position of First Assistant Secretary/Chief Economist, Economic Division. This high-profile role is fast paced, varied and presents an exciting opportunity to lead some of the Government's policy priorities.

In this role, you will be responsible for advising and briefing the Prime Minister and the Cabinet on a broad range of policy challenges including macro- and microeconomic policy, housing, taxation, workplace relations, fiscal policy and budget and impact analysis processes. You will also be a key source of economic advice to the Prime Minister and the Prime Minister's Office, working with the department's Executive to provide clear, robust and well considered economic analysis.

As the First Assistant Secretary and Chief Economist, you will work collaboratively across the public service and engage with industry, the community sector and academia, as well as state/territory governments to provide whole of government advice.

As a key member of PM&C's executive leadership team, you will also work with key colleagues in the department to provide strategic direction and cohesive leadership. Our senior leadership team are committed to fostering a culture of collegiality, innovation and respect. Our senior leaders support diversity in its many forms, and recognise and leverage the opportunity it brings to position PM&C for success.

Duties

What you will bring

You will perform at the SES Band 2 level in accordance with the PM&C SES Band 2 Performance model and demonstrate the APS-wide DRIVE Leadership behaviours. To be successful, you will have experience that supports strong leadership and management necessary to enable staff within the Economic Division to deliver outcomes with credibility and integrity.

The successful candidate will have extensive senior executive level experience in Government and the ability to navigate Government processes confidently and sensitively. You will possess the

ability to drive the implementation of priorities, identify and analyse new and emerging policy issues, and understand PM&C's role in setting and delivering policy directions. The role is fast paced and high trust and requires exceptional judgement, flexibility and leadership maturity.

You will have excellent influencing and negotiation skills and be adept at building relationships across the public service, community sector, industry, academia, and Ministers' offices. You will be able to communicate clearly and succinctly with Ministers and senior decision makers. You will also have the confidence and capability to participate as a member of the department's executive leadership team.

The successful candidate will be a strategic thinker, resilient and forward-looking with strong personal drive and integrity, with the ability to develop innovative solutions to problems and apply sound judgement to provide well rounded advice to Government. You will have exceptional capacity to operate under extreme pressure and corresponding accountability for those decisions made.

A degree in economics is required for this position. A strong understanding of, or experience in working with, economic policy issues is highly desirable. A Central Agency background is not required, however experience across a broad range of government policy areas would be welcomed. If you do not have the relevant qualifications but are still interested in joining PM&C to lead other policy priorities, you are encouraged to apply to be considered for similar vacancies as they arise.

Integrity and Work Health and Safety

SES leaders are required to exercise the appropriate powers, authority, delegations and discretions under the relevant legislation including the *Public Service Act 1999* (PS Act) and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). SES leaders must demonstrate the highest levels of integrity and uphold and promote the standard of behaviour set out in the APS Values, the APS Employment Principles and the APS Code of Conduct. SES leaders must also disclose any actual or perceived conflicts of interest.

SES leaders are considered Officers under the *Work Health and Safety Act 2011* (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure PM&C complies with its work health and safety duties and obligations. It is PM&C's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Identified Position

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- willingness and commitment to continue to develop cultural competency.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a 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

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 a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many

and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Nadine Williams, Deputy Secretary, Economy, Industry and Resilience, (02) 6271 6245
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0760909

National Indigenous Australians Agency

Closing Date:Monday 04 August 2025

Various
Various N/A

Job Title	Executive Assistant - APS4 & APS5
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$80,505 - $95,028
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 4;APS Level 5
Position Number	NIAA/2025/EA3
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=DD0C2AAA-B324-81CC-65D4-E4078D8992D8

Are you looking for a meaningful career in the Australian Public Service where your work contributes to the self-determination and aspirations of First Nations communities?

We are seeking proactive and highly organised Executive Assistants to support Branch/Regional Managers (SES Band 1) and Group Managers (SES Band 2) across the National Indigenous Australians Agency (NIAA). These are dynamic roles that offer the chance to contribute to impactful work while developing your professional skills in a supportive and purpose-driven environment.

As an **APS 4 Executive Assistant** in the NIAA, you will provide high-level executive and administrative support, helping to ensure the smooth operation of the Branch. Your responsibilities will include:

- diary and email management:
  - providing daily guidance on priority meetings, emails and actions
  - escalating urgent matters for attention and response
  - tracking and following up on action items to ensure deadlines are met
  - scheduling of meetings and forward planning (including management of conflicts).
- coordinating meetings and events (on site or virtual) including preparation of electronic and hard copy papers, booking venues and managing logistics

- coordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals and less complex procurement and financial management tasks
- creating and maintaining relationships with other Executive Assistants and Executive Support staff across the Agency, other government agencies and external stakeholders
- communicating with a range of external stakeholders that need to engage with your senior executive
- communicating with a range of internal stakeholders within the Branch, Group and broader Executive Assistant network
- assisting with project management tasks as needed, including tracking progress and deadlines
- records management including monitoring, tracking and filing correspondence and documents in line with agency policies and legislation
- supporting teams across the branch with administrative requirements and other ad hoc tasks as required e.g. ordering stationery, printing, escorting visitors.

As an **APS5 Executive Assistant**, in addition to the above, your responsibilities will include:

- providing strategic administrative support, ensuring day-to-day operations of the office and anticipating stakeholder needs
- coordinating and quality assurance of briefs, corporate documents and correspondence
- drafting high-quality correspondence often involving conducting research, synthesis of information, and collaboration with internal stakeholders
- assisting with preparation of reports, using a range of data sources and statistics
- responding to stakeholder enquiries with professionalism and accuracy, providing information or advice on policy, administrative and operational matters
- fostering collaboration across executive support teams, promoting a 'one team' culture and sharing best practices.

Duties

If you enjoy working in a fast-paced environment, are a great problem solver and have experience in administration, customer service and building relationships, an Executive Assistant role could be for you.

You will bring a flexible and positive attitude and demonstrate the capacity to communicate and build relationships with a diverse range of people.

Our ideal candidates will have the following skills and abilities:

- ability to work under limited supervision and exercise a high degree of independence
- strong organisational skills and excellent time management
- ability to multi-task and work under pressure to meet deadlines
- strong written and verbal communication skills
- high levels of professionalism, discretion, integrity and confidentiality
- self-awareness, initiative and problem-solving skills

- ability to build strong working relationships and anticipate stakeholder needs
- cultural awareness and an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander people and communities
- awareness of the APS Values and Code of Conduct and commitment to fostering respect and inclusion in the workplace.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples.

This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	NIAA Recruitment, (02) 6215 1000 (option 3)
Agency Recruitment Site	https://niaa.nga.net.au/?jati=DD0C2AAA-B324-81CC-65D4-E4078D8992

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Prime Minister and Cabinet

Vacancy VN-0760664

Northern Land Council

Closing Date:Wednesday 30 July 2025

Job Title	Manager Permits, Agreements & Compliance
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$150,000 - $150,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	on site
Classification	
Position Number	R07
Agency Website	www.nlc.org.au

Job Description https://jobs.nlc.org.au/job-details/query/Manager+-+Permits%2C+Agreements+and+Compliance/in/Australia/95709

About the Role

Reporting to the General Manger Governance Strategy and Communications, this role is central to the protection and governance of Aboriginal land across the NLC region. As the Manager – Permits, Agreements and Compliance, you will lead the PACT function, overseeing compliance with land use agreements, issuing and managing permits, investigating unauthorised access, and supporting internal stakeholders with contract and risk management advice. You will be responsible for developing and implementing consistent systems, managing investigations, improving processes and building strong relationships with all stakeholders

Duties

What You Will Bring:

You are a confident, solutions-focused leader with a deep understanding of compliance frameworks, risk management, and community-based governance. You work well under pressure, can manage complex investigations, and bring a respectful, informed approach to engaging with Aboriginal communities. You are skilled at managing teams, improving systems, and ensuring service delivery meets high legal and cultural standards. Strong cross-cultural communication skills and the ability to work respectfully with Aboriginal communities. Your well-developed analytical and problem-solving skills, with the ability to advise senior decision-makers will make you the ideal candidate for the role.

Eligibility

In Addition to this we are looking for:

- Minimum of three (3) years' experience leading teams, managing performance, supporting staff development, and creating a culturally safe and accountable workplace in a diverse and complex work environment.
- Minimum of five (5) years operational experience working in a similar role related to legislative and regulatory compliance, monitoring and reporting.
- Strong understanding of the Aboriginal Land Rights (Northern Territory) Act 1976, the Aboriginal Land Act 1978 and the Native Title Act 1993, including how they apply to land access, agreements, and compliance across the NLC region.
- Proven experience in leading multidisciplinary teams and managing compliance or governance responsibilities in complex environments.

For a full copy of the Position Description refer to the link provided below.

Notes

Why Join the NLC?

At the Northern Land Council, your work makes a meaningful difference. You will help protect land and sea Country while supporting Traditional Owners' rights to manage their land. You will join a committed team working at the intersection of compliance, cultural governance, and strategic land access.

What's in it for you?

This role offers a unique opportunity to lead a high-performing compliance function that directly supports Aboriginal land rights, self-determination and protection of Country. You'll be joining an organisation with strong cultural authority.

What we offer:

- **Annual Salary:** Minimum $150K plus 15% Superannuation
- **Salary packaging benefits** of up to $15,900 and additional Meal Entertainment
- **Generous leave entitlements** such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas shut down.

If you have any further queries please contact:

This vacancy is an Aboriginal prioritised position. Eligible Aboriginal applicants will be given priority consideration as per the special measures provision of the Anti-Discrimination Act 1992 (NT). All other applicants will only be assessed for selection if there is no suitable Aboriginal special measures applicant who accepts the vacancy

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and address the essential requirements of the role based on the position description.

Applications Close: Wednesday July 30 2025

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Bryan Pritchard, 0428 551 267
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Manager+-+Permits%2C+Agreem

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Prime Minister and Cabinet

Vacancy VN-0760815

Office of the Official Secretary to the Governor-General

Closing Date:Wednesday 30 July 2025

Job Title	Work Health and Safety Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Yarralumla ACT
Salary	$93,707 - $107,574
Future Merit Locations	Yarralumla
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated
Classification	APS Level 6
Position Number	029
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

As part of the small human resources team, this role provides support and advice on WHS matters in accordance with legislative and regulatory requirements. You will work with staff and leaders to support them in managing health and safety priorities to build a positive safety culture.

The Work Health and Safety Officer plays an integral role in the delivery of WHS compliance, risk management, safety management systems, training, policies, procedures, pro-active injury management, and identifying solutions for continuous improvement.

The role requires the ability to easily develop and maintain rapport with others, forming working relationships that are underpinned by collaboration and customer service and be a champion in driving the Office's pursuit of an imbedded safety culture.

Duties

Under limited direction, the role will be responsible for the following key responsibilities and tasks:

- Provide well researched and timely advice on work health and safety matters, and support on topics ranging in complexity and sensitivity, including investigation.
- Contribute to the review and implementation of work health and safety policies and procedures, to ensure continuous improvement and legislative and regulatory compliance.
- Review and evaluate work health and safety programs, policies and services.
- Apply expertise to make recommendations to resolve issues, while ensuring appropriate legislation, policies, procedures, requirements, regulatory practices and services are adhered to.
- Regularly liaising with HR practitioners on intersecting matters.
- Manage and liaise with Comcare on rehabilitation cases.
- Undertake and contribute to the completion and review of workplace risk assessments, risk management activities, and assist work areas to implement controls.
- Effectively utilise the hazard and incident reporting system and respond to reports in a timely and appropriate manner.
- Prepare or contribute to written communications including briefs, reports, and guidelines.
- Provide secretariat support to the Work Health and Safety Committee including coordinating meetings, drafting papers, taking minutes, and liaising with members.
- Contribute to the development and delivery of workplace health and well-being initiatives and the promotion of a positive safety culture.

Eligibility

National Criminal Check and Baseline Security Clearance, as a minimum.

Applicants must be Australian Citizens.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Christie Bibo, 0458 651 724
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0760820

Office of the Official Secretary to the Governor-General

Closing Date:Wednesday 30 July 2025

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Yarralumla ACT
Salary	$77,784 - $91,974
Future Merit Locations	Yarralumla
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated
Classification	APS Level 4;APS Level 5
Position Number	088
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

The Finance team supports staff from across the Office with all accounting and financial matters, as well as procurement, insurance, risk management, compliance and governance and performance measurement. As one of the three enabling areas in the agency, the team contributes to the Office's strategic planning and reporting.

This role is responsible for a range of activities, with the main emphasis being on ensuring that the day-to-day operational activities (management accounting) of the team and Office are supported to a high standard.

The role supports flexible working arrangements, such as part-time and hybrid work.

Duties

The role is responsible for the following responsibilities and tasks:

- Management of operational activities relating to banking, accounts payable, accounts receivable, inventory, GST, credit card and travel.
- Supporting procurement activities, including assisting staff with procurement processes, providing guidance on Commonwealth Procurement Rules and AusTender requirements.
- Asset management, including maintaining the asset register and supporting with stocktakes when required.
- Supporting with preparation of monthly reconciliations.
- Providing support on use of TechnologyOne system to the wider Office as required.
- Engaging as an enthusiastic and active member of the Finance team and Office, including participating in office-wide activities and taking the initiative to contribute ideas for improvements to processes to improve outcomes or deliver efficiencies.
- As a member of a small team, there may be additional ad-hoc tasks as required.

Eligibility

National Criminal Check and Baseline Security Clearance, as a minimum.

Applicants must be Australian Citizens.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Christie Bibo, 0458 651 724
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760735

Services Australia

Closing Date:Monday 04 August 2025

Face to Face Services
Western Australia

Job Title	Service Officer (Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Carnarvon WA, Derby WA, Fitzroy Crossing WA, Kununurra WA
Salary	$68,830 - $84,996
Future Merit Locations	Carnarvon, Derby, Fitzroy Crossing, Kununurra
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised locations.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1074
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you're working in Carnarvon, Derby, Fitzroy Crossing or Kununurra, you will be eligible for fortnightly district allowance of up to $13,730 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will help your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full-time or part-time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Lynell Walley, 08 6479 0044
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0760861

Services Australia

Closing Date:Monday 04 August 2025

Face to Face Services
Service Zone South and Northern Australia

Job Title	Service Centre Manager (Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Maningrida NT
Salary	$85,559 - $92,324
Future Merit Locations	Maningrida
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location
Classification	APS Level 5
Position Number	EXT-APSL-2025-1077
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

We are seeking motivated, developing leaders to join our team and become the face of Australian Government services within the community.

