



Commonwealth of Australia
APSJobs - Vacancies Daily
PS29 Daily Gazette Friday - 21 July 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS30 Weekly Gazette Thursday - 27 July 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS30 Weekly Gazette Thursday - 27 July 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0726739

Australian Competition and Consumer Commission

Closing Date: Sunday 06 August 2023

Corporate Division
Information Management and Technology Services Branch

Job Title	Infrastructure Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$92,228 - \$126,815
Classification	APS Level 6;Executive Level 1
Position Number	EA2023/234
Agency Website	https://www.accc.gov.au/

Job Description

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

About the branch

The Information Management & Technology Services (IMTS) branch expertly delivers easy to use and reliable business solutions that support the ACCC in meeting their objectives. The key priorities for the branch are to:

- Enable data-led insights by making available the right tools and expertise
- Deliver fit for purpose business applications and increased automation
- Provide ready access to information through enhanced management, re-use, sharing and discoverability
- Provide stable, available, and secure ICT
- Foster a diverse and high-performing workforce underpinned by collaborative and flexible ways of working

The branch is delivering a multi-year transformation program called the Working Smarter Program. The program will stabilise, modernise and transform the agency's ICT ways of working to become a digital driven organisation, The program has an ambitious agenda, a strong track record of delivering real outcomes, with a diverse, inclusive and dedicated team.

Duties

About the role

This role is core to the day-to-day technical operations of the ICT environment and has responsibility for actively managing Managed Service Contract(s), including contract amendments, tracking of performance metrics, and driving service improvement. The EL1 role will also provide architectural input into on premises and Azure environments.

This role will require you to be a subject matter expert in contemporary Microsoft Technologies to be able to identify opportunities for improvements and troubleshoot issues in the underlying technical environment.

The role will also need to be able to build strong productive working relationships, working closely with internal and external architecture, cyber security, and delivery teams to monitor change and share knowledge to ensure that great IT service is provided to the agency.

Responsibilities of the position include:

- Management of supporting Managed Services contract(s), including leading activities regarding contract amendments and renewals
- Management and oversight of ICT Managed Services, including driving efficiencies through SLA enforcement
- Design and implementation of Agency infrastructure environment for both on premises and Azure
- Perform a key cross-function stakeholder coordination role for the ICT infrastructure environment, including liaising with peers across Cyber Security, Application Development and Architecture teams.
- Process ownership of Capacity and Availability Management Processes
- Application of Microsoft Technologies knowledge including MS Azure, Microsoft 365
- Drive efficiency and effectiveness of the operations of the IT ecosystem
- Prepare and produce management reporting as required

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

How to apply

You'll be asked to upload your resume (maximum 2 pages) and statement of claims addressing the selection criteria that is no more than 500 words. When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

You will also be asked to indicate in your application whether you wish to be considered for the role at the APS6 classification, the EL1 classification, or both the APS6 and EL1 classification levels.

Salary:

APS6: \$92,228 - \$103,370 per annum (plus 15.4% superannuation)

EL1: \$114,589 - \$126,815 per annum (plus 15.4% superannuation)

Contact Officer: Joseph Street, [07 4729 2613](tel:0747292613) joseph.street@accc.gov.au

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

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Joseph Street, 07 4729 2613
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0726908

Australian Competition and Consumer Commission

Closing Date: Sunday 06 August 2023

AER-Consumers Policy & Markets

Job Title	Assistant Director, Product Owner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/238
Agency Website	https://www.accc.gov.au/

Job Description

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

Consumers, Policy & Markets Division

The Consumers, Policy & Markets Division within the AER, has been established to integrate the consumer voice with our policy work across the energy system, while being informed by sophisticated data analysis and evidence.

The Division is key to the AER Objectives:

- Effectively regulate competitive markets through monitoring and reporting, enforcement and compliance;
- Protect vulnerable consumers while enabling consumers to participate in energy markets; and
- Use our expertise to inform debate about Australia's energy future and support the energy.

The Division has four major functions: Strategic Policy and Energy Systems Innovation; Market Performance; Consumers; and Data Strategy.

The Consumers Branch consists of three teams; Energy Made Easy & Consumer Data Right, Consumer Engagement & Insights, and Consumer Projects. We aim to help markets meet consumer needs and preferences by understanding and championing consumer interests and driving a consumer centric culture at the AER. The branch is tasked with delivering improvements to the Energy Made Easy website, implementing consumer data right (CDR) for energy consumers, developing the AER's consumer engagement strategy, coordinating consumer groups/panels across the AER, and delivering a number of key consumer collaboration projects.

Duties

The Assistant Director, Product Owner will work closely with the Director, Consumer Data Right and Energy Made Easy (Product Manager) to implement an already established product backlog including leading the product team and guiding the MDT on priorities with the consumers being at

the forefront of any decision. The Assistant Director, Product Owner will continuously work with stakeholders to identify improvement opportunities based on prioritisation of government, users/ consumers and technology requirements.

Assistant Directors will perform some or all of the following duties:

- Negotiate, engage and manage relationships with internal and external stakeholders to deliver products and services, and build technology and service delivery capability
- Understand and advocate for the consumers best interests, ensuring consumer centricity is priority
- Collaborate with key stakeholders to identify and understand program/project drivers, goals and objectives, in order to elicit and define product requirements and contribute to solution design
- Lead and drive strategic planning and development of the AER's CDR and EME related technology roadmap to ensure delivery milestones are met
- Support the delivery of agile technology projects to design, build, implement and maintain the AER's CDR and EME related applications, including attending, leading and participating in relevant agile ceremonies
- Support the development of clear and defined work plans and timeframes for self and the product team in the context of business priorities
- With input from stakeholders, support the development and prioritisation of the team's product backlog and acceptance criteria for solutions, ensure alignment with roadmap milestones, and accept/approve completed deliverables
- Support relevant software development life cycle business responsibilities such as user acceptance testing, production verification testing, and release management
- Identify and monitor project risks, and implement mitigation strategies where needed as guided by the Project Manager
- Participate in, and drive the continual improvement of ways of working
- Represent the AER in external forums in relation to its CDR and EME work program.

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

Eligibility

Notes

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

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To Apply

Position Contact	Evie Redshaw, 0407 034 992
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0726923

Australian Competition and Consumer Commission

Closing Date: Sunday 06 August 2023

Infrastructure Division
Communications Markets and Advocacy Branch

Job Title	Director, Retail Markets, Strategy and Advocacy
Job Type	Full-Time; Part-Time, Ongoing
Location	Hobart TAS, Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/239
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Communications Markets and Advocacy Branch

The Communications Markets and Advocacy Branch plays a pivotal role in contributing to ACCC/AER outcomes by promoting competition in broadband markets and protecting consumer interests, including:

- Maintaining effective oversight market developments of the communications sector as it undergoes a period of significant structural and market change

- Developing and implementing a fundamental revision to the NBN Special Access Undertaking, as well as promoting compliance with structural and access obligations for superfast broadband access networks more broadly
- Maintaining guidelines for suppliers in wholesale and retail broadband markets concerning their access obligations and marketing practices
- Providing transparency over the quality of wholesale and retail broadband services
- Supporting the broader Infrastructure Division through coordination and reporting activities, and other ACCC Divisions in their work as it relates to the communications sector.

Duties

The Director, Retail Markets, Strategy and Advocacy manages a team that works to boost efficiency and competition in retail broadband markets, as well as providing coordination and corporate reporting functions for the Infrastructure Division. The Director also forms part of the branch's leadership team and contributes to the strategic direction of the Branch.

As the Director, Retail Markets, Strategy and Advocacy, you will:

- Provide leadership and support to a team with a broad skill set, including problem solving and policy development, report writing, data analysis, management of a significant contract for service, internal and external stakeholder engagement, and business and project planning
- Successfully deliver the ACCC's Measuring Broadband Australia Program
- Contribute to the development and application of compliance and engagement strategies to resolve significant failures in retail communications markets
- Provide effective support to the Executive General Manager, Infrastructure Division, through the preparation of business plans, internal and external facing reports, and briefing materials
- Champion knowledge sharing and learning and development opportunities on behalf of the Infrastructure Division through supporting staff networks and managing a staff seminar series.

Directors take ownership, exercise judgement and autonomy and make reasonable decisions on complex issues. They are required to work in a flexible environment and adapt to meet immediate and future challenges and are accountable for accurate, timely and quality outcomes.

This position reports to the General Manager, Communications Markets and Advocacy.

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

Eligibility Notes

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

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To Apply

Position Contact	Sean Riordan, 03 9290 1889
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0727033

Australian Competition and Consumer Commission

Closing Date: Sunday 06 August 2023

AER-Executive and Enforcement Division
Compliance and Enforcement Branch

Job Title	Senior Investigator / Senior Compliance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/242
Agency Website	https://www.accc.gov.au/

Job Description

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

About the Compliance and Enforcement Branch

The Compliance and Enforcement Branch is responsible for compliance and enforcement activities across the energy market. The branch works with other AER branches, the ACCC and other regulators in respect of relevant enforcement and compliance activities.

This includes the development of risk-based compliance programs, industry education and engagement on key issues, managing retailer authorisations and exemption applications, assessing retailer hardship policies, and undertaking general compliance assessments and audits.

We are responsible for conducting investigations into alleged breaches of the electricity, gas and retail laws and rules and for implementing the AER Board's decision in respect of compliance and enforcement action.

Our purpose is to be the fair, independent and accountable regulator of the energy markets promoting good behaviour by market participants and reducing consumer and market harms. We make energy consumers better off by using innovative regulatory approaches and deploying the right regulatory tools to solve problems.

Duties

These roles provide an opportunity to work with interesting and knowledgeable people in a dynamic, exciting and challenging environment that will enhance your skill set and allow you to contribute to meaningful decisions that impact the economic welfare of all Australians.

These roles will involve, under broad direction:

- Contributing to the development and implementation of risk based compliance initiatives to achieve efficient and effective outcomes that raise awareness, clarify obligations and influence business compliance
- Keeping accurate, thorough and functional records, including capturing documents in information management systems and updating systems and reports in a timely manner and storing evidence in line with the evidence management guidelines
- Working flexibly as part of teams across a range of projects at the same time and across geographic locations
- Building and maintaining constructive working relationships with staff, AER Board members, senior managers, external advisors, energy market participants, Government (Federal and State/Territory) and consumer groups and other stakeholders to progress AER functions and projects
- Assisting in the supervision and development of staff as required, including by mentoring, supervising and delegating work to, and reviewing work prepared by, more junior staff and contributing to staff training
- Identifying and contributing to initiatives to improve the way the AER manages workflows and processes for enforcement and compliance
- Draft written material for a wide audience including correspondence, minutes, briefings, guidelines, advices and submissions on enforcement and compliance issues, and Committee and Board papers.

Senior Investigator

Senior Investigators are responsible for the conduct and routine management of investigations into possible contraventions of energy laws. You will add value through your analytical, technical skills and interpersonal skills, as well as drive and initiative.

This position reports directly to an Assistant Director, in the enforcement area of the Branch and operates with a high level of autonomy.

The successful applicant will contribute to enforcement outcomes that support the achievement of the AER's purpose to make all energy consumers better off, now and in the future.

Senior Investigators conduct investigations under broad direction from an Assistant Director. The key deliverables of this role include:

- Investigating, researching, analysing and evaluating possible contraventions of energy laws and rules
- Analysing information gathered in the investigation in order to assess the probity of the information, further information required and potential sources of further information, creating evidence matrices
- Identifying logical next steps and the most suitable resolution for investigations and persuasively communicating the reasons for decisions and recommendations. Contributing to the development and implementation of risk based enforcement initiatives to achieve efficient and effective outcomes that raise awareness, clarify obligations and influence business compliance
- Conferring with and instructing lawyers and technical advisors in relation to matters under investigation and subject to proceedings
- Drafting a range of written material for a wide audience including, information requests and other correspondence, minutes, briefings, instructions to internal and external lawyers, infringement notices, compulsory notices, media releases, and Committee and Board papers
- Drafting case theory and theory of harm, reviewing court documents, attending Court to give evidence where required
- Interviewing witnesses and drafting witness statements.

Senior Compliance Officer

Senior Compliance Officers research, interpret and assess potential contraventions of energy laws and rules in accordance with AER processes, and contribute to the development and implementation of risk-based compliance initiatives. They contribute to compliance outcomes that support the achievement of the AER's purpose to make all energy consumers better off, now and in the future.

Senior Compliance Officers report directly to an Assistant Director in the Compliance and Enforcement Branch and operate with a high level of autonomy.

Senior Compliance Officers in the Compliance and Enforcement Branch will perform some or all of the following duties:

- Assess applications for retailer authorisation or exemption to obtain an authorisation under regulatory frameworks
- Analyse, assess and advise on regulated business participation in energy markets in a timely way
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions
- Undertake regular reviews of energy business compliance with energy laws and rules, conducting audits or compliance studies, and undertaking reviews of market events.

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

Eligibility Notes

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

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To Apply

Position Contact	Rebecca Wain, (03) 9290 1488
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0726991

Australian Government Solicitor

Closing Date: Friday 04 August 2023

Australian Government Solicitor
Dispute Resolution Civil Claims

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Lawyers (APS5 and APS6)
- Adelaide, Brisbane, Canberra, Melbourne and Sydney
- Ongoing (permanent) and non-ongoing roles

Opportunities exist for Dispute Resolution Lawyers to join our Civil Claims team.

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 660 staff, including over 470 lawyers, we work in more than 40 different areas of law related to government.

About these roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting

royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

The Civil Claims team works on class actions, other tort claims, commercial litigation, native title cases and a range of other disputes.

In these roles you will:

- work primarily in the Civil Claims team on significant and complex tort claims in Federal and State jurisdictions and on Royal Commissions and Inquiries
- analyse documents and advise on legal risk and management strategies
- brief counsel, instruct experts and engage with witnesses in order to prepare claims for alternative dispute resolution and/or trial
- work closely with teams of AGS lawyers located across Australia
- provide a high standard of client service and maintain strong client relationships
- be part of the AGS Dispute Resolution team.

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

About you

This role will suit Dispute Resolution Lawyers with experience or interest in litigation. The successful candidates will ideally have:

- generally 1-5 years' post-admission experience in the relevant field
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships
- thrive in a busy team environment
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade
- think creatively and can deliver innovative client-focused legal solutions.

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

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

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

To apply

To apply, please click the 'Apply' button. Applications close at 5pm (AEST) on Friday, 4 August 2023.

Further enquiries

Further information can be obtained by contacting Jill Mackay, HR Business Partner, on 02 9581 7568.

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the NV2 level.

Notes

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

About the 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 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ag.gov.au/employment/current-vacancies.html

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Vacancy VN-0727020

Australian Government Solicitor

Closing Date: Sunday 06 August 2023

Australian Government Solicitor
Commercial

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Duties

Senior Lawyers

- Senior Lawyers – Executive Level 1 (Senior Associate equivalent)
- Opportunities in Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane
- Attractive remuneration package and flexible working arrangements available

Permanent roles exist for experienced Commercial lawyers with expertise and experience in technology/ICT, complex procurement and contracting, construction and projects or corporate advisory to join AGS's national Commercial group.

About us

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

AGS is diverse. With offices in every capital city and a team of 660 staff, including 470 lawyers, we work in more than 40 different areas of law related to government.

About the role

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

- some of Australia's largest infrastructure projects
- cutting edge technology, ICT and IP projects
- 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 and
- the establishment, governance and financing of Australian Government entities.

This is an exciting opportunity for a commercial lawyer wanting to build the next phase of their legal career in one or more of the practice areas above in the Commonwealth context. AGS's Commercial practice has 65 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 this role 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 and
- work as one of the Australian Government's most trusted legal advisors.

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

About you

We are particularly interested in candidates with 5 or more years' experience in one or more of: ICT/IP law, government contracting, probity and integrity advice or construction law. Applicants with general commercial or corporate advisory experience are encouraged to apply.

The successful candidate will ideally have:

- a minimum of 5 years since admission
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships
- the ability to manage multiple client relationships and deadlines
- 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.

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

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

To apply

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

Applications close at 5:00pm (AEST) on Sunday, 6 August 2023.

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 NV 2 Level.