Service Centre Managers are part of the local and Service Zone leadership team. They are responsible for managing a team of service officers providing a range of agency's services. Service Centre Managers play an important role in supporting staff to provide high quality customer services and maximising customer outcomes.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you're working in Maningrida, you will be eligible for fortnightly district allowance of up to $13,730 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will lead a team helping your community when they need to access government services. To do this, we will train and support you. When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

Our ideal candidate will show their work-related capability/experience undertaking relevant leadership duties.

Duties

- Manage the day-to-day running of the Service Centre including setting priorities and managing resources.
- Manage and support staff including performance, attendance, health and wellbeing.
- Serve customers and advise on payments, programs, and services.
- Raise issues that impact on performance or customer service.
- Draft a range of written materials. This could include things like emails, reports. and written communication with customers or other organisations.
- Establish and build respectful relationships with local community groups, businesses or other organisations.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Karlie Payne, 0436 921 381
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0760566

National Disability Insurance Agency

Closing Date:Friday 25 July 2025

Board Ministerial and Parliamentary Division
Board Secretary Ministerial and Parliamentary Branch Ministerial and Parliamentary

Job Title	EL1 Ministerial and Parliamentary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements can be discussed with your line manager
Classification	Executive Level 1
Position Number	1489_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Board Secretary, Ministerial and Parliamentary Branch has a new and exciting opportunity within the branch as EL1 Assistant Director - Ministerial and Parliamentary.

The Ministerial and Parliamentary teams are exceptional to work with, as we take on the vital role of managing and nurturing the NDIA's relationship with the Minister for Health, Disability and Ageing and the Minister for the NDIS and their offices, as well as leading the Agency on Parliamentary matters. The opportunity to work closely with Ministers is a privilege and an exciting part of an Australian Public Service (APS) career. The partnership between a Minister, their staff and the APS is a critical part of Australia's democracy.

Ministers and their staff and the APS work in different, but complementary, operating environments. Each Minister and their staff work differently, but awareness of underlying principles will contribute towards a productive and trusting relationship between them and the APS.

Duties

Where you can add value

Parliamentary and Ministerial teams provide coordination and support services as well as advice on ministerial and parliamentary protocols to the ministerial offices, the NDIA Executive and staff. Your responsibilities may include but are not limited to:

- Providing timely, objective and strategic advice and guidance on matters relating to parliamentary and ministerial processes.
- Leading a small team of 1-3 people, including managing day-to-day tasks and providing coaching and mentoring to support their capability development.
- Managing ministerial correspondence and submissions; senate estimates and question time briefs; other briefing material to support the NDIA executive and Minister.
- Managing the Senate Estimates and parliamentary committee coordination process, including hearing preparations and post-hearing activities
- Managing and coordinating regular updates on the status of parliamentary inquiry action plans and government responses.

Enough about us, let's talk about you

We're looking for a motivated individual who thrives in a collaborative team environment and possesses a strong project background. The successful candidate will demonstrate adaptability and will be able to navigate through dynamic situations. You will have remarkable stakeholder engagement skills, essential for building relationships and ensuring successful outcomes. Your experience and sound leadership skills will inspire your team members to strive for the best outcomes.

- Managing complex projects, training and communications initiatives in consultation with stakeholders.
- Contributing to the branch's corporate work program, reporting requirements and assist in delivering the branch governance obligations.

- Working collaboratively across the branch, contributing to shared goals and supporting continuous improvement.
- Building and maintaining strong working relationships with stakeholders across the agency and in the Ministers Offices.

Eligibility

Successful candidates will also require the ability to obtain and maintain an Australian Government security clearance (minimum Baseline security clearance).

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Renee Barter, Email Preferred
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760826

National Disability Insurance Agency

Closing Date:Thursday 31 July 2025

Complaints Branch

Job Title	NDIA APS4 Complaints Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Broadmeadows VIC, Geelong VIC, Richmond VIC, Deakin ACT, Charlestown NSW, Brisbane QLD, Robina QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible hybrid working arrangements may be discussed dependent on Business needs
Classification	APS Level 4
Position Number	2017_07/25_EXT APS4 Complaints Officer
Agency Website	https://www.ndis.gov.au

Job Description

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

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join us as Complaints Officers at the APS4 level. This is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

The Complaints Branch works directly with participants, providers, internal staff, and external agencies to manage and resolve complaints in a timely manner.

There are multiple teams within the Complaints Branch who are participating in this recruitment activity.

Duties

This role would suit a person that has a strong belief in the Disability sector, with a focus of dealing with complaints and moderately complex matters.Not every day will be the same and being adaptable is key to success within this role.

Duties include:

- Support the coordination of complaints received by the NDIA including resolving at point of entry, assessing, recording and referring as required.
- Contact relevant stakeholders to confirm receipt of referred complaints and gather information.
- Escalate complaints in accordance with established Agency complaint handling processes.
- Contribute to record keeping activities to ensure team records are accurate and current.
- Coordinate correspondence, briefing and reporting functions to the branch as needed.

Eligibility

Our ideal candidate will be organised, driven and able to exceed in a fast-paced work environment with competing priorities. You will have excellent communication and interpersonal skills to develop and maintain stakeholder relationships. You will be highly motivated, resilient and be able to provide advice on moderately complex matters to both internal and external stakeholders in an empathetic manner. Working autonomously as well as in collaboration with other staff are pivotal to be successful in this role. Experience interpreting and applying legislation as well as previous Public Service experience are desirable but not essential.

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Complaints Branch Operations, CB.Operations@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760827

National Disability Insurance Agency

Closing Date:Thursday 31 July 2025

Complaints Branch

Job Title	NDIA APS5 Complaints Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Broadmeadows VIC, Geelong VIC, Richmond VIC, Deakin ACT, Charlestown NSW, Brisbane QLD, Robina QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered, depending on Business requirements.
Classification	APS Level 5
Position Number	2018_07/25 APS5 Complaints
Agency Website	https://www.ndis.gov.au

Job Description

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

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join us as Complaints Officers at the APS5 level. This is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

The Complaints Branch works directly with participants, providers, internal staff, and external agencies to manage and resolve complaints in a timely manner.

There are multiple teams within the Complaints Branch who are participating in this recruitment activity. You can read more about each team in the attached candidate pack.

Duties

This role would suit a person that has a strong belief in the Disability sector, with a focus of dealing with complaints and moderately complex matters. Not every day will be the same and being adaptable is key to success within this role?

Duties include:

- Managing complaints and participant incidents, including assessing, recording, resolving and referring as required.
- Managing escalated complaints and ensuring strict deadlines are met.
- Producing quality written correspondence for a range of audiences, including formal responses for the Minister.

- Coordinating correspondence, briefing and reporting functions for the Complaints team.
- Supporting the Complaints team to resolve day-to-day operations issues and assist in achieving the branch's strategic objectives.

Eligibility

Our ideal candidate will have a strong understanding of relevant legislation, policies, and procedures and will use this understanding when handling complaints.

You will have excellent communication and interpersonal skills to develop and maintain stakeholder relationships and experience in navigating challenging conversations whilst providing accurate advice on sensitive matters. You will be highly motivated, resilient and be able to provide advice on moderately complex matters to both internal and external stakeholders in an empathetic manner.

Previous experience working within quality or complaints management in the Australian Public Service is highly desirable.

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Complaints Branch Operations, CB.Operations@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760829

National Disability Insurance Agency

Closing Date:Thursday 31 July 2025

Complaints Branch

Job Title	NDIA APS6 Complaints Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Broadmeadows VIC, Geelong VIC, Richmond VIC, Deakin ACT, Charlestown NSW, Brisbane QLD, Robina QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered, depending on Business requirements.
Classification	APS Level 6
Position Number	2019_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join us as Complaints Officers at the APS5 level. This is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

The Complaints Branch works directly with participants, providers, internal staff, and external agencies to manage and resolve complaints in a timely manner.

There are multiple teams within the Complaints Branch who are participating in this recruitment activity. You can read more about each team in the attached candidate pack.

Duties

This role would suit a person that has a strong belief in the Disability sector, with a focus of dealing with complaints and moderately complex matters.Not every day will be the same and being adaptable is key to success within this role.

Duties include:

- Developing guidance materials and support processes to assist team members and other Agency business areas in dealing with complaints.
- Leading and supporting team members to effectively manage complaints within expected timeframes.
- Managing complaints and participant incidents, including assessing, recording, resolving and referring as required.
- Managing escalated complaints and ensuring strict deadlines are met.
- Producing quality written correspondence for a range of audiences, including formal responses for the Minister.
- Managing correspondence, briefing and reporting functions for the Complaints team.
- Supporting the Complaints team to resolve day-to-day operations issues and assist in achieving the branch's strategic objectives.

Eligibility

Our ideal candidate will have a strong understanding of relevant legislation, policies, and procedures and will use this understanding when handling complaints.

You will have high level communication and interpersonal skills and confidence in navigating difficult conversations, managing conflictual interactions and deescalating situations. You will be highly motivated, resilient and be able to provide advice on complex matters to both internal and external stakeholders in an empathetic manner. A strong work ethic and the ability to support a team and meet deadlines in a fast paced environment are pivotal to success in the role.

Previous experience working within quality or complaints management in the Australian Public Service is highly desirable.

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Complaints Branch Operations, CB.Operations@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760839

National Disability Insurance Agency

Closing Date:Thursday 31 July 2025

Technology Services Division
Agency ICT Services Corporate Applications

Job Title	APS6 System Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Hobart TAS, Darwin NT, Perth WA, Surry Hills NSW, Brisbane QLD, Parramatta NSW, Richmond VIC, Geelong VIC
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from Home arrangements to be discussed with Line Manager
Classification	APS Level 6
Position Number	1838_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Technology Services Division has an APS6 vacancy within the Agency ICT Services Branch. The Agency ICT Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

The Corporate Applications Directorate is a brilliant team to be a part of. We play a critical role in the Agency's success, ensuring that several platforms and apps are maintained and secure. Our responsibilities span from enterprise grade contact centre solutions, ITSM tooling, SMS products, Board Paper Management apps, Form and survey capabilities and much more. There is a strong focus on delivering value and innovation to our stakeholders, by extension ensuring the scheme participants are at the centre of our decisions. Rest assured that your work here has a meaningful impact on people's lives.

The Corporate Application team works in an ever changing and dynamic area. Prospective applicants should look at this as an opportunity to shape and create their own function.

Duties

Where you can add value

As the APS6 System Analyst, your responsibilities will include but are not limited to:

- Maintenance and support for a vast range of vendor hosted SaaS applications.
- Developing both functional and technical patterns for use across the Enterprise Services and Application Management domains.
- Investigating, implementation and supporting integrations between both internal and external applications and services
- Working with Architects and Business Analysts to support/maintain technical roadmap and improve/grow maximum value.
- Adhering to ITIL practices such as change management and problem management.
- Provide knowledge and advice across technical forums, developing and owning documentation.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

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

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Social Services

Vacancy VN-0760892

National Disability Insurance Agency

Closing Date:Sunday 10 August 2025

Technology Services Division
Scheme and Payments Platforms Scheme Platforms Integration and Data

Job Title	EL1 Assistant Director, Integrations and Data
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from Home arrangements to be discussed with Line Manager
Classification	Executive Level 1
Position Number	2123_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

At NDIA, people are our best asset. The NDIA promotes a culture that is accepting, diverse and driven. We welcome and support each other and encourage different ideas, insights and opinions, where our staff are empowered to be their best. While we are based far and wide across the country, we make sure nobody feels they're out on their own.

The Integrations and Data directorate improves digital solutions to enhance the experience and objectives of Participants of the NDIS. It enables the effective management of plans through Application Programming Interfaces (APIs) that interact with the Agency and relevant providers.

The Digital Partnership Office (DPO) is responsible for the engagement and onboarding of Digital Partners to the National disability Insurance Agency (NDIA) Application Programming Interfaces (APIs). The ELI Assistant Director, Digital Partnerships is accountable under broad direction to undertake very complex work that delivers quality outcomes across the functions of the 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. It will provide the leadership, control, planning, resource management, performance management and decision making for the Digital Partnership Office Team Membership and team working within the positions assigned Work Area.

Duties

Where you can add value

In the role of NDIA EL1 Assistant Director Platform Integrations and Data, tasks may include but are not limited to:

- Be a key contact for providers, aggregators and software providers engaging with NDIA on the Digital Partnership Office.
- Supporting the development and promotion of resources that enable sector development and improve the NDIA's understanding of the provider environment and experience and APIs.
- Implementing and supporting the Digital Partnership Office engagement strategies intended to develop market.
- Promoting workplace practices consistent with Agency policy and in accordance with NDIA values and leadership behaviours.
- Providing input into ministerial and parliamentary correspondence and briefings.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Ann Phung, 0410 588 685
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760919

National Disability Insurance Agency

Closing Date:Monday 04 August 2025

SERVICE DESIGN DIVISION
SERVICE DESIGN DELIVERY BRANCH

Job Title	APS6 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Surry Hills NSW
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	1922_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability Insurance Agency's Service Design Delivery Branch is responsible for identifying opportunities to improve internal service delivery processes and systems to provide better experiences for participants. The branch aims to improve the participant experience by identifying process improvements, then designing and delivering solutions to make improvement

The branch works with Subject Matter Experts (SMEs) to create and implement solutions that simplify processes, improve timelines and the quality of outcomes for participants. The branch designs the elements that deliver the strategic vision of the NDIS Pathway. It works to improve the consistency and equity of NDIA decisions and ensures the Scheme is aligned with insurance principles for future sustainability.

The team are seeking a Project Officer, to assist in delivering improvements to our participant experience across a range of platforms.

Duties

The APS6 Project Officer is responsible for actively managing key internal and external stakeholder relationships and where required will represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

In this role, you will have the opportunity to:

- Develop and manage project plans and schedules in accordance with the Agency's project management framework
- Building relationships with internal and external stakeholders to solve issues and problems
- Provide specialist advice and technical expertise to staff and stakeholders.

- Contribute to project quality management to ensure that project deliverables are fit for purpose and meet client needs.
- Preparing draft written material including business cases, plans, executive briefs and corporate documentation.

Eligibility

We are seeking people who are motivated to improve the NDIS for participants and providers.

The ideal candidate will be an analytical and conceptual thinker who can solve problems. You will have experience leading and developing policy, reform projects and programs.

You will be a collaborator, who brings ideas and opportunities to problems. You will work independently, in teams and flexibly.

You will bring your sound judgment, decision-making skills and governance skills to drive progress on the important initiatives delivered by the Group.

Notes

While this role is ideally performed from Surry Hills – NSW, Geelong & Richmond – VIC, remote working arrangements may be considered. We intend to fill these roles in both an ongoing capacity, and non-ongoing capacity. Non-ongoing roles may be offered for twelve months with a possible extension for another twelve months.

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

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

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To Apply

Position Contact	Michelle Phommasone, SDD.operations@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760949

National Disability Insurance Agency

Closing Date:Sunday 03 August 2025

National Operations and Performance
Performance, Quality and National Workload

Job Title	Branch Manager Performance Quality and National Workload
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Brisbane QLD, Sydney NSW, Hobart TAS, Perth WA, Darwin NT, Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	TBA
Agency Website	https://www.ndis.gov.au

Job Description

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

About the role

The Branch Manager Performance, Quality and National Workload is an SES Band 1 position, reporting to the General Manager, National Operations and Performance.

The Performance, Quality and National Workload Branch supports the delivery of a high-quality, end-to-end participant experience through performance management and reporting, quality assurance programs, and workforce planning to inform Service Delivery frontline capability.

This role is accountable for:

- Overseeing performance monitoring and reporting across Service Delivery frontline roles
- Ensuring compliance and quality in decision-making
- Developing strategies and frameworks to embed quality and performance into processes
- Delivering state and national reporting on quality program performance
- Benchmarking and planning delegate workloads to support timely and quality participant outcomes, aligned with the Participant Service Guarantee.

The priorities within the Branch are currently delivering tailored analysis and insights that uncover the story behind the numbers—or provide evidence where data is limited—to inform Agency priorities and reflect the participant experience.

The team is leading the Performance Model and Engagement initiative under the Frontline of the Future program, designing measures and communicating performance priorities through holistic reporting. Through Performance Reporting and Projections, the Branch provides insights and modelling to support decision-making, drive improvement, and mitigate risk.

The National Workload Management function ensures frontline work is routed to the right staff, at the right time and in the right way, aligned with Agency priorities. The Branch also supports the NDIA’s Sustainability Strategy, helping ensure participants receive the right plan and budget, spent on the right supports, over the right timeframe.

The Branch leads Workforce Planning and Recruitment, offering end-to-end support for staffing needs—from budget alignment and approvals to recruitment coordination and onboarding.

Duties

About you

This role is ideal for a leader with strong strategic and operational leadership experience, who thrives in complex environments and is passionate about delivering high-quality outcomes that improve the participant experience. Our ideal candidate will have:

- Senior operational leadership experience and excellent people skills
- A proven track record of building and maintaining effective relationships with a wide range of stakeholders
- The ability to think and act strategically
- Strong judgement and resilience
- A customer-centric mindset
- A collaborative and inclusive leadership style
- Experience in delivering complex programs or reforms.

Eligibility

What you should know

To be eligible for employment with the NDIA, you must be an Australian citizen and a pre-employment screening process will include a criminal history check and security clearance.

Application Instructions

Closing date for applications is **Sunday 3 August 2025.**

To apply and for a copy of the Candidate Pack, go to www.derwentsearch.com.au and click on ‘search jobs’ to find this position listed. A website accessibility menu is available by clicking the icon at the top right-hand corner of the website. Please address your application to **Emma Alberici** on **0419 683 660**, Principal, Derwent Search.

Your application should include:

- A current resume
- A succinct pitch (maximum 500 words) quoting Job reference **2162_07/25_EXT**

Your pitch is your opportunity to tell us why you are the right candidate, why you want to work in the position and what you can contribute. Make sure to highlight relevant examples and accomplishments that show your ability to deliver. Your pitch needs to demonstrate that you have the capabilities, skills and attributes as stated in the 'About you' section.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability

If you would like help understanding this document, would like to receive it in another format or would like to discuss the provision of reasonable adjustments please contact **Emma Alberici** by email publicsector@derwentsearch.com.au or **0419 683 660** using the National Relay Service 133 677 if required https://www.accesshub.gov.au/about-the-nrs

Notes

About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency of the Australian Government. We are implementing the world leading National Disability Insurance Scheme (NDIS). This is one of the biggest social reforms in Australia's history. The NDIS is designed to enhance the quality of life of, and increase economic and social participation for, people with disability

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

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To Apply

Position Contact	Emma Alberici, 0419 683 660
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760987

National Disability Insurance Agency

Closing Date:Sunday 10 August 2025

National Contact Centre
Strategy and Analytics

Job Title	APS6 National Contact Centre Insights and Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Robina QLD, Geelong VIC, Midland WA, Dandenong VIC, Richmond VIC
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 6
Position Number	2147_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill the APS6 NCC Insights and Reporting vacancy. This is a key role in supporting the growth of the NCC branch by delivering data-driven insights, developing reports using various tools and code, and collaborating with stakeholders to improve service delivery and participant outcomes.

Duties

This role sits in the NCC Strategy and Analytics team of the National Contact Centre Branch, part of the NDIA Service Delivery group.

To be successful in this role we are looking for Candidates that can demonstrate experience in the following:

1. Developing and delivering clear, targeted reports and dashboards using various reporting tools and coding languages to support data-informed decision making.
2. Designing and building data visualisations that communicate actionable insights to stakeholders across operational and strategic levels.
3. Transforming and modelling structured and unstructured data to support advanced analytics and reporting needs.
4. Conducting statistical analysis to identify patterns in NDIS participant interactions and contact centre performance.
5. Preparing and presenting impactful reports to executive audiences, ensuring clarity, relevance, and strategic value.
6. Upholding data governance standards by maintaining data integrity, security, and best practices.

Eligibility

Our ideal candidate will have the proven ability to deliver clear, targeted, and impactful data visualisations, insights, and reports to support data-enabled decision making. This includes designing and building reports and dashboards using tools such as Power BI, SAS, SQL, and advanced Microsoft Excel, including Power Query and DAX.

To join our Team, you will have the following desirable skills and experience:

1. Ability to merge and model multiple datasets from various sources to support complex analysis and reporting.
2. Demonstrate strong productivity, organisation, adaptability, and communication skills, with the ability to influence and collaborate effectively across teams.
3. Experience in Contact Centre environments and familiarity with platforms such as Amazon Connect will be highly regarded.

Notes

While this role is ideally performed from ACT-Deakin, QLD-Robina, VIC-Geelong, WA-Midland, VIC-Dandenong, VIC-Richmond, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

Applications for this role close Sunday 10 August 2025 at 11.30pm AEST

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

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To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760988

National Disability Insurance Agency

Closing Date:Sunday 10 August 2025

National Contact Centre
Strategy and Analytics

Job Title	APS6 National Contact Centre Insights and Reporting (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Robina QLD, Geelong VIC, Midland WA, Dandenong VIC, Richmond VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 6
Position Number	2147_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill the APS6 NCC Insights and Reporting vacancy. This is a key role in supporting the growth of the NCC branch by delivering data-driven insights, developing reports using various tools and code, and collaborating with stakeholders to improve service delivery and participant outcomes.

Duties

This role sits in the NCC Strategy and Analytics team of the National Contact Centre Branch, part of the NDIA Service Delivery group.

To be successful in this role we are looking for Candidates that can demonstrate experience in the following:

1. Developing and delivering clear, targeted reports and dashboards using various reporting tools and coding languages to support data-informed decision making.
2. Designing and building data visualisations that communicate actionable insights to stakeholders across operational and strategic levels.
3. Transforming and modelling structured and unstructured data to support advanced analytics and reporting needs.
4. Conducting statistical analysis to identify patterns in NDIS participant interactions and contact centre performance.

5. Preparing and presenting impactful reports to executive audiences, ensuring clarity, relevance, and strategic value.
6. Upholding data governance standards by maintaining data integrity, security, and best practices.

Eligibility

Our ideal candidate will have the proven ability to deliver clear, targeted, and impactful data visualisations, insights, and reports to support data-enabled decision making. This includes designing and building reports and dashboards using tools such as Power BI, SAS, SQL, and advanced Microsoft Excel, including Power Query and DAX.

To join our Team, you will have the following desirable skills and experience:

1. Ability to merge and model multiple datasets from various sources to support complex analysis and reporting.
2. Demonstrate strong productivity, organisation, adaptability, and communication skills, with the ability to influence and collaborate effectively across teams.
3. Experience in Contact Centre environments and familiarity with platforms such as Amazon Connect will be highly regarded.

Notes

While this role is ideally performed from ACT-Deakin, QLD-Robina, VIC-Geelong, WA-Midland, VIC-Dandenong, VIC-Richmond, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

Applications for this role close Sunday 10 August 2025 at 11.30pm AEST

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

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

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To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0760989

National Disability Insurance Agency

Closing Date:Sunday 10 August 2025

National Contact Centre
Strategy and Analytics

Job Title	APS6 National Contact Centre Insights and Reporting (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Robina QLD, Geelong VIC, Midland WA, Dandenong VIC, Richmond VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 6
Position Number	2147_07/25_EX
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill the APS6 NCC Insights and Reporting vacancy. This is a key role in supporting the growth of the NCC branch by delivering data-driven insights, developing reports using various tools and code, and collaborating with stakeholders to improve service delivery and participant outcomes.

Duties

This role sits in the NCC Strategy and Analytics team of the National Contact Centre Branch, part of the NDIA Service Delivery group.

To be successful in this role we are looking for Candidates that can demonstrate experience in the following:

1. Developing and delivering clear, targeted reports and dashboards using various reporting tools and coding languages to support data-informed decision making.
2. Designing and building data visualisations that communicate actionable insights to stakeholders across operational and strategic levels.
3. Transforming and modelling structured and unstructured data to support advanced analytics and reporting needs.
4. Conducting statistical analysis to identify patterns in NDIS participant interactions and contact centre performance.

5. Preparing and presenting impactful reports to executive audiences, ensuring clarity, relevance, and strategic value.
6. Upholding data governance standards by maintaining data integrity, security, and best practices.

Eligibility

Our ideal candidate will have the proven ability to deliver clear, targeted, and impactful data visualisations, insights, and reports to support data-enabled decision making. This includes designing and building reports and dashboards using tools such as Power BI, SAS, SQL, and advanced Microsoft Excel, including Power Query and DAX.

To join our Team, you will have the following desirable skills and experience:

1. Ability to merge and model multiple datasets from various sources to support complex analysis and reporting.
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3. Experience in Contact Centre environments and familiarity with platforms such as Amazon Connect will be highly regarded.

Notes

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

Applications for this role close Sunday 10 August 2025 at 11.30pm AEST

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

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

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To Apply

Position Contact	Nicole Moore, 07 5501 6932
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761029

National Disability Insurance Agency

Closing Date:Wednesday 06 August 2025

Reviews and Information Release Division
Information Releases Privacy and Legal Operations

Job Title	EL2 Director Information Access
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Richmond VIC, Adelaide SA, Brisbane QLD
Salary	$142,064 - $161,291
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working from Home arrangements to be discussed with Line Manager
Classification	Executive Level 2
Position Number	2088_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

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

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

The **Information Release, Privacy, and Legal Operations (IRPLO)** Branch is responsible for providing operational support and uplifting capability to both the RIRD and Chief Counsel Divisions through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and engagement activities. The Branch also manages the Agency's Freedom of Information, Participant Information Access, and Agency Privacy Incident Management functions.

The **Information Access, Freedom of Information (FOI)** team sit within the IRPLO branch and manages the Agency's Freedom of Information (FOI) and Participant Information Access (PIA) functions to ensure compliance with statutory timeframes and will practice build the function to improve Agency FOI knowledge and enable the branch to contribute insights that can improve the participant experience. The branch is also responsible for the Agency’s management and response to complaints and external review requests made to the Office of Australian Information Commissioner (OAIC).

Duties

Where you can add value

The EL2 Director Information Access is accountable under broad direction to undertake work with a high level of complexity or sensitivity that delivers quality outcomes within the Information Release, Privacy & Legal Operations Branch in 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.

The EL2 Director Information Access 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 FOI matters, a high-volume workload and the supervision of several teams.

Responsibilities of the role include but are not limited to:

- Strategically managing the Freedom of Information and PIA teams including the provision of high-quality services to the Agency staff and executives.
- Providing advice on complex FOI matters in accordance with the FOI Act.
- Providing advice and making FOI internal review decisions where necessary.
- Working with the FOI team and legal services team to manage Information Commissioner reviews.
- Preparing and contributing to a range of materials, including weekly reports, quarterly reports for the Office of the Australian Information Commissioner and briefing material for Ministers and Estimates hearings.
- Delivering training to the FOI and PIA teams and Agency staff across several line areas to support FOI and PIA handling and awareness.
- Contributing to team capability uplift and practice building initiatives that promote best practice, meeting statutory timeframes and maintaining quality standards.
- Leadership of several teams across varying classifications, experience and expertise and fostering a positive team culture.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Fiona Castles, +61 3 5223 8336
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Social Services

Vacancy VN-0760849

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 31 July 2025

Regulatory Operations
Market Operations Audit and Monitoring

Job Title	Audit Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Penrith NSW
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working arrangements can be negotiated as per the Enterprise Agreement.
Classification	APS Level 5
Position Number	127_07/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The APS5 Audit Program Officer is accountable for undertaking quality assurance activities of auditors relevant to determining whether NDIS providers are compliant with applicable NQSC/NDIS legislative requirements. The role requires working under limited guidance to manage the NDIS Commission’s approval and monitoring of quality auditors, coordination and implementation of auditor training, development of communications for stakeholders and undertaking complex audit related activities.

This position will initially be offered on a non-ongoing basis. A merit list may be created from this recruitment for future non-ongoing roles, as well as future ongoing roles that may become available.