Notes

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

About the 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 660 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.ag.gov.au/employment/current-vacancies.html

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Vacancy VN-0727125

Australian Government Solicitor

Closing Date: Friday 04 August 2023

Australian Government Solicitor
Dispute Resolution

Job Title	National Leader - Dispute Resolution
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 2
Position Number	0306/23_AGS/DR-EXT
Agency Website	

Job Description <https://agcareers.nga.net.au/?jati=BBFECD28-912D-B3AF-AC93-D1D605FD7ABD>

- Senior practitioner and leadership role
- Senior Executive Service Band 2
- Ongoing (permanent)
- Canberra, Melbourne or Sydney

Duties

The Australian Government Solicitor (AGS) is seeking applications from senior litigation lawyers to lead its national dispute resolution practice and work on dispute resolution matters of significant importance, sensitivity and complexity to the Commonwealth.

About us

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 legal solutions which support the work of the Australian Government. 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 660 staff, including over 470 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

This is an exciting opportunity for a dispute resolution lawyer interested in a rewarding career at a Senior or Managing Partner-equivalent level within the Commonwealth's Senior Executive Service. The role operates at a strategic level. The role is an integral part of the senior leadership of the AGS group and is a professional leader and role model in the department.

In this role you will:

- lead a substantial legal team comprising over 300 lawyers located across Australia
- be part of a supportive, collegiate and high performing national legal practice

- work as one of the Australian Government's most trusted legal advisors
- strategically advise on the Commonwealth's most important, highprofile, sensitive and complex legal matters.

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

About you

The successful applicant will need to possess the following skills and attributes:

- exceptional legal experience (including at senior executive or partner level) across a broad range of legal issues relevant to the Commonwealth
- a thorough understanding of the Commonwealth legal environment
- exemplary leadership and managerial skills and a commitment to the highest professional and ethical standards
- the ability to provide strategic advice to the highest levels within Government
- demonstrated ability in senior stakeholder engagement
- excellent professional judgement and interpersonal skill.

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 competitive remuneration packages, including 15.4% superannuation.

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

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

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level and be willing to undergo Positive Vetting level if required.

To apply, please click the 'Apply' button and ensure that you upload a maximum 3 page cover letter indicating your relevant experience with reference to the required skills and experience set out above and in the relevant role description, along with a copy of your CV.

Applications close at 5pm (AEST) on Friday, 4 August 2023.

Further enquiries

Further information can be obtained by contacting Jillian Mackay, HRBP, DR on 02 9581 7568.

Eligibility

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

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 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jillian Mackay, 02 9581 7568
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=BBFECD28-912D-B3AF-AC93-D1D605FD7ABD

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Vacancy VN-0727198

Australian Security Intelligence Organisation

Closing Date:Monday 21 August 2023

NA
NA NA

Job Title	Technologist Graduate Program – 2025
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,602 - \$95,213
Classification	APS Level 4
Position Number	Various
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 values diversity and believe that diverse perspectives drive innovation and growth. We are committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age, neurodiversity or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value. Find out more about diversity and inclusion at ASIO.

Get ahead of the game

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

Are you in the penultimate (second last) year of your studies? Will you finish your degree by 2025? Would you like to secure a job before you start your final year of studies? Are you planning a gap year in 2024? Get ahead of the game and apply now for our 2025 Technologist Graduate Program.

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 one of the below streams, based on your academic backgrounds, skills and experience.

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

On the TGP you will undertake three workplace rotations designed to showcase the breadth of work that ASIO undertakes. Below is a snapshot of some of the functions you may perform while on the graduate program:

- Work with industry and domestic partners to investigate, implement and manage new capabilities, networks and technologies.
- Collaborate with business users to develop high-quality, high-performance software solutions within an agile environment.
- Advance unique solutions to exploit technically-collected data, including through use of Machine Learning and neural networks.
- Reduce the attack surface and assure the ongoing security posture of IT infrastructure.
- Undertake reverse engineering activities.
- Directly support cyber security investigations.
- Conduct forensic analysis of digital media.
- Provide technical collection capabilities, including telecommunications interceptions.
- Undertake complex data analysis and innovative visualisation to aid investigations.
- Evaluate technical surveillance counter measures.
- Engineer high-end mechanical and electrical solutions.

The 12 month program commencing 2025 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. Some applications may also be considered for intakes in Mid - 2024.

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 security clearance at the highest level.
- Have completed a degree of technical relevance, which includes but is not limited to the listed degrees and specialisations above.
- Have completed your degree by the program commencement date or in the three years prior.
- Be willing to relocate to Canberra (relocation assistance is provided).

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.

Location

The Technologist Graduate Program is located in Canberra. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

What you will bring

Preferred candidates will possess the following attributes:

- Ability to work collaboratively in dynamic teams.
- Display an ongoing commitment to technical learning.
- Design and deliver innovative solutions to constantly evolving technical problems.

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 three years prior, with a degree of technical relevance, such as:
 - o Software or Computer Systems Engineering
 - o Cyber Security
 - o Network Engineering
 - o Cloud Computing
 - o Computer Science
 - o Information Technology or Information Systems
 - o Digital Forensics
 - o Electrical/Electronic Engineering
 - o Data Engineering, Data Science or Data Analytics
 - o Mathematics or Statistics
 - o Telecommunications
 - o Project Management or Business Analysis with an ICT focus.

Notes

What we offer you -

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Top Secret security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, including four 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).
- Seven staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Extensive training opportunities including technical accreditation where role related.
- Study assistance, including financial support and study leave for tertiary education.
- Access to an Employee Assistance Program (EAP).

Closing date and time

Applications close 21 August 2023 at 5.00pm AEST. No extensions will be granted and late applications will not be accepted.

Employment conditions

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

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 is committed to equal opportunity for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. If you require reasonable adjustments during any stage of the recruitment process, please let us know.

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.

Enquiries

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

More information

For more information about ASIO, please visit: www.asio.gov.au as well as our Technology, trades and project management page.

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 6257 4916
Agency Recruitment Site	https://www.asio.gov.au/careers

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Vacancy VN-0727182

Australian Signals Directorate

Closing Date: Friday 04 August 2023

Chief Operating Officer Group
Integrity, Security, Assurance & Corporate

Job Title	ASD Executive Level 2 Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$131,953 - \$158,385
Classification	Executive Level 2
Position Number	ASD/06072/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering [REDSPICE](#), which is the most significant single investment in the Australian Signals Directorate's 75 years.

The EL2 Director opportunities are in a range of roles across both Governance Branch, and Finance and Business Management Branch.

Governance Branch contains a range of teams supporting ASD's Director-General and senior leadership. This includes senior committee secretariat, internal audit coordination, risk and performance management, corporate plan and annual report writing, organisational policy administration, and records and archive management.

Finance and Business Management Branch is responsible for financial management and oversight, producing ASD's financial statements, procurement governance, asset management, business improvement, contractor and industry panel engagement, and the delivery of various shared services.

A merit list will be created from this round, which may be drawn from by other Branches across ASD.

About the Role

As an ASD Director you will, under limited direction, lead and manage a section of staff to deliver one or more key enabling functions to the enterprise. You will take ownership of significant responsibilities and work across a broad range of internal and external stakeholders to address challenges, provide expert advice and deliver solutions.

As a Director in Governance, Finance, or Procurement and Contracting, you will be required to undertake work with a high level of complexity or sensitivity and operate under broad direction. You will exercise a significant degree of independence and perform an important leadership role.

You will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement. EL2 employees provide a high level of advice to senior management as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political, or operational significance.

Employees are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

As an ASD EL2 Governance Director this may include, but is not limited to:

- Providing secretariat support to ASD's Executive Committee and other senior decision-making bodies;
- Leading ASD's internal audit, enterprise risk framework, and enterprise performance framework.
- Producing ASD's Annual Report, Corporate Plan, and similar statutory documents.

As an EL2 Finance Director, you will lead a team charged with:

- Providing strategic financial advice and reporting;
- Management of the ASD's internal budgeting function and reporting and administration of the internal budgeting system;
- Development of the financial statements and external budgeting function including Portfolio Budget Statement and Portfolio Additional Estimates Statement development;
- Ensuring compliance with the Commonwealth Resource Management Framework through the provision of policy advice, compliance monitoring and delivery of finance training to ASD staff.