Duties

Duties may include, but are not limited to, the following:

- coordinate and conduct complex audit and quality assurance activities using sound knowledge of legislative frameworks and policy requirements to guide auditor program activities and identifying provider non-compliance in respect of audit related conditions of registration
- develop, implement and maintain audit assurance and non-compliance related activities, assisting with the implementation of any system improvement initiatives, and conducting administrative duties to support audit program functions
- interpret, coordinate and apply the reporting requirements for the audit program
- assist in identifying, interpreting, and translating audit program issues and activity outcomes into findings to contribute to policy and operational advice including the preparation of reports and briefs for executives
- identify, manage and escalate (as appropriate) any risks and issues that impact delivery of the audit and monitoring program
- engage with relevant internal and external stakeholders to support audit program activities, providing auditors and providers with education and advice on program activities and requirements
- coordinate and manage the development, initiation, and delivery of projects within the audit program.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Siena Rossi, 0484 101 825
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0760856

Australian Bureau of Statistics

Closing Date:Sunday 03 August 2025

Job Title	Mail Operations Manager, Census Data Capture Centre
Job Type	Full-Time, Non-Ongoing
Location	Dandenong South VIC
Salary	$95,714 - $108,092
Future Merit Locations	Dandenong South
Office Arrangement	On Site
Office Arrangement Details	Limited opportunities to WFH outside Census period
Classification	APS Level 6
Position Number	25/Census_DCC_APS6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=42EA82EB-AC9D-EBB6-6BD3-E406A36E56E2

The Australian Bureau of Statistics (ABS) is looking to fill the position of **Mail Operations Manager** for our Census Data Capture Centre located in Dandenong South.

This is a temporary position up to two years duration. The successful applicant will initially be engaged on an 18 month contract, with a further contract extension up to six months.

Duties

As Mail Operations Manager for the Census Data Capture Centre you will support the Mail Operations Assistant Director in overseeing the day-to-day logistics of all warehouse functions, contributing directly to the planning and coordination of a large-scale, high-profile project.

Key responsibilities include:

- oversee the daily logistics of warehouse and mail operations to ensure timely, efficient service delivery
- monitor team output and performance, meeting critical deadlines
- manage and allocate resources based on project-specific skills and workstream needs
- support a safe working environment, including the implementation and adherence of Work Health and Safety (WHS) policies
- foster cross-functional collaboration and maintain communication with internal stakeholders
- document and assist with the management of operational risks
- coordinate the movement and handling of materials from logistics partners (e.g. Australia Post)
- oversee core activities such as:

o barcode registration and receipt handling

o operation of envelope opening machinery

o form preparation for scanning

o secure storage and controlled destruction post data capture

- lead or support smaller work units as needed (e.g. ancillary mail processing).

About you

The successful candidate will have all, or most of the following:

- experience managing operational teams or complex warehousing programs
- strong planning and coordination skills in high-pressure or high-throughput environments
- an ability to guide, support and develop staff across diverse teams
- sound judgment and effective decision-making in fast-paced settings
- high-level communication and stakeholder engagement skills
- an understanding of WHS requirements and how they apply to daily operations
- initiative, adaptability, and a team-focused mindset

- a commitment to creating an inclusive, positive workplace culture.

Desirable

- A current forklift licence is highly regarded, as it supports operational flexibility in a dynamic warehouse environment.

What you will gain

As part of the Data Capture Centre (DCC), you'll be at the forefront of managing the secure receipt and processing of up to 2.4 million paper forms and associated materials during the Census Main Event. This high-volume, fast-paced environment offers a unique opportunity to showcase your leadership, organisational skills and ability to thrive under pressure.

As Mail Operations Manager, you will have the opportunity to:

- assist in managing a team of approximately 80+ staff across a range of warehousing and material-handling functions
- further develop your project and people management capabilities in a high-profile operational setting
- gain hands-on experience in one of Australia's most significant national operations
- lead and innovate within a dynamic team
- have the satisfaction of contributing to a program that shapes Australia's future.

Eligibility

You must be an Australian citizen.

You should have the ability to obtain (or currently hold) a Baseline Security Clearance, given the secure nature of Census operations.

Notes

This role will require the successful applicant to work on-site, particularly during the Census period when daily on-site attendance is essential. Outside of this period, there may be limited opportunities to work from home.

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	Terrill Naidoo, 03 9615 7733
Agency Recruitment Site	https://abs.nga.net.au/?jati=42EA82EB-AC9D-EBB6-6BD3-E406A36E56

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Treasury

Vacancy VN-0760896

Australian Bureau of Statistics

Closing Date:Sunday 03 August 2025

Job Title	Logistics Project Manager - Census Logistics, Mail & Print
Job Type	Full-Time, Non-Ongoing
Location	Belconnen ACT
Salary	$95,714 - $108,092
Future Merit Locations	Belconnen
Office Arrangement	Hybrid
Office Arrangement Details	Potential to WFH up to 3 days per week outside of peak Census period
Classification	APS Level 6
Position Number	25/Census_LMP_APS6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=464436A2-4A62-15D2-E7A3-E406DDFCA9BC

The Australian Bureau of Statistics (ABS) is looking to fill the position of **Logistics Project Manager** for our Census Logistics, Mail & Print team located in Belconnen.

This is a temporary position up to two years duration. The successful applicant will initially be engaged on an 18 month contract, with a further contract extension up to six months.

Duties

The Logistics, Mail and Print team manages end-to-end integrated logistical services, material production, and mail and print capabilities to support 2026 Census field operations.

We seek an enthusiastic team member to oversee the logistics component of the Census 2026 special strategies initiative to support the collection of Census data from special dwellings (e.g. hotels, hospitals, boarding schools, retirement villages and caravan parks, etc) throughout Australia during Census operations in 2026.

Key responsibilities include:

- manage a small team responsible for ensuring the success of the special strategies logistics work program for the 2026 Census
- liaise with stakeholders to understand specifications and requirements for equipment and documentation
- gather requirements for quality assurance and operational management of logistics operations in the special strategies space
- collaborate closely with contracted logistics and manufacturing providers to ensure correct equipment and documentation is produced
- undertake internal and external stakeholder liaison, including workshops, and creation of Standard Operating Procedures
- provide direct oversight and coordination with the logistics contractor to ensure the accurate fulfilment, consignment, and timely delivery of equipment and materials to field personnel
- oversee packing, delivery, and post-Census return or destruction of materials.

About you

The successful candidate will have all, or most of the following:

- ability to exercise sound judgment and effective decision-making in a fast-paced operational environment during Census operations
- ability to develop an understanding of the field strategies, equipment and material requirements of Census specials strategies field operations
- strong planning and coordination skills
- initiative, adaptability, and a team-focused mindset
- ability to drive liaison and negotiation with stakeholders to ensure specifications and requirements for equipment and material is agreed and provided in a timely manner.

How to apply

To apply, complete an online application form, upload your resume, provide referee details and submit a statement (up to 500 words) describing how your skills and experience are relevant to the role of Logistics Project Manager for the Census Logistics, Mail & Print team.

Eligibility

You must be an Australian citizen.

Notes

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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	Kelly Redding, 02 6252 6859
Agency Recruitment Site	https://abs.nga.net.au/?jati=464436A2-4A62-15D2-E7A3-E406DDFCA9B

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Treasury

Vacancy VN-0760903

Australian Bureau of Statistics

Closing Date:Sunday 03 August 2025

Census Field Operations

Job Title	Logistics Project Officer - Census Logistics, Mail & Print
Job Type	Full-Time, Non-Ongoing
Location	Belconnen ACT, Geelong VIC
Salary	$85,204 - $95,705
Future Merit Locations	Belconnen, Geelong
Office Arrangement	On Site;Flexible
Office Arrangement Details	Limited opportunities to WFH during peak Census period
Classification	APS Level 5
Position Number	25/Census_LMP_APS5
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=522A013C-7D

The Australian Bureau of Statistics (ABS) is looking to recruit several **Logistics Project Officers** for our Census Logistics, Mail & Print teams located in Belconnen and Geelong.

These are temporary positions up to two years duration. The successful applicants will initially be engaged on an 18 month contract, with a further contract extension up to six months.

Duties

The Logistics, Mail and Print team manages end-to-end integrated logistical services, material production, and mail and print capabilities to support 2026 Census field operations.

We seek enthusiastic team members to assist management of one of three logistics streams that play a vital role in enabling field operations: mainstream, remote and special strategies.

Key responsibilities include:

- collaborate with internal stakeholders to understand field equipment requirements for the 2026 Census Main Event

- oversee the collection and distribution of materials to field staff
- liaise with and maintain relationships with external suppliers of field equipment and printed materials
- assist with coordinating, reviewing, and developing team Standard Operating Procedures and knowledge documents
- manage and maintain invoicing (bulk materials and small-scale procurements)
- maintain agenda items and action points during internal consultation with Census teams
- review quality assurance documentation and processes for multiple project streams
- assist with review and coordination of multiple operational plan documents
- assist with other daily operational activities and support team members where required.

About you

The successful candidates will be able to demonstrate:

- a positive attitude whilst working under pressure in a team environment
- problem solving skills and initiative in issue identification
- ability to work under minimal supervision and able to progress work without waiting for instruction or specific direction
- an ability to understand the requirements of internal and external clients, and where applicable, liaise, communicate and provide assistance
- ability to use a range of standard ABS software packages to complete tasks including IBM Lotus Notes Applications, Microsoft Word, Excel and PowerPoint Applications
- capability to apply correct procedures and to exercise judgement within those procedures
- ability to manage relationships and liaise with multiple stakeholders.

Eligibility

You must be an Australian citizen.

Notes

To apply, complete an online application form, upload your resume, provide referee details and submit a statement (up to 500 words) describing how your skills and experience are relevant to the role of Logistics Project Officer for the Census Logistics, Mail & Print team.

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	Kelly Redding, 02 6252 6859
Agency Recruitment Site	https://abs.nga.net.au/?jati=522A013C-7D

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Treasury

Vacancy VN-0761033

Australian Securities and Investments Commission

Closing Date:Wednesday 30 July 2025

Job Title	Manager - Finance Business Partner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1874069
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description *https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226317298*

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

It is a great opportunity for a Manager, Finance Business Partnering to lead a team, deliver timely reports to senior executives, and provide insightful budget analysis. You'll also build strong relationships with key stakeholders to help them manage their funding and achieve strategic goals.

- **Sydney or Canberra (other locations to be considered)**
- **$147,074 - $162,634 (depending on experience), plus 15.4% superannuation**
- **Temporary role, (9-12 months)**
- **Applications close at 11:59 pm AEST, Wednesday, 30 July 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning, and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

Finance provides strategic oversight of ASIC's financial resources and associated reporting and compliance activities. Finance Business Partnering Team is responsible for building trusted partnerships with stakeholders across the organisation and providing timely reporting and insights.

The role

As a manager, you will oversee the monthly financial management of budgets, forecasts and reporting processes, consulting with your team on strategies to manage budget anomalies or risks.

You will support the team and stakeholders in the education and implementation of TechnologyOne, provide proactive and ad hoc financial reporting advice to senior executives and line managers, and undertake continuous process improvement to ensure service delivery meets business plan outcomes. Additionally, you will provide coaching and guidance to team members.

Duties

About you

To thrive in this role, you should have a qualification in Business, Commerce or Finance, along with a CPA or CA qualification. Previous experience in leading a finance business partnering team is highly desirable. You should have a strong background in providing financial advice, analysis, guidance and interpretation to line managers. Additionally, experience in managing a team, including coaching for development, monitoring workflows, providing strategic direction, and setting stretch targets is crucial. Analytical skills with the ability to organise, analyse, and disseminate financial information with strong attention to detail and accuracy are required.

You should have experience in preparing management reports, annual budgets and mid-year reviews using Excel and financial management accounting systems in government. Stakeholder management experience including building and developing productive relationships and networks, is necessary. Strong business writing and verbal communication skills are essential for presenting complex information to different audiences. Experience in managing complex matters and projects is also desirable.

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

Applications close on Wednesday, 30 July 2025

About ASIC

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

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

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0760652

Australian Taxation Office

Closing Date:Monday 04 August 2025

Frontline Operations
Frontline Operations

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gosford NSW
Salary	$64,095 - $71,037
Future Merit Locations	Gosford
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 2
Position Number	EXT_FO_484_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E17C97D6-3816-0458-5016-E405ECFCC7F6

Duties

We are looking for passionate, client focused individuals to join our Frontline Operations group.

As a Service Delivery Officer, you will work in a scheduled contact centre environment, providing high quality service to clients.

You will spend your time interacting with clients over the phone to assist them to meet their tax, superannuation and registration obligations. You'll also manage the processing of account activities received via phone, paper, web-chat, email and online portals.

You will use good judgment and apply policies and procedures to decision making. Your attention to detail will ensure you record clear outcomes, actions and agreements.

You will be responsive to changing client and business needs and manage competing priorities to deliver outcomes. You'll work collaboratively and share knowledge amongst your team and actively support continuous improvement.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Frontline Operations Workforce Supply, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=E17C97D6-3816-0458-5016-E405ECFCC7F6

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Treasury

Vacancy VN-0760796

Australian Taxation Office

Closing Date:Wednesday 06 August 2025

ATO People
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$90,596 - $96,042
Future Merit Locations	Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	APS Level 5
Position Number	EXT_EA_488_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=5E675AB6-A0C1-45CB-48BB-E406673187CF

Duties

We’re looking for an experienced, enthusiastic and professional Executive Assistant to provide executive and administrative support to our senior leader. If you’re highly organised, an excellent communicator, and a great problem solver, this Executive Assistant role could be for you.

About the role

As an **Executive Assistant**, you'll work closely with senior executive. You'll be a trusted adviser and, your ability to build strong relationships, anticipate needs, and create a positive experience in every interaction will be key to your success.

You will be co-located with your senior executive and undertake a variety of tasks which will include:

- diary management:
  - providing clear daily guidance on priority meetings, emails and actions
  - tracking high priority work to ensure deadlines are met
  - escalating urgent matters for attention and response and identifying issues that may impact priorities and delivery
  - scheduling of meetings and forward planning (including management of conflicts
- managing the flow of correspondence and documents, ensuring accuracy, confidentiality, and timeliness
- co-ordinating meetings and events (on site or virtual) including preparation of electronic and hard copy papers and providing secretariate support
- co-ordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals and less complex procurement and financial management tasks
- supporting teams across the business line/branch with administrative requirements e.g. ordering stationery, printing, and escorting visitors
- communicating with business partners and clients
- supporting and mentoring APS 4 Executive Assistants, sharing your knowledge to help build a supportive, high-performing business line

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Emily Fidge, (07) 3149 5743
Agency Recruitment Site	https://ato.nga.net.au/?jati=5E675AB6-A0C1-45CB-48BB-E406673187CI

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Treasury

Vacancy VN-0760851

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Albury NSW, Box Hill VIC, Brisbane QLD, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_CEG_492_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DA7DBC9E-9678-6412-DA60-E406A5FF9220

Duties

We are seeking Business Analysts to join our Client Engagement Group.

As a Business Analyst, you will review and analyse business outcomes, services, processes, and information needs to identify changes that lead to business improvements or to implement new solutions efficiently and effectively within a complex tax and superannuation administration environment. You'll work with stakeholders and provide accurate advice about business, technical issues and solutions to assist with specifying business requirements for new or existing solutions. Your expertise will support the team in capturing and refining current and future states, user pathways, business rules, user cases, business requirements, solution designs, and testing and release specifications.

You will demonstrate strategic leadership by guiding business analysis efforts, leveraging enterprise systems and tools to deliver innovative, value-driven outcomes. Identifying, evaluating, and implementing business improvements and modernisation initiatives will be key to your success.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DA7DBC9E-9678-6412-DA60-E406A5FF922(

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Treasury

Vacancy VN-0760852

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_493_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DDA7C130-5CD1-69C2-DE77-E406D99ED1D1

Duties

We are seeking Business Analysts to join our Client Engagement Group.

As a Business Analyst, you will work with stakeholders to interpret complex tax, superannuation and business requirements and design fit-for-purpose solutions. You'll produce documentation that resolves issues and supports compliance through clear operational, policy, and procedural advice.

Your expertise will support the team to define and document both current and future states, user pathways, business rules, user cases, business and functional requirements and solution designs. This includes testing and release specifications to ensure alignment with policy intent and business objectives.

You will demonstrate strategic leadership by guiding complex business analysis tasks, leveraging enterprise systems, digital tools, and data insights to navigate ambiguity and deliver measurable, policy or strategy aligned outcomes. Key responsibilities include identifying, evaluating, planning, and implementing business improvements and innovations that embed continuous improvement, regulatory compliance, and digital modernisation.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DDA7C130-5CD1-69C2-DE77-E406D99ED1I

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Treasury

Vacancy VN-0760866

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	Business Analyst (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_494_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=D3B1120F-40D2-3325-190E-E406DB642FD5

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking Business Analysts to join our Client Engagement Group.

As a Business Analyst, you will work with stakeholders to interpret complex tax, superannuation and business requirements and design fit-for-purpose solutions. You'll produce documentation that resolves issues and supports compliance through clear operational, policy, and procedural advice.

Your expertise will support the team to define and document both current and future states, user pathways, business rules, user cases, business and functional requirements and solution designs. This includes testing and release specifications to ensure alignment with policy intent and business objectives.

You will demonstrate strategic leadership by guiding complex business analysis tasks, leveraging enterprise systems, digital tools, and data insights to navigate ambiguity and deliver measurable, policy or strategy aligned outcomes. Key responsibilities include identifying, evaluating, planning, and implementing business improvements and innovations that embed continuous improvement, regulatory compliance, and digital modernisation.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=D3B1120F-40D2-3325-190E-E406DB642FD5

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Treasury

Vacancy VN-0760900

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	International Tax Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Perth WA, Sydney NSW
Salary	$150,784 - $179,606
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_CEG_499_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=8BA9C798-252F-0499-0122-E4078B644E0B

Duties

We are seeking highly skilled and experienced International Tax Specialists to join us and play a key role in shaping Australia’s international tax system.

As an International Tax Specialist in the Australian Taxation Office, you will have deep technical knowledge and experience in applying Australia’s specific tax provisions, tax treaties and anti-avoidance provisions relating to international tax planning or cross-border transactions.

You will think strategically with a deep knowledge of broader taxation environment, relevant policy, procedures, legislation and frameworks. Collaborating with Treasury, you will help shape and influence the international tax system by identifying and addressing legislative gaps and other law reform issues in connection with multinational tax avoidance.

The roles will include delivering outcomes for international risk management, strategic international case management, support of law design, public advice and guidance and/or implementation of the OECD/G20 Pillar Two initiative, impacting tax functions of multinational entities or privately owned and wealthy groups.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=8BA9C798-252F-0499-0122-E4078B644E0B

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Treasury

Vacancy VN-0760901

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	International Tax Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_500_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=AC4411D5-5660-B4DF-5C29-E4078C127827

Duties

We are seeking skilled and experienced International Tax Specialists to join us and play a key role in shaping Australia’s international tax system.

As an International Tax Specialist in the Australian Taxation Office, you will have strong technical knowledge and experience in applying Australia’s specific tax provisions tax treaties and anti-avoidance provisions relating to international tax planning or cross-border transactions.

You will think strategically with a strong knowledge of the broader taxation environment, relevant policy, procedures, legislation and frameworks. Collaborating with Treasury, you will help shape and influence the international tax system by identifying and addressing legislative gaps and other law reform issues in connection with multinational tax avoidance.

The roles will include delivering outcomes for international risk management, international case management, support of law design, public advice and guidance and/or implementation of the OECD/G20 Pillar Two initiative, impacting tax functions of multinational entities or privately owned and wealthy groups.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=AC4411D5-5660-B4DF-5C29-E4078C127827

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Treasury

Vacancy VN-0760910

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	International Tax Specialist (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Upper Mount Gravatt, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_501_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=59107F24-E65F-7816-D7EE-E4078D281270

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking skilled and experienced International Tax Specialists to join us and play a key role in shaping Australia’s international tax system.

As an International Tax Specialist in the Australian Taxation Office, you will have strong technical knowledge and experience in applying Australia’s specific tax provisions tax treaties and anti-avoidance provisions relating to international tax planning or cross-border transactions.

You will think strategically with a strong knowledge of the broader taxation environment, relevant policy, procedures, legislation and frameworks. Collaborating with Treasury, you will help shape and influence the international tax system by identifying and addressing legislative gaps and other law reform issues in connection with multinational tax avoidance.

The roles will include delivering outcomes for international risk management, international case management, support of law design, public advice and guidance and/or implementation of the OECD/G20 Pillar Two initiative, impacting tax functions of multinational entities or privately owned and wealthy groups.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=59107F24-E65F-7816-D7EE-E4078D281270

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Treasury

Vacancy VN-0760914

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	International Tax Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Perth WA
Salary	$97,816 - $112,312
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Perth, Sydney, Penrith, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_502_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DB1B0D19-66E0-7AE3-044F-E4078DC1F6F3

Duties

We are seeking experienced International Tax Specialists to join us and play a key role in shaping Australia’s international tax system.

As an International Tax Specialist in the Australian Taxation Office, you will have knowledge and experience in applying Australia’s specific tax provisions and tax treaties relating to international tax planning or cross-border transactions.

You will undertake work that is complex in nature and deliver quality results. You'll have a considerable level of stakeholder contact in relation to difficult or sensitive issues and will liaise with a range of stakeholders in a representation role.

The International Tax Specialist roles are varied and can include international risk management, case management, law design, public advice and guidance, reviews and audits, dispute resolution and the implementation of the OECD/G20 Pillar Two initiative.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DB1B0D19-66E0-7AE3-044F-E4078DC1F6F3

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Treasury

Vacancy VN-0760922

Australian Taxation Office

Closing Date:Thursday 07 August 2025

Client Engagement Group
Various teams

Job Title	International Tax Specialist (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta NSW, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Perth, Sydney, Upper Mount Gravatt, Penrith
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_503_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=73EED9CD-C72F-C5A2-98D7-E4078E35E938

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced International Tax Specialists to join us and play a key role in shaping Australia’s international tax system.

As an International Tax Specialist in the Australian Taxation Office, you will have knowledge and experience in applying Australia’s specific tax provisions and tax treaties relating to international tax planning or cross-border transactions.

You will undertake work that is complex in nature and deliver quality results. You'll have a considerable level of stakeholder contact in relation to difficult or sensitive issues and will liaise with a range of stakeholders in a representation role.

The International Tax Specialist roles are varied and can include international risk management, case management, law design, public advice and guidance, reviews and audits, dispute resolution and the implementation of the OECD/G20 Pillar Two initiative.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=73EED9CD-C72F-C5A2-98D7-E4078E35E93

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0760929

Department of Veterans' Affairs

Closing Date:Monday 11 August 2025

Veterans Experience and Transition
Commemorations

Job Title	Assistant Director / Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD
Salary	$127,621 - $173,235
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	Executive Level 1;Executive Level 2
Position Number	EXT-2025-0270
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

There are multiple opportunities available across Commemorations Branch including Director and Assistant Director positions.

Are you passionate about veterans' and families? Do you excel in working with a range of different stakeholders and representing the Government in Australia and overseas? Are you a highly organised leader with great project management and communications skills? This opportunity may be for you!

DVA is seeking people who are passionate about veterans and their families, to help deliver our commemorative program - ensuring that veterans' service is appropriately and meaningfully acknowledged and commemorated.

Given the nature of the work, we are seeking individuals who have delivered successful outcomes within a high-profile and high-pressure environment, while managing competing priorities. Our successful candidates will have strong attention to detail and be confident in providing verbal and face-to-face briefings and written communication, including to executive level staff and high office holders. The key attributes required include professional presentation, initiative, personal drive, energy and integrity.

A knowledge of Australian military history, Defence ceremonial knowledge and experience is highly desirable.

Duties

- Lead a team to plan and deliver domestic and/or international commemorative services including operations, logistics, security and service content development
- Identify, escalate and manage risks associated with the delivery of commemorative services; management of regulatory activities, development and management of resources and public facing materials eg. websites, orders of service, media releases, speeches
- Represent DVA at meetings, conferences, events and public forums
- Develop and manage key strategic relationships with internal and external stakeholders promoting and delivering DVA's commemorative program including Defence, AWM, AFP, Home Affairs, and DFAT
- Engage with ex-service organisations and the veteran community, responding to enquiries and correspondence in a formal capacity and when consultation is required, and in-person including in delivery of commemorative services
- Provide clear and supportive team and peer leadership and direction on DVA's commemorative program and related activities, facilitating an inclusive and positive team culture which values capability uplift and ensures employee engagement and wellbeing.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a NV1 security clearance.

- A Masters or PhD qualification focusing on an aspect of Australian military history is required to work within the Community Engagement Team, Assistant Director position/s.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Sarah Kennedy, 0457 316 170
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0760946

Department of Veterans' Affairs

Closing Date:Thursday 07 August 2025

Coordinated Client Support

Job Title	Complex Case Manager / Business Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$92,302 - $96,191
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	EXT-2025-0268
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The CCS Branch manages a range of programs and services to assist vulnerable clients to navigate DVA services and connect to supports to meet their wellbeing needs. Case management offered by CCS Branch is collectively referred to as the Client Support Program.

The Client Support Program (CSP) is a voluntary time limited case management program, which uses a clinical lens and trauma informed approach to support clients to meet their wellbeing needs. The program aims to streamline communication between clients, their families and DVA. Case management provides clients with a single or primary point of contact for all services within DVA and facilitates access to external support services.

Case management is delivered through a service model that supports clients to increase their capacity to independently navigate their DVA business.

Case management is provided by a combination of clinically trained and generalist staff at the APS6 & EL1 levels: Caseloads of all levels of case managers vary in size due to the complexity of the clients' presentation and needs, and the associated time required to support those needs.

Duties

See Candidate Information Pack for list of duties.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Tim Hollingsworth, tim.hollingsworth@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0760952

Department of Veterans' Affairs

Closing Date:Sunday 10 August 2025

Veteran Experience and Transition
Grants and Hubs

Job Title	Grants Support Officer / Project Officer & Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Adelaide SA
Salary	$82,795 - $88,307
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	EXT-2025-0269
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Grants and Hubs Branch is responsible for delivery of most of DVA's grant programs, including design and delivery of annual, ad hoc and one-off grants, delivery of the Veterans' and Families Hubs Program and associated initiatives. The work of the Branch has a high profile in both Government and the ex-service community and assists DVA to deliver community-driven outcomes to support the veteran community.

We are looking for two motivated self-starters with strong communication skills to fill the Grants Support Officer role, and the Project Officer and Executive Assistant role. The successful applicants will be passionate about supporting the veteran community and enjoy working in a dynamic environment.

The successful applicants will have the ability to build and maintain effective relationships with internal and external stakeholders, including at senior levels. You will work with a high level of autonomy, operating under-broad direction in a fast-paced and busy environment.

Duties

See Candidate Information Pack for list of duties.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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To Apply

Position Contact	Michael Penny, Michael.penny@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0760674

Department of Parliamentary Services

Closing Date:Friday 01 August 2025

Corporate Services and Parliamentary Library
People, Performance and Strategy and Research Branch Legal Coordination
Services and Laws and Bills Digest

Job Title	Director, General Counsel and Principal Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Canberra based positions. Flexible working arrangements may be negotiated in accordance with our EA and the operational needs of the role.
Classification	Executive Level 2
Position Number	JR32999
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is seeking a flexible, dynamic and collaborative leader to join the People, Performance and Strategy section as a General Counsel.

The role provides advice and assistance on matters in line with the *Parliamentary Service Act 1999*, the *Legal Services Directions 2017* and other relevant legislation and regulations.

We are also recruiting for a Principal Legal Officer for the Law and Bills Digest Section (LBD), within the Research Branch of the Parliamentary Library.

The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. We are looking for a Principal Legal Officer who is well-informed, motivated, adaptable and able to provide excellent client service. The successful applicant will work in a team and be expected to display sound judgement and sensitivity while working in the parliamentary environment. You will be required to work directly with clients in a collaborative environment. You must be able to maintain strict confidentiality and impartiality in accordance with Library policies. The Principal Legal Officer will have opportunities for training and development

These positions are at the Parliamentary Executive Level 2 (PEL2). Any merit pool created from this recruitment process may be used to fill ongoing or non-ongoing positions that may arise over the next 18 months

Who we are looking for:

General Counsel:

We are looking for a General Counsel with relevant qualifications and experience who enjoys working in a fast-paced, challenging environment who can apply their knowledge and skills to complex legal issues with implications for the department and broader relationships across the parliamentary departments. They will find workable solutions to problems and provide well considered advice to the executive team.

Our ideal candidate is someone who is highly motivated and outcome driven and will lead the section in line with the department’s values. You will be self-aware, have the courage to embrace change, and have a positive mindset with respect to considering and acknowledging diverse ideas and perspectives.