As an EL2 Procurement and Contracting Director, you will lead a team charged with:

- Providing expert advice on complex issues relating to procurement and contract management to a broad range of stakeholders;
- Guiding and advising all aspects of procurement processes including planning, tendering and contract formation and management, ensuring compliance with legislation, procurement policies, processes and procedures;
- Contributing to business improvement including developing strategies, policies and procedures that can drive ongoing business maturity through the organisation.

Duties

Our Ideal Candidate

Our ideal candidate is a driven and experienced leader with a passion for providing excellent corporate services to senior leadership and the organisation as a whole.

Our ideal candidate values the importance of leading a diverse and inclusive team to deliver results in support of broader organisational goals and aims in a fast-paced environment.

Our ideal candidate will embrace the challenge of joining an organisation undergoing rapid growth and transformation, and supporting outcomes to further Australia's national interest.

Eligibility

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

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

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

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

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

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>

To Apply

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

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Vacancy VN-0727138

Australian Sports Commission

Closing Date:Friday 04 August 2023

AIS Performance
Performance Support

Job Title	High Performance Centre Advisor
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$98,209 - \$113,229
Classification	APS Level 6
Position Number	1677
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

Who are we – Performance Services is a specialised multi-disciplinary team of specialists who deliver performance services to support the AIS campus' based high performance activities that include NSO elite, pre-elite and development and intensive rehabilitation camps. The Team oversees the management and quality assurance of the AIS High Performance Centre facilities dedicated to supporting the provision of performance services to Australia's national sporting network. Services from within the multi-disciplinary team can incorporate a range of elements from Nutrition, Food Services to Strength & Conditioning and Biomechanics. The Performance Services Team works with NSO's in the planning and delivery of the best possible camp environment that will optimise the performance outcomes NSO's are wishing to achieve. These outcomes are discussed, developed and customised and then agreed with the NSO prior to confirming a camp schedule to target the outcomes the sport is wanting. Complementary themes can be built into camp plans to enhance specific performance outcomes, including adaptation and

environmental support, pre-departure and competition strategies.

What we want – This position will be responsible for managing and contributing to a team that coordinates and facilitates the AIS High Performance Facilities, Recovery Centre, equipment, technologies and associated quality assurance (QA) processes to ensure that they are all operating at optimal function to support AIS campus operations. In consultation with the Performance Services Manager, engage and implement the organisational strategic agenda to achieve section and business outcomes.

What the applicant needs – We are looking for a self-motivated, driven and collaborative individual with excellent interpersonal skills who demonstrates initiative to engage with both internal team members and external sports to optimise the performance solutions offered on the AIS campus.

The successful candidate will have:

- Tertiary qualifications and/or demonstrated experience in science laboratory management, sport science or sports servicing related discipline.
- Experience managing a technical or scientific laboratory environment and associated resources.
- Demonstrated record of providing leadership and management to achieve high personal and team performance and meet organisational and business objectives.
- Demonstrated experience in managing financial resources, risk management, and business planning.
- Capability to provide performance testing support.
- Demonstrated ability to provide professional 'leadership' and undertake a lead role in ways that produce performance outcomes through collaborative partnerships and positive workplace and broader sport relationships.
- Experience delivering cultural change through influence, evidence based research and using innovative techniques.
- Demonstrated ability to work across multi-disciplinary teams and collaborate effectively to achieve improved high performance sport outcomes and positive workplace and sport relationships.

Eligibility

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

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

Notes

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

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

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999.

The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

About the Australian Sports Commission

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

To Apply

Position Contact	julian.jones@ausport.gov.au, 02 6214 1645
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0727148

Australian Sports Commission

Closing Date: Thursday 03 August 2023

Diversity, People and Culture
Sport Wellbeing and Engagement

Job Title	Career and Transition Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$115,540 - \$136,336
Classification	Executive Level 1
Position Number	1656
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

We are the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

We play a unique role in the sport ecosystem and tackle the big challenges and opportunities with and for the sector. We play different roles based on where and how we can add the most value through our expertise, leadership and voice.

We exist because sport matters. It drives all we do at the Australian Sports Commission (ASC), including our culture. We stand for respect, integrity, teamwork and excellence. These values underpin how we treat each other and our stakeholders, how we deliver for sport and how we create the world's best environment at the ASC.

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

Who are we –

The Sport Wellbeing and Engagement Branch purpose is to lead the high performance systems' approach to the wellbeing of its people through the delivery of targeted programs, services and partnerships that enable the system to win well. The Branch prioritises the development and delivery of integrated, holistic services and programs that are designed to improve an athletes' ability to effectively navigate their high performance pathway and to enable them to achieve sustained success as a person and in their athletic pursuits.

What we want –

Working collaboratively across the Sport Wellbeing and Engagement Branch, you will support the delivery of the ASC's high performance sport Wellbeing and Engagement program of work. You will do this by leading the development, implementation and evaluation of career development and transition programs for high performance athletes, coaches and staff. You will also lead and/or contribute to the implementation of work under the 2032+ High Performance System Strategy relating to athlete transitions.

What the applicant needs –

You will be an experienced and motivated individual who is a strategic thinker with excellent relationship building skills and experience in the design, delivery and evaluation of career development and/or transition program.

The successful candidate will have:

- Qualifications and/or demonstrated experience in areas such as: project and program management; strategy development; career development or related field.
- Demonstrated experience in successfully designing, implementing and evaluating career development programs and services.
- Demonstrated success engaging and managing relationships with a wide range of internal and external stakeholders to achieve outcomes.
- Demonstrated understanding of Australia's high performance sport system.
- Demonstrated contemporary knowledge of wellbeing and its relevance in Australia's high performance system.
- Experience managing small teams that achieve results.
- High level written and communication skills.

This position is an **ongoing**, full-time position, however part-time and job share arrangements would be considered.

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

Acknowledgement of Country

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

Eligibility

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

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

Notes

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

About the Australian Sports Commission

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

To Apply

Position Contact	Sonia Boland, National Wellbeing Manager, 0481 483 802
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0727159

Australian Sports Commission

Closing Date: Thursday 03 August 2023

Diversity, People and Culture
Sport Wellbeing and Engagement

Job Title	Engagement Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,540 - \$136,336
Classification	Executive Level 1
Position Number	1658
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

We are the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

We play a unique role in the sport ecosystem and tackle the big challenges and opportunities with and for the sector. We play different roles based on where and how we can add the most value through our expertise, leadership and voice.

We exist because sport matters. It drives all we do at the Australian Sports Commission (ASC), including our culture. We stand for respect, integrity, teamwork and excellence. These values underpin how we treat each other and our stakeholders, how we deliver for sport and how we create the world's best environment at the ASC.

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

Who are we –

The Sport Wellbeing and Engagement Branch purpose is to lead the high performance systems' approach to the wellbeing of its people through the delivery of targeted programs, services and partnerships that enable the system to win well. The Branch prioritises the development and delivery of integrated, holistic services and programs that are designed to improve an athletes' ability to effectively navigate their high performance pathway and to enable them to achieve sustained success as a person and in their athletic pursuits.

What we want –

Working collaboratively across the Sport Wellbeing and Engagement Branch, you will support the delivery of the ASC's high performance sport Wellbeing and Engagement program of work. You will achieve by leading the development, implementation and review of engagement programs that are designed to connect and engage high performance athletes, coaches and staff with their local communities. Leading a small team, you will create opportunities for meaningful social impact that builds pride and inspiration in the Australian sporting system.

What the applicant needs –

We are looking for an experienced and motivated individual with excellent relationship building skills and experience in the design, delivery and evaluation of community based engagement or education programs.

The successful candidate will have:

- Qualifications and/or demonstrated experience in areas such as: project and program management; social and community engagement programs; or community education.
- Demonstrated understanding of Australia's high performance sport system.

- Demonstrated understanding of the role social connection and engagement has on individual and organisation wellbeing.
- Demonstrated success engaging and managing relationships with a wide range of internal and external stakeholders to achieve outcomes.
- Demonstrated high level organisation skills.
- Experience managing small teams that achieve results.
- High level of written and communication skills.

This position is an **ongoing**, full-time position, however, part-time or job share arrangements would be considered.