Principal Legal Officer:

The Principal Legal Officer will be responsible for quality assurance and clearance of client advice relating to legal issues of relevance to the Parliament, as well as conducting legal research on complex matters.

The Principal Legal Officer should have high level written and oral communication skills and strong research and analytical abilities. The successful applicant will have a strong client focus, and be able to work across a range of areas of law. You must be able to produce accurate and comprehensive advice by agreed deadlines and manage competing priorities. It is an advantage to have an understanding of the parliamentary environment.

We are looking for people with relevant qualifications, expertise and experience. The ability and willingness to develop knowledge in new policy areas is also essential. The Principal Legal Officer is required to have a Bachelor of Laws (LLB) or Juris Doctor (JD) qualification (as a minimum).

The Principal Legal Officer will be expected to participate in Section and corporate activities such as meetings, planning events, workshops and training.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant selection criteria.

Eligibility

General Counsel

- A Degree in Law and current Practising Certificate in an Australian State or Territory.
- Expertise and experience in government, privacy, health and safety, and employment law.
- Post-admission experience as a lawyer working in an in-house legal role.
- Australian citizen and eligible to obtain and maintain security clearance up to Negative Vetting 2 (Top Secret).

Principal Legal Officer

- Applicants must have a Bachelor of Laws (LLB) or Juris Doctor (JD)
- The successful applicant will be required to obtain and maintain a Baseline security clearance

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Jason Lucas, 02 6277 8687
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760765

Bureau of Meteorology

Closing Date:Thursday 31 July 2025

Business Solutions
Agriculture and Water Water Regulations and Standards

Job Title	Water Sector Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Adelaide SA, Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 1
Position Number	60019166
Agency Website	

Job Description

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

Water Sector Developer

Executive Level 1

Location: Melbourne preferred, Brisbane, Adelaide and Canberra considered

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

About Agriculture and Water

Agriculture and Water is a program within the Bureau's Business Solutions Group. The program engages key customers including the Australian Government and the Agriculture and Water industry to deliver solutions that uplift the value and impact they and their customers receive from Bureau products, services and data.

Whilst providing services across the Agriculture and Water program, this role exists within the Water Regulations and Standards (WRS) section. This section supports the fundamental role of the Bureau under the Water Act and Water Regulations to lead and administer the collection, storage and sharing of national water information, inclusive of water markets information and water markets decisions.

Position overview

The Developer – Water Sector plays an integral part in the Bureau's Water Markets Reform program, which aims to improve trust and transparency in water trading across the Murray–Darling Basin. A key responsibility of this program is to develop the digital platforms that facilitate the collection and sharing of national water information. Additionally, the Developer – Water Sector will support the seamless transition of the Water Market Reforms program responsibilities and resources into the BAU operations of the Water Regulations and Standards section and to the Data and Digital Group (DDG).

The role will focus exclusively on the Bureau's water systems and requires an experienced developer with full stack proficiency and strong AWS cloud and applications experience, to maintain system alignment with the evolving Water Act, Water Regulations and Water Market Data Standards. This is achieved through significant industry consultation, regular release cycles and industry wide regression testing. Given the critical role the systems play supporting the Bureau's regulatory functions and obligations and as this position will represent the Bureau in external technical forums, an ability to understand the regulatory framework and the industry, together with operating to the highest standards of reliability, accuracy and professionalism will be required.

Merit pool

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

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of a cover letter, resume and contact details for two referees.

Duties

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

1. Contribute to the detailed design and development of significant elements of new solutions, Web applications, Web services, APIs and databases, with clear documentation on the code produced.

2. Form a key part of delivery teams to uplift legacy systems and develop integrated digital water solutions incorporating AWS cloud.

3. Closely collaborate with the Bureau's DevOps and Test specialists to ensure that CI/CD, and Testing are performed according to the Bureau Application Excellence Framework (AEF) development standards and other standards where applicable.

4. Take responsibility for the performance, quality and testability of code produced.

5. Collaborate closely with the internal team and external partners to understand and agree deliverables, provide status updates and conduct integrated testing.

6. Provide support and ongoing maintenance of the suite of water applications.

7. Communicating concepts and delivering showcases to technical and business stakeholders.

8. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy

9. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Selection criteria

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APS work level standards and Integrated Leadership System (ILS) for Executive Level 1 positions.

Evaluation criteria

Technical competence

• Demonstrates capabilities aligned with those in the Relevant skills and experience section.

• Ability to use both technical and business understanding to provide informed advice and technical expertise to internal and external audiences with varying levels of systems knowledge.

Experience

• Roles involving web application development on the AWS Cloud platform or similar.

• Experience in government or regulatory industries, or equivalent experience with data and information standards across a similar organisational context.

Capability

• Exercises sound decision making and judgement to produce high level advice, involves others as appropriate and demonstrates the ability to resolve issues.

• Builds and sustains positive relationships with stakeholders across the Bureau and other water sector agencies and organisations, continuously learning more about their business and operating environments to improve Bureau offerings.

Cultural fit

• Demonstrates alignment with the Bureau's values and mission, fostering a positive and collaborative work environment.

• Exhibits adaptability and inclusiveness, embracing diversity and contributing to a respectful and supportive workplace culture.

Eligibility

Mandatory

• 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.

• Demonstrated examples of the development of AWS Cloud services for frontend development such as Cognito, Amplify, AppSync, as well as deployment by AWS CDK.

• Proven expertise with:

o Front-end Languages and Frameworks (Typescript, React, Drupal)

o Python for backend API development,

o Relational Database Management Systems specifically PostgreSQL or MSSQL,

o Networking (firewalls, policies, access control and endpoint security),

o Version Control (CI/CD Gitlab),

o Testing (React Testing Library), and

• Experience in providing technical input to implement a solution based on the architecture, design and business guidance.

Desirable

• Professional experience in Commonwealth water agencies, state government water agencies, or other water sector organisations or businesses.

• Experience in real-time data processing techniques and message bus technologies.

• Experience with microservice architecture.

• Experience of DevOps and DevSecOps methodologies.

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Alasdair Scott, alasdair.scott@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760775

Bureau of Meteorology

Closing Date:Thursday 31 July 2025

Business Solutions
Agriculture and Water Water Regulations and Standards

Job Title	Water Sector (Power Platform) Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Adelaide SA, Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	Executive Level 1
Position Number	60019169
Agency Website	

Job Description

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

Water Sector (Power Platform) Developer

Executive Level 1

Location: Melbourne preferred, Brisbane, Adelaide and Canberra considered

About Agriculture and Water

Agriculture and Water is a program within the Bureau's Business Solutions Group. The program engages key customers including the Australian Government and the Agriculture and Water industry to deliver solutions that uplift the value and impact they and their customers receive from Bureau products, services and data.

Whilst providing services across the Agriculture and Water program, this role exists within the Water Regulations and Standards (WRS) section. This section supports the fundamental role of the Bureau under the Water Act and Water Regulations to lead and administer the collection, storage and sharing of national water information, inclusive of water markets information and water markets decisions.

Position overview

The Water Sector (Power Platform) Developer (the Developer) plays an integral part in the Bureau's Water Markets Reform program, which aims to improve trust and transparency in water trading across the Murray–Darling Basin. A key responsibility of this program is to develop the digital platforms that facilitate the collection and sharing of national water information. Additionally, the Developer will support the seamless transition of the Water Market Reforms program responsibilities and resources into the BAU operations of the Water Regulations and Standards section and to the Data and Digital Group (DDG).

The role will focus exclusively on the Bureau's water systems and requires an experienced well-rounded developer with full stack (particularly AWS cloud) and Power Apps Studio proficiency, to maintain system alignment with the evolving Water Act, Water Regulations and Water Market Data Standards. This ongoing alignment is achieved through significant industry consultation, regular release cycles and industry wide regression testing. Given the critical role the systems play supporting the Bureau's regulatory functions and obligations and as this position will represent the Bureau in external technical forums, an ability to understand the regulatory framework and the industry, together with operating to the highest standards of reliability, accuracy and professionalism will be required.

Merit pool

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

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of a cover letter, resume and contact details for two referees.

Duties

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

1. Contribute to the detailed design and development of significant elements of new solutions, with clear documentation on the code produced.

2. Leverage their expertise in Power Apps, Power Automate and Power BI to develop applications, automate workflows and provide actionable insights through data visualisation.

3. Form a key part of delivery teams to uplift legacy systems and develop integrated digital water solutions incorporating AWS cloud.

4. Closely collaborate with the Bureau's DevOps and Test specialists to ensure that CI/CD, and Testing are performed according to the Bureau Application Excellence Framework (AEF) development standards and other standards where applicable.

5. Take responsibility for the performance, quality and testability of code produced.

6. Collaborate closely with the internal team and external partners to understand and agree deliverables, provide status updates and conduct integrated testing.

7. Provide support and ongoing maintenance of the suite of water applications.

8. Communicating concepts and delivering showcases to technical and business stakeholders.

9. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy

10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Selection criteria

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APS work level standards and Integrated Leadership System (ILS) for Executive Level 1 positions.

Evaluation criteria

Technical competence

• Demonstrates capabilities aligned with those in the Relevant skills and experience section.

• Ability to use both technical and business understanding to provide informed advice and technical expertise to internal and external audiences with varying levels of systems knowledge.

Experience

• Roles involving Power Platform development and/or web application development on the AWS Cloud platform, or similar.

• Experience in government or regulatory industries, or equivalent experience with data and information standards across a similar organisational context.

Capability

• Exercises sound decision making and judgement to produce high level advice, involves others as appropriate and demonstrates the ability to resolve issues.

• Builds and sustains positive relationships with stakeholders across the Bureau and other water sector agencies and organisations, continuously learning more about their business and operating environments to improve Bureau offerings.

Cultural fit

• Demonstrates alignment with the Bureau's values and mission, fostering a positive and collaborative work environment.

• Exhibits adaptability and inclusiveness, embracing diversity and contributing to a respectful and supportive workplace culture.

Eligibility

Mandatory

• 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.

• Demonstrated examples of:

o Power Platform development with a strong understanding of Microsoft Power Apps, Power Automate and Power BI, or

o AWS Cloud services for frontend development such as Cognito, Amplify, AppSync, as well as deployment by AWS CDK.

• Proven expertise with:

o Front-end Languages and Frameworks (Typescript, React, Drupal)

o Version Control (CI/CD Gitlab),

o Testing (React Testing Library), and

• Experience in providing technical input to implement a solution based on the architecture, design and business guidance.

Desirable

• Experience with:

o Relational Database Management Systems specifically PostgreSQL or MSSQL,

o Python for backend API development, and

o Networking (firewalls, policies, access control and endpoint security).

• Professional experience in Commonwealth water agencies, state government water agencies, or other water sector organisations or businesses.

• Experience in real-time data processing techniques and message bus technologies.

• Experience with microservice architecture.

• Experience of DevOps and DevSecOps methodologies.

Notes

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

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To Apply

Position Contact	Alasdair Scott, alasdair.scott@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760894

Bureau of Meteorology

Closing Date:Monday 28 July 2025

Enterprise Services
Business Management

Job Title	Purchasing Card and Finance Travel Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Sydney NSW, Perth WA, Hobart TAS
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 5
Position Number	60000669
Agency Website	

Job Description

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

Reporting to the Accounts Payable, Purchasing Card and Travel Manager, the primary outcome for this role is to provide day to day management of the purchasing card function and finance travel of the Bureau. The function includes all operations including card issuance, compliance, processing of transactions and finance travel.

The role includes being the expert to manage all purchasing card enquiries, operational enquiries relating to Concur and finance travel. Daily operational management is a critical component of this role to ensure that payments are made to our suppliers in a timely manner ensuring compliance throughout the process. Supervising and developing your team is critical for this role to ensure the delivery of high-quality payment functions.

You will develop and maintain expertise in Concur and SAP Accounts Payable modules, contemporary accounts payable processes, NAB Portal and CTM Travel.

The occupant will bring confident communications skills, knowledge of Commonwealth government financial frameworks and understanding of financial operations.

Duties

The responsibility of the role is to manage the purchasing card operations and finance travel for the Bureau, handling all queries, transactional processing. Duties include but are not limited to:

- Management of and compliance with procedures for operational effectiveness and efficiency of the function.
- Manage and administer the AP function including purchasing card arrangements and operations, finance travel, vendor management including account reconciliation and enquiry management
- Act as the main point of contact for addressing any inquiries and questions related to financial operations (AP/AR/Treasury, Purchasing Card & Finance Travel).
- Manage the day-to-day work activities of the team, including workload, timelines and expected customer experience and outcomes.
- Manage end of month processes to ensure timely and accurate reporting, reconciliation, and compliance with internal and external deadlines.
- Oversee and execute travel processes, manage travel-related mailbox queries, and offer comprehensive support and guidance to the team and wider Bureau staff. Lead and manage purchasing card and finance travel projects and oversee Concur feeds to ensure they workflow correctly from NAB to Concur to SAP.
- Manage key reporting metrics to ensure payments are delivered in accordance with Commonwealth government expectations and Bureau performance indicators, including the timely preparation of Senate Estimates Briefs and responses to Questions on Notice (QoNS) within critical timeframes.
- Developing and maintaining key stakeholder relationships that are mutually beneficial, providing financial operations advice.
- Ensuring transactions and processes comply with accounting standards and Commonwealth government financial frameworks.
- Provide regular and ad hoc training on financial related activities including but not limited to financial operations and relevant system training.
- Proactive engagement in systems and process improvement initiatives.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Knowledge of Commonwealth Government financial frameworks, specifically appropriations, is desirable

- Ability to develop relationships and effectively communicate accounting concepts to non-finance staff
- Excellent attention to detail
- Management of operational teams is desirable
- Ability to prioritise and manage multiple deadlines simultaneously

Notes

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

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To Apply

Position Contact	Melissa Laurie, 0401 230 863
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760831

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

Closing Date:Sunday 27 July 2025

Australian Antarctic Division
Science East Antarctic Monitoring Program

Job Title	Ocean Monitoring Scientist
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $134,295
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6;Executive Level 1
Position Number	2025/2028
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it,
- Protect the Antarctic environment,
- Understand the role of Antarctica in the global climate system,
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The AAD Science Branch leads, conducts and supports a world class program of scientific research and environmental management, consistent with national priorities through the Australian Antarctic Science Strategic Plan. The branch provides research and advice to support Australia’s Antarctic policy objectives, including participation in the Antarctic Treaty system and other international committees, commissions and intergovernmental panels. It manages and administers the Australian Antarctic Science Program (including project requests, assessment, and reporting) and provides scientific and research advice to support regulatory and management decisions.

The branch provides scientific advice for Antarctic capability projects, conducts impact assessments, develops strategies to address environmental legacies, and undertakes targeted outreach promoting the value of Australian Antarctic science. The responsibilities of the Science Branch are diverse as we lead the Australian Government's scientific program in Antarctica. Our research addresses critical issues including climate change, the human footprint in Antarctica, and the conservation of Antarctic and Southern Ocean wildlife. Our diverse research program covers physical and life sciences in the atmosphere, terrestrial and marine domains.

Duties

The job

- Developing and implementing standardised methodologies and workflows for the implementation of long-term ship-based monitoring activities in the Southern Ocean and marine Antarctic environments, including pre-season planning, field campaign design, sampling, and coordination of data pipelines.
- Coordinate the expansion of RSV Nuyina's science commissioned systems for the monitoring of essential ocean and climate variables, along with calibration and quality control procedures, ensuring the data is made available through the AADC.
- Contributing to marine and ship-based Antarctic and Southern Ocean research projects (AAS or other, e.g. ARC) that focus on data collection for improved management and conservation of these ecosystems.
- Engaging with scientists, technicians, policy officers, environmental managers, operations officers, and other internal and external stakeholders including academic and state and Commonwealth Government agencies, to plan and implement marine and Southern Ocean long-term monitoring activities within EAMP.
- Identifying priority monitoring gaps and reviewing, testing and refining technologies to maximize observing capabilities of the Antarctic marine environment and of the Southern Ocean.
- Providing expert advice for the formulation and implementation of Environmental Impact Assessments, Environmental Evaluations and Authorisations to key stakeholders in the AAD such as the Environmental Management Unit (EMU) and Antarctic and Environmental Regulation section, to support ship and station operational zone management (including monitoring of mitigation measures) in Antarctica and the Southern Ocean.
- Communicating key science outcomes to key stakeholders throughout the AAD, through peer-reviewed journal publications, scientific reports for state and Commonwealth governments and to international fora such as the Committee on Environmental Protection of the Antarctic Treaty (ATCM-CEP), Scientific Committee for Antarctic Research and presentations at relevant workshops and conferences.
- Supporting other branch, divisional and departmental priorities, and practicing an inclusive culture of safety, compliance and continuous improvement within Science Branch.
- Participating in Antarctic/Southern Ocean field projects and coordinating teams undertaking Southern Ocean and Antarctic marine research (including with external collaborators).
- The position will be responsible of managing the implementation of the RSV Nuyina Underway Science Program project aimed at maximising the scientific potential of RSV Nuyina as a monitoring platform to provide multidisciplinary observations of essential climate and ocean variables while underway between Australia and Antarctica to underpin all aspects of Antarctic and Southern Ocean research, modelling and forecasting.

What you'll gain from the experience

The opportunity to conduct and support a world class program of scientific research and environmental management, and through scientific research, provide advice to policy consistent with national priorities and international commitments. The opportunity to be part of a multidisciplinary organisation that spans across science, policy, technology, operations, logistics, and outreach having Antarctica as the focus, contributing with scientific advice for Antarctic capability projects, conducting impact assessments, developing strategies to address environmental legacies, and undertaking targeted outreach promoting the value of Australian Antarctic science.

Mandatory qualifications

- A PhD in a relevant discipline from an Australian or overseas university or qualification and experience of an equivalent standard.

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

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Mandatory qualifications** – your suitability for employment will be dependent on you holding relevant mandatory qualifications.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

The successful applicant will be required to travel to the Antarctic and sub-Antarctic regions therefore they will be expected to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.

A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

Please note - This is a broadband classification for Research Scientist 1 (APS6-EL1). The successful candidate may be engaged at any level within the broadband.

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

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

To Apply

Position Contact	Patricia Miloslavich, 03 6218 2272
Agency Recruitment Site	https://www.dcceew.gov.au

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Climate Change, Energy, the Environment and Water

Vacancy VN-0760860

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

Closing Date:Monday 28 July 2025

Parks Australia
Marine & Island Parks Indian Ocean Territories Parks

Job Title	Threatened Species Manager, Christmas Island National Park
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$124,861 - $134,295
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2025/2026
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.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 Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans–from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Parks and Pulu Keeling National Park.

The Indian Ocean Territories Parks include Christmas Island and Pulu Keeling National Parks and Christmas island and Cocos Keeling Islands Marine Parks.

Duties

In accordance with the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act), Christmas Island National Park Management Plan, Reptile Conservation Plan 2024-2034, EPBC recovery plans and conservation advices, the Threatened Species Manager will:

- Manage the development and execution of conservation programs for marine and terrestrial threatened species and ecosystems, including Ramsar wetlands.
- Manage the Christmas Island reptile conservation program including; captive breeding operations, translocations/assisted colonisations of reptiles to Cocos (Keeling) Islands, re-wilding initiatives and the establishment of additional captive insurance populations in line with the Metapopulation Plan.
- Manage a team of technical and field-based staff, working closely with Park rangers, visitor services, invasive species and rehabilitation teams to optimise Park outcomes.
- Manage budgets, reporting and operational planning for threatened species conservation programs. Identify research priorities and knowledge gaps, and lead the strategic planning of future needs, risk analysis and prioritisation.
- Manage research permits, contracts and Collaborative Deeds with non-for-profit organisations, contractors, research institutions and international experts, fostering collaborative working relationships to expand Christmas Island National Park's knowledge base and capabilities.
- Contribute as a key member of the Christmas Island National Park Management Team to broad strategies and policies to manage Christmas Island National Park.
- Chair and/or lead Advisory Panels for the Christmas Island flying-fox and reptiles.

- Liaise with Christmas Island community members, local organisations, Shire, Government and media institutions on threatened species management.
- Support, facilitate and provide supervision to National Environment Science Program (NESP) researchers.
- Contribute to threatened species conservation programs on Pulu Keeling National Park and the Cocos (Keeling) Islands.

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

Eligibility

Mandatory qualifications

A degree, or postgraduate qualifications in Natural Resource Management, environmental management or similar.

Additional requirements

- 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.

Eligibility and other requirements

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Notes

Additional Information

- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- 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.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

We currently have one vacancy available for immediate filling on Christmas Island. A merit pool for filling the same or similar position on Christmas Island may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Derek Ball, 0400 835 895
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0760934

Comcare

Closing Date:Sunday 03 August 2025

Claims Management Group
Claims Operations Team

Job Title	Claims Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$89,709 - $96,239
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 5
Position Number	01535
Agency Website	

Job Description

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

Team Overview

Claims Operations is a large, multi-disciplinary team delivering high quality claims management services. The team is made up of Claims Managers, Senior Claims Managers, and Employer Account Managers, with support from Injury Managers.

The team collaborates to achieve positive health and return to work outcomes for employees and employers. Each Claims Operations team is assigned Australian Public Service (APS) portfolios, agencies or specialised claims and is accountable for the management of claims within their portfolio; relationship management for the agencies within that portfolio and achieving positive claim outcomes for that portfolio.

Duties

The Claims Manager works as part of a Claims team responsible for the management of workers' compensation claims. Claims Managers oversee a portfolio of claims including the engagement with claimants, employer representatives and medical/treatment providers to achieve positive health and return to work outcomes.

In this role your key responsibilities will include, but are not limited to, the following:

- Contribute to Comcare’s purpose, Corporate Plan and claims management strategy and operating model.
- Apply a well-developed understanding of relevant statutory, regulatory and policy frameworks to a variety of interrelated activities and solutions to a range of problems.
- As part of a team, deliver claims management services in line with the claims management strategy, Claims Manual and delegations including the achievement of claims management targets/KPIs. This includes monitoring claims management activities and compliance with Comcare’s rules and objectives. Assist in coaching, guiding and developing less experienced colleagues, as required.
- Manage claims in accordance with approved claim plans, make decisions based on sound judgement, expertise and knowledge, and governed by the application of regulations, delegations and procedures.
- Escalate issues where required and drive claims to achieve desired outcomes.
- Work across Comcare and our client agencies, to focus on consistent claims management, positive claim outcomes, organising and sharing information and better practice, and resolving conflicts and issues.
- Communicate, consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations. At times, this may involve reading or hearing confronting information and handling conversations with clients who are distressed.
- Act in accordance with APS Code of Conduct and Comcare policies including human resource, financial management and procurement requirements.
- Support the connection and integration of claims management with other functions of CMG, Comcare and across the APS.

Desirable Qualifications and experience

- Certificates or competencies in relevant disciplines such as claims or injury management, law, health, business administration or finance

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific Conditions:

- Individuals in these roles may be required to participate in routine programs to support mental wellbeing, for example wellbeing checks or group supervision. Training and supports are provided for employees to manage client engagements and the expectations of the role.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0760936

Comcare

Closing Date:Sunday 03 August 2025

Claims Management Group
Claims Operations Team

Job Title	Senior Claims Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,985 - $110,946
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 6
Position Number	00427
Agency Website	

Job Description

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

Team Overview

Claims Operations is a large, multi-disciplinary team delivering high quality claims management services. The team is made up of Claims Managers, Senior Claims Managers, and Employer Account Managers, with support from Injury Managers.

The team collaborates to achieve positive health and return to work outcomes for employees and employers. Each Claims Operations team is assigned Australian Public Service (APS) portfolios, agencies or specialised claims and is accountable for the management of claims within their portfolio; relationship management for the agencies within that portfolio and achieving positive claim outcomes for that portfolio.

Duties

The Senior Claims Manager works as part of a Claims team responsible for the management of workers' compensation claims. Senior Claims Managers oversee a portfolio of medium to high-risk claims including the engagement with claimants, employer representatives and medical/treatment providers to achieve positive health and return to work outcomes.

Senior Claims Managers provide coaching and mentoring assistance to Claims Managers, Claims Support Officers and Claims Administration Officers, and may be required to assist the Assistant Director in the management of the team priorities.

In this role your key responsibilities will include, but are not limited to, the following:

- Contribute to Comcare's purpose, Corporate Plan and Claims Management strategy and operating model.
- Apply a well-developed understanding of relevant statutory, regulatory and policy frameworks to a variety of interrelated activities and solutions to a range of problems.
- As part of a team, deliver claims management services in line with the claims management strategy, Claims Manual and delegations including the achievement of claims management targets/KPIs. This includes monitoring claims management activities and compliance with Comcare's rules and objectives. Assist in coaching, guiding and developing less experienced colleagues, as required.
- Manage medium to high-risk claims in accordance with approved claim plans, make decisions based on sound judgement, expertise and knowledge, and governed by the application of regulations, delegations and procedures.
- Escalate issues where required and drive claims to achieve desired outcomes.
- Work across Comcare and our client agencies, to focus on consistent claims management, positive claim outcomes, organising and sharing information and better practice, and resolving conflicts and issues.
- Communicate, consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations. At times, this may involve reading or hearing confronting information and handling conversations with clients who are distressed.
- Support the connection and integration of claims management with other functions of CMG, Comcare and across the APS. This may require participation in working groups, projects, recruitment processes etc.

Desirable Qualifications and experience

- Tertiary qualifications in relevant disciplines such as claims or injury management, law, health, business administration or finance.

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific Conditions:

- Incumbents in these roles may be required to participate in routine programs to support mental wellbeing, for example wellbeing checks or group supervision. Training and supports are provided for employees to manage client engagements and the expectations of the role.

Notes

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

About the Comcare

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

To Apply

Position Contact	Recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0760787

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 31 July 2025

Employment Conditions
Safety Net Branch, AI, Institutions and Consultation, Equity, Entitlements and International and Strategy and Protections Various

Job Title	Assistant Director, Senior Policy Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$125,220 - $138,394
Future Merit Locations	Canberra, Adelaide, Brisbane, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0797
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Employment Conditions Division has policy responsibility for key elements of Australia's national workplace relations system that covers the employment of millions of employees and employers across Australia. The Division is also responsible for the strategic oversight of the system, as well as emerging issues such artificial intelligence and technology in the workplace, the operation of the Fair Work Commission, and Australia's international obligations. We are looking to fill multiple positions across four Branches in the Division.

The **Safety Net** Branch leads policy advice to government on the minimum entitlements and conditions in the Fair Work Act 2009 and measures to support tripartite engagement with workplace relations framework. The branch has overall responsibility for the legislative framework for the National Employment Standards and modern awards. Current areas of focus are forms of employment that can be associated with insecure work – casual, fixed term and part time employment, paid family and domestic violence leave and significant modern award cases before the Fair Work Commission. The branch is also responsible for policy development to strengthen tripartite engagement between government, unions and employer groups on workplace relations reforms and issues, including managing the Productivity, Education and Training (PET) Fund and the WHS Accreditation Scheme Residential Builders Assistance Grants.

The **AI, Institutions and Consultation** Branch leads the development and implementation of a strategic consultation approach for the Workplace Relations Group on workplace relations

reforms. This includes providing secretariat support for meetings of Workplace Relations Ministers, the National Workplace Relations Consultative Committee, the National Construction Industry Forum and other consultative bodies. Additionally, the Branch has policy oversight of the Fair Work Commission and the role of the courts in workplace relations matters, and the impacts of workplace relations reforms on small business. The Branch also leads workplace relations engagement on the use of artificial intelligence and regulatory technology in the workplace, and the Government's proposed ban of non-compete clauses in employment contracts.

The **Equity, Entitlements and International** Branch, is responsible for developing and implementing policy relating pay equity and workplace relations reforms supporting women's workforce participation, as well as long-service leave and portable entitlements. The Branch is also responsible for managing Australia's representation to the International Labour Organization, working across the department and government to negotiate, ratify and report on international labour standards and promoting fundamental labour standards in other bilateral and multilateral fora.

The **Strategy and Protections** Branch is responsible for providing advice on workplace relations policy relating to the gig economy and independent contractors, including new world-leading legislative provisions to set minimum standards for these workers. It is also responsible for the employee protections framework in the Fair Work Act, including protections against sexual harassment, bullying, workplace discrimination and other unfair treatment. Finally, the branch has a strategic policy function, which is responsible for providing advice to government on setting its strategic workplace relations agenda, providing a framework for workplace relations policy advice, scanning the horizon for significant trends and issues that affect workplace relations policy, and providing advice on the operation of the Australian workplace relations system as a whole.