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

Acknowledgement of Country

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

Eligibility

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

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

Notes

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

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high

performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Sonia Boland, 0481 483 802
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0727139

Department of Finance

Closing Date: Sunday 06 August 2023

Procurement & Insurance

Job Title	Procurement Managers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/221
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION & SECTIONS

Procurement and Insurance Division is responsible for:

- providing advice and guidance to the Government on the procurement policy framework;

- managing AusTender, the Government's centralised procurement information and e-tendering system;
- providing technical advice to support government procurement elements of international trade negotiations;
- coordinated procurement contracting arrangements for whole of government procurement including consultants, contractors, travel, motor vehicle leasing, advertising and stationery and office supplies;
- Comcover and risk management policy; and
- administering discretionary financial assistance through the Government's special claims mechanism.

The Strategic Procurement Teams are responsible for the establishment and implementation of non-ICT whole of government procurement arrangements. The teams are also responsible for re-tendering of the arrangements. The arrangements increase efficiency and reduce costs for entities.

The whole of government arrangements Finance manages are outlined at <https://www.finance.gov.au/government/procurement/whole-australian-government-procurement>

Duties

ABOUT THE OPPORTUNITY

The Strategic Procurement Teams has several vacancies for procurement/project managers. We are looking for people with procurement and/or project management skills who have the ability to work collaboratively as part of multi-disciplinary teams to lead and support the scoping, planning and execution of strategic procurement activities for the Australian Government.

The EL1 duties include:

- leading a small team to undertake procurement projects to deliver strategic 'whole of Australian Government' tendering and contracting arrangements
- managing contracts with probity and legal advisers
- representing Finance at meetings with external stakeholders
- working proactively and collaboratively with stakeholders, including from other government entities and industry
- managing the end-to-end procurement process including stakeholder consultation, preparation of tender documentation, tender evaluations, negotiations, notification of tender outcomes and providing debriefs.
- administering and maintaining procurement plans and related systems and processes, resolving issues and identifying improvements
- drafting reports, advice, and briefings with a high level of accuracy
- transitioning procurement arrangements to a contract management team.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Justin Gain, (02) 6215 2127
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0727187

Department of Finance

Closing Date: Wednesday 09 August 2023

Property and Construction Division

Job Title	Director - Property and Construction Division – Various Roles
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$143,499 - \$168,942
Classification	Executive Level 2
Position Number	2023/224
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

Property and Construction Division is responsible for a wide range of policy, programs, operational and delivery aspects which provide the opportunity to play a central role in supporting the delivery of the Government's priorities and outcomes.

Specifically, the Division:

- Delivers major capital works and land remediation projects for Government.
- Manages an extensive property portfolio, including divesting surplus properties.
- Manages the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services including leasing and facilities management.
- Works across Government and the private sector to provide policy, regulatory and commercial analysis, advice and guidance to support value for money decisions on property-related policy issues and management, including through the use of strong data and analytical capability.
- Leads key reforms that enable, guide and empower Australian Government entities to measure, report and reduce their emissions and climate risks.
- Maximises value for money from the Commonwealth's significant leased footprint through the Commonwealth Leasing Strategy.
- Manages the Australian Government Property Register.
- Builds and maintains constructive relationships across governments, the private sector and academia on property issues and opportunities.
- Administers the *Lands Acquisition Act 1989* and the *Public Works Committee Act 1969*.

We are looking to fill a range of exciting roles at Director level to lead in various functions across the Division in each of the Branches:

- Property Management and Projects
- Policy, Data & Legislation
- APS Net Zero
- Whole of Government Property Services
- National Security Office Precinct

Please see the vacancy pack for further information on each Branch. Duties

ABOUT THE OPPORTUNITY

Property and Construction Division is seeking strategic leaders to join our team at the Director level.

To be a strong contender for these important and rewarding leadership roles you will have a demonstrated ability to foster high performing teams, build capability, create a positive and inclusive culture and achieve high quality results.

Your collegiate and collaborative approach to build relationships and engage with colleagues, peers and stakeholders will be complemented by sound judgement, an ability to analyse, interpret and advise on complex issues to achieve outcomes.

You will also actively contribute to the leadership of the Division helping shape strategic thinking and modelling core leadership behaviours.

You will encourage continuous improvement and innovation and support the ongoing transformation of the Department and broader reform agenda of the public service.

The selection process will also be used to establish a merit pool that may be used to fill roles as they become available within the following 18-month period.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

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About the Department of Finance

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

To Apply

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

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Vacancy VN-0727190

Department of Finance

Closing Date: Wednesday 09 August 2023

Property and Construction Division
Policy Data and Legislation; APS Net Zero

Job Title	Director – Data – Property and Construction Division – Multiple Roles
Job Type	Full-Time; Part-Time, Ongoing
Location	Canberra ACT
Salary	\$143,499 - \$168,942
Classification	Executive Level 2
Position Number	2023/225
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

Property and Construction Division is responsible for a wide range of policy, programs, operational and delivery aspects which provide the opportunity to play a central role in supporting the delivery of the Government's priorities and outcomes.

Specifically, the Division:

- Delivers major capital works and land remediation projects for Government.
- Manages an extensive property portfolio, including divesting surplus properties.
- Manages the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services including leasing and facilities management.
- Works across Government and the private sector to provide policy, regulatory and commercial analysis, advice and guidance to support value for money decisions on property-related policy issues and management, including through the use of strong data and analytical capability.

- Leads key reforms that enable, guide and empower Australian Government entities to measure, report and reduce their emissions and climate risks.
- Maximises value for money from the Commonwealth's significant leased footprint through the Commonwealth Leasing Strategy.
- Manages the Australian Government Property Register.
- Builds and maintains constructive relationships across governments, the private sector and academia on property issues and opportunities.
- Administers the *Lands Acquisition Act 1989* and the *Public Works Committee Act 1969*.

We are looking to fill exciting roles at Director level to lead the data and reporting functions in the Policy, Data and Legislation Branch and the APS Net Zero Branch within the Property and Construction Division.

Please see the vacancy pack for further information on each Branch. Duties

ABOUT THE OPPORTUNITY

Property and Construction Division is seeking strategic leaders to lead our Data teams at the Director level.

Australian Government property and emissions data is a valuable and strategic asset for the Property and Construction Division, the Department of Finance and Australian Government departments and agencies. This data is a key contributor to an efficient and effective Commonwealth property portfolio and delivering on the Government's APS Net Zero commitments. It supports responsive and informed policy and advice to the Government, and Finance's role in assisting entities to meet their legislative and policy responsibilities related to property and capital works, reducing emissions and managing their climate risk.

To be a strong contender for these important and rewarding leadership roles you will have a demonstrated ability to foster high performing teams, build the data and reporting capability within your team and promote the importance of data in guiding informed decision making, create a positive and inclusive culture and achieve high quality results.

Your collegiate and collaborative approach to build relationships and engage with colleagues, peers and stakeholders will be complemented by sound judgement, an ability to analyse, interpret and advise on complex issues to achieve outcomes.

You will also actively contribute to the leadership of the Division helping shape strategic thinking and modelling core leadership behaviours.

You will encourage continuous improvement and innovation and support the ongoing transformation of the Department and broader reform agenda of the public service.

The selection process will also be used to establish a merit pool that may be used to fill roles as they become available within the following 18-month period.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
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Notes

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About the Department of Finance

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

To Apply

Position Contact	Rachel Figurski, (02) 6215 2324
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0726938

Department of Home Affairs

Closing Date: Thursday 03 August 2023

Group Manager Customs
Trusted Trader & Trade Compliance Various

Job Title	Trusted Trader and Trade Compliance Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NT NT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	\$77,642 - \$83,632
Classification	APS Level 5
Position Number	JR 128782
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128782/>

Overview of the Branch and Section:

Customs Division Overview

The Customs Division, Australian Border Force (ABF), pursues and manages policy and regulatory frameworks, to support the movement of goods across our borders to support Australia's economy and security.

The Division drives a progressive agenda that seeks an enhanced and seamless trade and traveller experience. We engage strategically with industry in developing and implementing innovative policy and regulatory initiatives.

Branch Overview

The Trusted Trader and Trade Compliance Branch administers the Trade Compliance program and provides guidance on trade services to create a strong, secure and efficient border. As part of the Customs Division within the ABF, the Branch supports the efficient management and flow of legitimate goods across the border while responding quickly to the evolving international trade environment.

The Branch is also responsible for the Australian Trusted Trader (ATT) program, which was launched on 1 July 2016 as a key trade facilitation initiative of the Australian Government. In return for demonstrated supply chain security and trade compliance, Trusted Traders receive access to trade facilitation benefits to increase their economic competitiveness.

In addition the Branch administers the Tourist Refund Scheme lawfully, effectively, efficiently, and fairly in order to reduce revenue evasion and to maximise genuine travellers' spend in the Australian economy.

Section Overview

Customs Licensing

The Customs Licensing Section is responsible for the licensing of key service providers; depot and warehouse operators (including duty free operators) and customs brokers. These service providers are licensed as they hold a privileged role of trust and play a significant role in the protection of Australia's borders and economy.

Customs Licensing works in close partnership with operational teams within the agency, other law enforcement partners and the broader industry to ensure the integrity of the supply chain. The team's responsibility range from the management of the licensing regime, enforcing the fit and proper framework, and application of compliance and enforcement treatment options for non-compliant actors.

Trade Compliance

Trade Compliance operates as a national program delivered through a network of regional teams comprised of highly skilled officers that provide specialised services across a range of risks and trade groups. Trade Compliance delivers operational pre, at and post border trade compliance activity.

In addition, we deliver compliance controls and mechanisms to achieve policy intent as well as monitor and evaluate the effectiveness of the Trade Compliance program in addressing non-compliance and achieving higher levels of voluntary compliance.

Trade Compliance works in close partnership with industry and other Government agencies to identify emerging trade and goods

compliance issues and to encourage sustained adherence to Australian regulatory requirements.

Tourist Refund Scheme

The Tourist Refund Scheme or 'TRS' allows travellers leaving Australia to claim a refund on Goods and Services Tax and Wine Equalisation Tax paid on goods they're taking offshore, subject to certain conditions. The section works with ABF teams at air and seaports and stakeholders such as the Australian Taxation Office to ensure the TRS operates efficiently and so that refunds are only approved for legitimate claims.

Strategic Capability

The Strategic Capability section manages Australian Trusted Trader policy and the development of benefits for Trusted Traders, as well as informing the strategic direction of trade compliance. You will be working in a role where you will be exposed to the many aspects of the import and export trade environment and regulatory requirements and controls. The role is highly responsive in supporting government initiatives and controls to support the economic and community prosperity and security of Australia. Staff are based in Canberra, Melbourne and Brisbane.

National Trade Services

National Trade Services delivers key functions and programs to support Australian Industry including the National Trade Advice Centre (NTAC) which provides rulings and reviews to industry and internal clients on Tariff, Origin, Valuation and broader classification.

Australian Trusted Trader Program

Australian Trusted Trader (ATT) is an internationally recognised Authorized Economic Operator program administered by the ABF. ATT requires an entity to demonstrate both supply chain security and trade compliant practices. ATT accredits both importers/exporters and service providers.

The ATT Team has been developed utilising an integrated team model, officers are trained and engaged to work across multiple areas. This structure utilises staff to ensure effective process flow and minimise potential bottle necks in the program. ATT officers work in an ever changing environment and will work across multiple teams during their time with the Program. The teams include:

- Preliminary Assessments Team - Responsible for monitoring and managing the ATT Service Desk, reviewing ATT applications, compiling Entity Reports, and managing the authorised reporting parties in ICS for all Trusted Traders
- ATT Operations Team - Responsible for the validation of applicants for the program and the delivery of Account Management responsibilities
- ATT Assurance Team - Responsible for quality assurance and ongoing monitoring of Trusted Traders, the majority of these activities involve engagement with the Operations Teams
- ATT Coordination and Program Team - Responsible for the ongoing project and program management requirements including contracts and finance management, research, reporting and internal/external engagement.

Our ideal candidate:

The Trusted Trader and Trade Compliance Branch is looking for people who enjoy working in a team environment. There is a focus on independent decision making and an ability to work across different risks.

The successful candidates will be self-driven and have an understanding of the relevant legislative powers or the ability to learn legislation.

The successful applicant/s will possess professionalism, have strong communication skills, and be committed to a high level of service and responsiveness to requests. **Duties**

Duties and responsibilities:

The role varies within each section however, activities may include:

- Working in a team environment
- Assessing and evaluating cargo and cargo documentation for possible revenue evasion or community protection risks
- Provide advice to industry on the tariff classification, valuation and origin of goods
- Undertaking focused industry visits and/or campaign activity
- Conducting analytical research and risk assessments
- Validating permits and ensuring compliance with required conditions

- Providing timely and accurate advice to industry and communicating with internal and external stakeholders in this provision of advice and guidance on trade compliance matters
- Utilising a broad range of industry facing and internal ABF systems to conduct research and identify instances of non-compliance
- Providing recommendations to relevant delegates regarding warnings, sanctions and prosecutions
- Provide advice to industry on the tariff classification, valuation and origin of goods.

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 an Employment Suitability Clearance (ESC).

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>

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	Alpana SHARMA, 0403 085 492
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128782/

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Vacancy VN-0726983

Department of Home Affairs

Closing Date: Thursday 03 August 2023

Group Manager Legal
Migration & Citizenship Litigation Various

Job Title	Senior Legal Officer - Legal Group
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD
Salary	\$113,143 - \$135,454
Classification	Executive Level 1
Position Number	128915
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128915/>

Overview of the Branch and Section:

Legal Group is responsible for delivering high quality in-house legal services to the Department of Home Affairs (including the Australian Border Force), and providing strategic legal advice and support to its Executive and Ministers.

Legal Group actively manages legal risk for a variety of public sector issues. The work of Legal Group is fast paced, dynamic covers a range of areas including national security law, commercial law, employment law, migration and citizenship law, customs law and practice management. The Department manages the largest litigation caseload in the Commonwealth, and its matters are at the cutting edge of administrative and public law. Legal Group also manages a large and dynamic legislative reform agenda and has its own in-house legal training program which supports staff to develop and expand their knowledge and skills.

Legal Group has over 350 staff and six different branches, giving Senior Legal Officers the opportunity to rotate

through various sections to develop their legal skill set. A rotation program is specifically offered for Senior Legal Officers which allows them to rotate to different positions subject to occupational demands. Additionally, Senior Legal Officers are supported to build their skills through offering various opportunities including acting opportunities, on-the-job training, access to in-house monthly legal seminars and sponsored workshops and courses.

Legal Group also has flexible employment options supporting a work life balance. For example, offering flexible working hours and alternate working arrangements such as working from home options on various days during the week, depending on team priorities and tasks.

The Migration and Citizenship Litigation Branch

The Migration and Citizenship Litigation Branch manages the Portfolio's litigation caseload in regard to refugee, migration and citizenship matters in cooperation with outsourced legal service providers. The Branch manages litigation that is at the cutting edge of administrative and constitutional law. The Branch ensures that the relevant policy settings are understood and communicated to these service providers, arguments consistent with these positions are conveyed to the courts, and that the implications of court decisions are communicated to the relevant policy and operational areas. Litigation conducted by the Branch also routinely has whole of government implications, therefore officers are also required to consult with State and Commonwealth counterparts.

The Branch provides legal advice about and initiates applications/appeals for reviews of adverse decisions by tribunals and courts.

The Branch also manages litigation involving character cancellation and refusal decisions along with applications for injunctions relating to the removal of unlawful non-citizens.

Recent examples of cases that the Branch have managed include:

Djokovic v Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs - A challenge to the use of the Minister's personal power without natural justice)

Alexander v Minister for Home Affairs - High Court challenge to citizenship provisions that enable the Minister to remove the Australian citizenship of individuals for terrorism related offences

Nathanson v Minister for Home Affairs – High Court matter concerning the application of the materiality doctrine to procedural fairness.

The Migration and Citizenship Law Branch

The Migration and Citizenship Law Branch is responsible for the management, coordination and provision of the Department's legal advice relating to refugee, migration, citizenship and administrative law matters, and works closely with policy and operational areas in developing and supporting policy changes and legislative amendments in relation to the migration and citizenship legal framework.