Reporting to the Director, Assistant Directors are responsible for providing policy advice on workplace relations issues, including advising on current policy settings, longer-term policy options, and delivering the Government's workplace relations reforms.

Duties

Responsibilities of the Assistant Director may include:

- Driving workplace relations reforms by designing effective policies and supporting delivery.
- Creating high quality products that help progress legislation through Parliament.
- Managing and leading projects from inception through to completion.
- Providing strategic advice on complex and potentially controversial matters to the Minister, their staff, and senior departmental officials.
- Maintaining strong relationships with key stakeholders, both internally and externally, and driving cooperative work practices.
- Drafting material for the Australian public such as fact sheets, communication products and responding to correspondence from citizens.
- Administering procurements or grants and ensuring value for Commonwealth money.
- Managing or coaching others, providing performance feedback and encouraging career development.
- Contributing to the Division's leadership and promoting DEWR's culture of creating the 'department of great jobs.'

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Carl Heinrich, (02) 6121 7888
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760850

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 04 August 2025

Technology and Services Division
IT Environment and Customer Support Service Desk

Job Title	Service Desk Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$90,580 - $96,839
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	25/0807
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director, the Team Leader is responsible for the supervision and support of Service Desk Agents and Senior Service Desk Agents in the team. They are responsible for ensuring resources are allocated appropriately during the day to maximise the efficiency and effectiveness of the available staff, ensuring the team meets or exceeds the agreed SLA’s for our services.

Duties

Responsibilities of the Team Leader may include:

- Monitoring agent call times and status
- Providing technical support to agents handling complex enquiries
- Ensure coverage of all responsibilities through strategic staff allocation
- Monitor daily enquiries for trend identification and early detection of outages

- Providing feedback to agents on call quality and statistics
- Constructively contribute to team meetings and strategic decisions

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Level 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Daniel McNamara, 6121 8487
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0760959

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 06 August 2025

Employment Conditions Division
Equity, Entitlements and International Branch International Labour section and
Pay Equity and Participation section

Job Title	Senior Policy Officer, Employment Conditions Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$101,833 - $111,979
Future Merit Locations	Sydney, Darwin, Hobart, Perth, Adelaide, Canberra, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	25/0809
Agency Website	https://www.dewr.gov.au/

Job Description

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

We are looking to fill an ongoing position in the International Labour section and non-ongoing position in the Pay Equity and Participation section.

The **International Labour section** is responsible for managing Australia's representation to the International Labour Organization (ILO). It works across the department and government to negotiate, ratify and report on international labour standards, and promote fundamental labour standards in other bilateral and multilateral fora. Within this team, the Senior Policy Officer will report to an Assistant Director and contribute to policy and strategy development for Australia's engagement with the ILO to reflect Australia's interests domestically and internationally.

The **Pay Equity and Participation section** is responsible for developing and implementing policy relating to pay equity and workplace relations reforms supporting women's workforce participation. Within this team, the Senior Policy Officer will report to the Assistant Director and contribute to policy and strategy development relating to flexible work conditions, the gender pay gap, and other workplace relations issues relevant to progressing gender equality.

We are looking for enthusiastic, motivated APS6 officers to assist with leading the development of these meaningful reforms and supporting their delivery, and engaging with the ILO. A merit pool will be formed to fill any other vacancies across the Branch as they occur.

Duties

Responsibilities of the APS Level 6 in the **International Labour section** may include:

- supporting policy projects as part of Australia's membership of the ILO which may include ratification of priority conventions and protocols and reporting against our obligations
- preparing advice such as talking points, departmental and ministerial briefing, submissions, cables for senior executives and ministers
- engaging with and consulting internal and external stakeholders to meet our policy and strategic objectives
- arranging visits, meetings and events, including travel, communications, stakeholder outreach and other tasks as required.

Responsibilities of the APS Level 6 in the **Pay Equity and Participation section** may include:

- preparing advice such as talking points, departmental and ministerial briefing, submissions, cables for senior executives and ministers
- engaging with and consulting internal and external stakeholders to meet our policy and strategic objectives
- policy research and using strategic judgement to help form departmental positions
- supporting Cabinet, Parliamentary, and legislative development processes.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

For the **International Labour section**, the ability to obtain and maintain a **Negative Vetting 1** security clearance is required.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Lani Rankin, 0428 267 690
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0760684

Australian Communications and Media Authority

Closing Date:Sunday 03 August 2025

Corporate and Research Division
Digital and Technology Services Branch ICT Security Section

Job Title	Cybersecurity Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	2357-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

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

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

Who we are

The **Digital and Technology Services Branch** provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose. The Branch provides a full service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.

The ICT Security Section is responsible for supporting the operation of secure and trusted systems by:

• proactively managing the agency’s cybersecurity landscape

• implementing, managing and monitoring fit-for-purpose security tools

• maintaining awareness and integrating with whole-of-government security frameworks

• supporting and advising ACMA staff to understand their security responsibilities.

The **ICT Security Section** is a key advisor to the Chief Information Security Officer (CISO) and Cybersecurity Steering Committee. The Section actively supports the CISO to undertake a range of functions for which they are accountable, including developing and maintaining risk, compliance and system accreditation registers. The Section is also responsible for ICT and cybersecurity operations, working collaboratively with a broad range of key internal and external stakeholders and service providers to drive and deliver security outcomes through program, project and business as usual activities.

This role is critical to the safety and security of the ACMA's digital, data and technology estate. As a digital-first business, we adopt a suite of contemporary technologies that you will play a leading role in protecting, including cloud services.

As the Cybersecurity Analyst, you will be at the front line of the ACMA's cyber defence. Your day-to-day will involve delivery of a range of strategic and tactical cybersecurity activities to protect our people, information and systems from cybersecurity threats.

You will be a key contributor to the implementation of the ACMA's cybersecurity strategy and support the development of security policy, standards, processes and procedures to enable us to achieve our cybersecurity objectives.

The Cybersecurity Analyst reports to the IT Security Manager and works consultatively and collaboratively with all members of the ICT Security team, and key project personnel that support cybersecurity maturity uplift and resilience initiatives. You will use your specialist skills and draw from your experience to inform, guide and advise leaders, peers and stakeholders on cybersecurity matters.

Duties

In this role you will:

• deploy, configure and maintain technologies to detect and respond to cybersecurity threats

• monitor, analyse and respond to cybersecurity events and incidents

• gather, assess and report on cyber threat intelligence and cybersecurity trends

• contribute to governance, risk and compliance activities, including security reviews and audits, system authorisation processes, and threat, risk, and security assessments

• actively monitor and respond to developments in the security landscape, including maintaining awareness and contemporary knowledge of industry best practice and Australian Government security policies and frameworks such as the PSPF, ISM and Essential Eight

• develop and maintain collaborative relationships with a broad range of internal and external stakeholders and service providers, to ensure effective and sustainable design and implementation of security solutions

• provide advice and specialist cybersecurity expertise to the business, to enable business outcomes that adhere to security policy and align with strategic security objectives

Eligibility

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

The successful applicant must be able to obtain and maintain a **Negative Vetting 1 (NV1)** clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

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

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

About the Australian Communications and Media Authority

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To Apply

Position Contact	Jonathon Milne, 03 9963 6908
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0760734

Australian Communications and Media Authority

Closing Date:Monday 04 August 2025

Corporate and Research Division
Digital and Technology Services Branch ICT Business and Support Services Section

Job Title	Site Support & Enquiries Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,079 - $83,783
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 4
Position Number	2443-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

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

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

Who we are

The **Digital and Technology Services Branch** provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose. The Branch provides a full service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.

About the role

We are seeking a proactive and customer-focused Support Officer to join our Corporate Service Desk within the **ICT Business and Support Services Section**. This role is central to delivering high-quality support to the Australian Communications and Media Authority (ACMA) and the eSafety Commissioner.

This role is based in Canberra and may require occasional travel or after-hours support. The Corporate Service Desk operates in a collaborative and inclusive environment, with a strong focus on professional development and service excellence.

As a first point of contact for ICT support, you will provide timely and effective assistance to users, resolve technical issues, and contribute to continuous improvement of service delivery. You will work collaboratively with internal teams and external service providers to ensure consistent and reliable ICT support.

In addition to your core duties, you will receive full training and support to perform the Enquiries Officer role within the ACMA’s Customer Service Centre, as required. This dual capability ensures flexibility and strengthens our team’s ability to respond to changing priorities.

Duties

In this role you will:

- Provide first-level ICT support to ACMA and eSafety staff via phone, email, and service management tools.
- Troubleshoot and resolve hardware, software, and network issues in a timely manner.
- Escalate complex issues to second-level support or external vendors as required.
- Maintain accurate records of incidents and service requests using the ITSM system.
- Assist with user account management, including onboarding and offboarding processes.
- Support the deployment and maintenance of ICT equipment, including laptops, mobile devices, and peripherals.

- Contribute to knowledge base articles and user guides to improve self-service capabilities.
- Participate in ICT projects and initiatives as required.
- Promote a positive customer experience through professional and good communication.

Eligibility

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

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

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

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

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

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To Apply

Position Contact	Julie Lyons, (02) 6219 5554
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0760823

Australian Communications and Media Authority

Closing Date:Sunday 03 August 2025

Consumer Division
Telecommunications Safeguards and Numbers Branch National Interests Section

Job Title	Senior Policy & Investigations Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$115,443 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1114-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

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Who we are

The **Consumer Division** manages policy, compliance and enforcement matters relating to telecommunications issues and consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia's spam and telemarketing laws and scam reduction activities.

The **Telecommunications Safeguards and Numbers Branch** is responsible for providing regulatory safeguards, education and advice to promote confidence in telecommunications services in Australia.

The **National Interests Section** is responsible for several work streams including:

- regulation of the Triple Zero (000) Emergency Call Service to ensure emergency calls are successfully carried from consumers to emergency services - including investigation of network outages impacting service delivery, and undertaking compliance and enforcement actions;
- regulation of telecommunications outages including implementation and review of new industry standards that ensure consumers, the public, industry and government are notified of network outages – this includes investigation of compliance with new rules, and undertaking compliance and enforcement actions;
- investigation of data breaches that impact telecommunications companies;
- regulation of the Statutory Infrastructure Provider (SIP) framework which ensures broadband services are provided to consumers in new real estate and building developments across Australia – and management of databases and SIP mapping capabilities to identify the SIP provider in each area of Australia;
- aspects of the ACMA's telecommunications work with national interest implications involving law enforcement, and issues related to identity verification of pre-paid mobile phone customers

Duties

As a **Senior Policy & Investigations Officer** in the National Interests Section, you will play an important role to ensure public safety with a focus on the Triple Zero Emergency Call Service and the new outages notification rules. The role includes development of regulatory policy and leading investigations, compliance and enforcement activity. You will be in your element assessing new and emerging issues against regulatory frameworks and providing high quality advice across a range of activities.

Although the role will focus on Triple Zero and outages work, you will be expected to contribute across the team when necessary, including diverse topics such as the Statutory Infrastructure Provider (SIP) regime, prepaid mobile identity verification requirements, and data breach matters. The National Interests Section also oversees management of issues with law enforcement and security agencies and reporting on interception and data retention activities.

Key responsibilities will include:

- Leading investigations and preparation of investigations reports and compliance actions

- Leading review of existing regulatory instruments and development of new regulatory instruments as required in response to developments in public safety expectations
- Reviewing and providing advice on potential legislative developments that impact the team's subject matter
- Staying informed of new policy and technology developments, and their impact on the existing regulatory rules and implications for public safety
- Liaison with stakeholders from the telecommunications industry, consumer groups, the public and government, including relationships across federal and state/territory jurisdictions.
- Drafting public consultation papers and development of regulatory instruments and standards (including review of existing instruments and standards)
- Participation in development of industry codes, and assessment/registration of industry codes
- Responding to consumer and industry queries

Eligibility

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

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

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

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

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To Apply

Position Contact	Paul Nicholas, 03 9963 6869
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0761003

Australian Communications and Media Authority

Closing Date:Thursday 31 July 2025

Corporate and Research Division
Digitial and Technology Services Branch ICT and Platform Services Support Section

Job Title	Network and Systems Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$115,443 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	2838-2025-2
Agency Website	http://www.acma.gov.au

Job Description

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

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Who we are

The **Digital and Technology Services** (DTS) branch contributes to the success of the ACMA by supporting employees through the provision of core ICT functions and the delivery of a coordinated program of Digital and Technology projects to internal and external stakeholders. As an enabling service, DTS works with the ACMA through the provision of specialised ICT systems, exploring digital business opportunities, and supporting ACMA enquiry handling and service delivery via the Customer Services Centre and online channels.

The **ICT Platform Services and Support Section** (IPSS) is a collaborative multi-disciplinary team. The objective of our team is to deliver a professional operations capability, ensuring the security, maintenance, availability, and reliability of the agency's ICT platforms across both cloud and on-premises environments.

About the role

The Network and Systems Engineer is a high performing engineering role encompassing people, program and stakeholder management responsibilities. This role works with a considerable degree of independence and under broad direction.

Duties

As a Network and Systems Engineer, you will be expected to:

- Develop, operate and maintain the ACMA’s network infrastructure environments, ensuring support standards are met.
- Deliver a range of services using Cisco’s ecosystem and integration with other Commercial Off-The-Shelf (COTS) products and services, (including Fortinet suite of products, DWDM, Umbrella).
- Uplifting and maintaining Essential 8 principles within the ACMA’s operating environment.
- Provide expert engineering guidance and leadership within one or more technology domains.
- Monitor and manage network services provided by third party providers.
- Support and troubleshoot network issues within a software defined network framework.
- Develop and maintain standard operating procedure documents for the ACMA’s network environment.

You will have a strong understanding of Security-first solutions and best working practices within the ICT environment. The Network and Systems Engineer will develop, manage, and maintain a range of internal and external stakeholder relationships and professional networks. This role will

suit an individual who has a diverse Cisco networking background and has a willingness to develop core skill within the Microsoft Azure Cloud ecosystem related to networking services.

Eligibility

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

The successful applicant must be able to obtain and maintain a **Negative Vetting 1 (NV1)** security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

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To Apply

Position Contact	Nathan Penhaligon, (02) 6219 5144
Agency Recruitment Site	https://www.acma.gov.au/careers

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