The Branch has distinct, but overlapping areas of responsibility, focussed on providing:

- Legal advice and support on interesting, topical and varied administrative law matters, with a specific emphasis on migration and citizenship law and administrative decision-making
- Legal advice and support relating to the migration legal framework, including migration-related notification issues, visa application procedures and validity, procedural fairness issues, jurisdictional error and judicial review
- Legal advice and assistance concerning international law and refugee law issues, including international trade law and obligations under various human rights treaties, assisting policy areas draft Statements of Compatibility with Human Rights, and responding to questions from the Parliamentary Joint Committee on Human Rights.

About the role:

The Department's Senior Legal Officers are experienced, qualified and professional. They hold or are eligible to hold a practising certificate and maintain the requisite professional development requirements.

Senior Legal Officers provide legal advice and assistance of a more complex nature on a broad range of topics related to migration and citizenship and administrative decision-making. They ensure the advice they provide is legally correct, appropriately contextual, practical and effectively informs the Department's management of legal

risk.

The Department's Senior Legal Officers may be required to manage high profile litigation, provide legal advice to support policy, program and operational colleagues, manage legislative change.

The work can be intensive, complex and varied and often required within short time frames, ensuring Departmental outcomes are maintained. The Department's Senior Legal Officers have a good level of strategic awareness about issues that require consultation within Legal Group or more broadly and drive matters to ensure this occurs.

Our ideal candidate:

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

Duties

Specific duties/responsibilities:

- Providing legal advice about law as relevant to the position. The advice may be on high profile, complex, technical or sensitive issues and focuses on delivering accurate legal analysis, options and recommendations. It also requires strategic management and assessment of legal risks
- Providing and managing legal services in accordance with the Legal Services Directions 2017
- Liaising with, and actively developing and maintaining working relationships across the Legal Group, the wider Department and with external stakeholders
- Representing the Department's interests and positions during liaison and negotiation with external stakeholders
- Maintaining detailed knowledge of specific legislation, case law, directions, instruments, principles and issues of relevance to the Department
- Creating complete and accurate records in accordance with the Department's Recordkeeping Policy
- Providing legal clearance, mentoring and professional support to other legal professionals including to Legal Officers and supervisees.

While Senior Legal Officers are generally allocated work by the Principal Legal Officer, they have a considerable degree of latitude, and are expected to exercise a high degree of professional judgment, in the prioritisation and delivery of their tasks, whether the task is a simple question or a project of longer duration. **Eligibility**

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

The successful candidate will be required obtain and maintain a Baseline (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to

18 months from the date the vacancy was advertised in the Gazette.

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

About the Department of Home Affairs

The Department 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	Marian AGBINYA, 02 6264 1969
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128915/

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Vacancy VN-0726992

Department of the Treasury

Closing Date: Thursday 03 August 2023

Housing Division

Job Title	APS5-APS6 Policy Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$83,596 - \$114,243
Classification	APS Level 5;APS Level 6
Position Number	56-2023
Agency Website	www.treasury.gov.au

Job Description

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

About Housing Division

The Division is comprised of the Housing Strategy Branch, Housing Finance Branch and the Office of the National Housing Supply and Affordability Council. The Housing Strategy Branch and Housing Finance Branch undertake analysis on a wide range of housing related matters, provide advice on housing policy and implement Government housing programs. The Office of the Council provides research, modelling, and secretariat services to support the work of the National Housing Supply and Affordability Council (the Council). The Council is an independent panel tasked with advising the Government and improving the evidence base on matters related to housing supply and affordability.

Positions are available in both branches and the Office of the Council for policy analysts, economists, and individuals with program development, program implementation, governance or legal background who are passionate about making a contribution to housing policy.

About Small and Family Business Division

The Small and Family Business Division provides advice to Government and delivers programs, as well as legislative and regulatory functions, to support a sustainable and productive small business sector. The Division performs activities relating to franchising reforms, mental and financial wellbeing, digital capability, cyber security, and international engagement on small and medium business matters. The Division is also responsible for the administration of the Payment Times Reporting Scheme and the Payment Times Procurement Connected Policy, focussing on providing transparency of big business payment practices to small business.

About the Roles

APS5 and APS6 Policy Analysts – Housing Division

We are seeking APS5 and APS6 staff to join the Housing Strategy Branch and Housing Finance Branch as Policy Analysts. Successful applicants can expect to play an important role in implementing the Government's wide-ranging housing agenda and developing policy in response to the pressures in the housing sector.

APS5 and APS6 Policy Analysts – Office of the Council research function

We are seeking APS staff with strong research, analytical, written communication and/or policy skills to join the Research Unit of the Office of the National Housing Supply and Affordability Council.

APS6 Policy Analysts – Office of the Council secretariat function

We are seeking APS6 staff to join the Strategic Advice and Governance Unit of the Office of the National Housing Supply and Affordability Council. The Unit provides administrative, governance and stakeholder liaison support to the Council.

APS5 and APS6 Policy Analysts, Small and Family Business Division

The Small and Family Business Division is seeking APS5 and APS6 Policy Analysts. Successful applicants will support the Division by providing small and family business policy advice and implementing and delivering small business programs and frameworks.

Please refer to the position description for further information regarding these positions including an overview of the duties and skills required.

Duties

Role requirements

To assist applicants to determine suitability for APS5 or APS6 positions, please refer to the [Integrated Leadership System \(ILS\)](#).

To be successful you will need to demonstrate:

- Good analytical skills to understand complex issues and work with your team to identify opportunities and implement effective solutions.
- Strong written and oral communication skills to present clear messages tailored to your audience.
- An ability to develop and maintain positive working relationships and work collaboratively, respectfully and ethically at all times.
- Motivation to show initiative and deliver high quality work in a sometimes busy and high-pressure environment.

Desirable Qualifications / Experience:

- Relevant tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, commerce, finance, public policy.
- Ideally, we are looking for candidates with one to two years' relevant experience for APS5 roles, and three years' experience for APS6 roles.
- Experience in policy development and analysis, legislative development, data analysis governance, or program delivery is highly desirable.

Contact

Please refer to the position description for the contacts officers for these positions. **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>

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	Vera Holenstein, 6263 3195
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0727053

Department of the Treasury

Closing Date: Sunday 06 August 2023

Job Title	Assistant Director, Budget Policy Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$123,005 - \$141,099
Classification	Executive Level 1
Position Number	55-2023
Agency Website	www.treasury.gov.au

Job Description

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

The Budget Policy Branch in the Department of Treasury is seeking an EL1 Assistant Director. The successful applicant/s will join one of the following teams: Budget Priorities and Reporting Unit, Budget Estimates and Analysis Unit, and Budget Delivery Unit.

The Budget Priorities and Reporting Unit provides analysis and advice to the Treasurer and Treasury Executives on Government decision-making. The team play a leading role in developing and communicating the Budget narrative and priorities, including through the Budget statements, and support briefing for the Treasurer and Executive in relation to Expenditure Review Committee (ERC) processes.

The Budget Estimates and Analysis Unit provides analysis and advice to the Treasurer and Treasury Executive on the fiscal outlook, short-term expenditure trends, debt, balance sheet and accounting issues. The BEAU team also coordinate and draft several Budget statements.

The Budget Delivery Unit work across Treasury and Finance to coordinate delivery of budget updates, including setting and monitoring progress against the Budget timetable. They are the central point of contact for the Treasurer's Office and Senior Executive. Outside of Budget updates, the Unit works to innovate and improve our budget delivery systems and processes.

Duties

The Assistant Director will undertake a range of responsibilities which may include:

- support the Director to build team capability through coaching others, providing performance feedback and encouraging career development.
- show leadership and lead small project teams: be proactive, innovative and inclusive.
- contribute to providing analysis and advice while working closely with senior Treasury officials and internal and external stakeholders.
- deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government's decisions.

Key Skills

- Collaboration - demonstrated interpersonal and relationship-management skills.
- Ability to manage multiple competing priorities.
- Enthusiasm and a willingness to learn, demonstrated initiative and sound judgement.

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 ongoing roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

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	Neena Pai, 02 6263 2774
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0727154

Director of Public Prosecutions

Closing Date: Sunday 06 August 2023

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Job Title	Principal Federal Prosecutor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA, Adelaide SA, Hobart TAS, Townsville QLD, Brisbane QLD, Cairns QLD, Darwin NT
Salary	\$141,875 - \$150,915
Classification	Executive Level 2; Principal Government Lawyer
Position Number	23_33
Agency Website	

Job Description

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

About the role:

The Principal Federal Prosecutor (PFP) is a frontline leadership and management role within the CDPP. Working as part of a management team and reporting to an SES Assistant Director (AD), the PFP will lead and manage a team of prosecutors to deliver efficient and effective prosecution legal services, build legal capability, manage resources and foster internal and external relationships. The PFP will work collaboratively with others to support and promote the strategic objectives of the CDPP.

The PFP will play an important leadership role in more complex and difficult prosecutions. The PFP will lead team efforts to identify and resolve issues early, clear roadblocks and ensure that appropriate resources are applied in a timely and efficient way to deliver better prosecution outcomes. The PFP will provide instructions and directions to team members and will promote the use of digital litigation support software and legal practice management systems to more efficiently and effectively analyse and manage evidence and caseloads.

Who we are:

The Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We provide an effective and efficient national criminal prosecution service to the community that is fair and just and operates with integrity. The diverse, complex and interesting cases prosecuted by the

CDPP range across five national practice groups and include drug importation, on-line child sexual exploitation, terrorism, espionage, money laundering, human trafficking, slavery and slavery like practices, tax fraud, welfare fraud, medifraud, people smuggling offences, offences against the corporation's legislation, cartel offences and a range of regulatory offences.

At the CDPP, we work consistently and professionally to deliver Australia's independent federal prosecution service – a service that is responsive to the priorities of our law enforcement and regulatory partners and effectively contributes to the safety of the Australian community and the maintenance of the rule of law. We are committed to a workplace that reflects the community we serve. We recognise how drawing on different experiences and opinions drives innovation, new ideas and a more collaborative workplace.

We welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Duties

Primary outcomes and accountabilities for this position will include:

- Supervising a range of complex and difficult prosecutions on behalf of the Director.
- Building and maintaining internal and external relationships, including with other CDPP legal managers, partner agencies, court officials and counsel.
- Contributing to the strategic objectives of the agency.
- Leading team analysis of more complex briefs of evidence.
- Providing legal advice and training to external partner agencies and stakeholders.
- Utilising a range of legal and practice management systems, including desktop research products and litigation support database applications to analyse and manage evidence and workloads.
- Fostering teamwork, identifying and leveraging the expertise of individuals, encouraging collaboration and information sharing to achieve positive outcomes.
- Providing training, mentoring and coaching of team members to improve prosecution effectiveness and promote professional development.
- Undertaking performance management responsibilities constructively and on a regular basis.

Eligibility

- The ability to obtain and maintain a Baseline Security Clearance is required
- Australian Citizenship
- Applicants must be admitted, or eligible to be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by 06 August 2023.

Notes

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

About the Director of Public Prosecutions

To Apply

Position Contact	Mark de Crespigny, (02) 9321 1185
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0727056

Murray-Darling Basin Authority

Closing Date: Sunday 06 August 2023

Business Services
Finance, ePMO and Governance

Job Title	Director - Financial Accounting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA, Wodonga VIC
Salary	\$132,041 - \$155,615
Classification	Executive Level 2
Position Number	101385
Agency Website	

Job Description

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

Who are we:

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

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

Our most important work is to:

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

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

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

Duties

Who are we looking for

In this role you will:

- Support the CFO deliver high-quality financial services to the organisation.
- Provide technical expertise and oversee the delivery of a range of financial services including the preparation of Portfolio Budget Statements, annual budget statements, Central Budget Management System reporting and internal accounting position papers.
- Manage the MDBA's financial framework, policies, and procedures, and ensure compliance with finance controls, policies, and finance law. Including the application of accounting policies and procedures to ensure financial accounting transactions are processed in line with relevant MDBA policies and applicable accounting standards.
- Effectively manage a team of accountants and finance officers to ensure the ongoing accounting compliance of the MDBA. This includes managing the delivery of credit card, travel, bank reconciliations, fixed asset accounting and other financial processing functions.
- Be responsible for coordinating and facilitating team performance, including setting, monitoring, and achieving outcomes and work and work priorities.
- Deliver strategic advice and provide insight on the overall financial position and forecast financial outlook of the MDBA.
- Oversee and provide quality assurance for the preparation briefings and reporting materials for the senior executive, and relevant internal and external stakeholders.
- Work collaboratively with the CFO to identify areas of opportunity to develop the accounting practices of the MDBA and facilitate effective change management within your business area.
- Oversee and prepare a range of written material including business cases, Cabinet submissions, Senate Estimate submissions, Ministerial and agency briefs, and corporate documentation.
- Communicate financial updates to the CFO and other internal and external stakeholders as required.
- Be responsible for maintaining awareness of current developments in the field of financial accounting in government, anticipating the impact on the work area, and implementing changes in response to developments.

Eligibility

Essential requirements for this role

- 5+ years' experience across similar finance roles.
- Undergraduate qualification in Finance, Accounting, or similar area.
- Certified Public Accountant or Chartered Accountant qualifications or progression towards these certifications.

- Our employees interact face-to-face and virtually across the MDBA in both internal and external contexts. The ability to work collaboratively and productively in a virtual environment is essential.
- Regionalisation of the MDBA's workforce means we are better placed to understand local concerns and engage with communities. The MDBA's network spans across five different states and territories and includes seven offices in Adelaide, Canberra, Goondiwindi, Griffith, Mildura, Murray Bridge and Wodonga. Our employees interact face-to-face and virtually across the MDBA in both internal and external contexts. The ability to work collaboratively and productively in a virtual environment is essential.

Desirable requirements for this role

- Experience in managing teams providing financial services, including government budget and financial management.

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.
- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work.
- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Katrina Tonkin, 0466 402 678
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0727068

Murray-Darling Basin Authority

Closing Date: Sunday 06 August 2023

Business Services
Finance, ePMO and Governance

Job Title	Director - Management Accounting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Canberra ACT, Goondiwindi QLD, Griffith ACT, Mildura VIC, Murray Bridge SA, Wodonga VIC
Salary	\$132,041 - \$155,615
Classification	Executive Level 2
Position Number	101384
Agency Website	

Job Description

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

Who are we:

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

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

Our most important work is to:

- prepare, implement and review an integrated plan for the sustainable use of the Basin's water resources
- operate the River Murray system and efficiently deliver water to users on behalf of partner governments
- measure, monitor and record the quality and quantity of the Basin's water resources
- supporting, encourage and conduct research and investigations about the Basin's water resources and dependent ecosystems
- advise the Australian Government Minister responsible for water on the accreditation of state water resource plans
- provide water rights information to facilitate water trading across the Basin
- engage and educate the Australian community about the Basin's water resources.

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

Duties

In this role you will:

- Work alongside the Chief Financial Officer to provide strategic direction of the MDBA Finance function.
- Oversee and lead the management of the financial accounting team, taking responsibility for coordinating and facilitating team performance, setting, monitoring, and achieving outcomes and work priorities.
- Deliver strategic advice and provide insight on the overall financial position and forecast financial outlook for the MDBA.
- Be responsible for influencing and developing strategy, policies, priorities, and operational practices in support of the Finance team.
- Interpret budget management, maintenance and forecast reports to provide strategic advice to the senior executive team.
- Oversee and provide quality assurance for the preparation briefings and reporting materials for the senior executive, and relevant internal and external stakeholders.
- Attend and assist in the management of internal audit committees, sub-committees and other financial reporting functions including the presentation of such reports to the agencies board and executive group, where directed by the CFO.
- Oversee and prepare a range of written material including business cases, Cabinet submissions, Senate Estimate submissions, Ministerial and agency briefs, and corporate documentation.
- Design, manage, and deliver financial compliance communications, advice, and training to internal stakeholders.
- Represent the Finance team alongside the CFO across the MDBA and effectively manage internal and external stakeholder relationships.
- Be responsible for maintaining awareness of current developments in the field of management accounting in government, anticipating the impact on the work area, and implementing changes in response to developments.

Eligibility

Essential requirements for this role

- 5+ years' experience across similar finance roles.
- Undergraduate qualification in Finance, Accounting, or similar area.
- Certified Public Accountant or Chartered Accountant qualifications or progression towards these certifications.
- Regionalisation of the MDBA's workforce means we are better placed to understand local concerns and engage with communities. The MDBA's network spans across five different states and territories and includes seven offices in Adelaide, Canberra, Goondiwindi, Griffith, Mildura, Murray Bridge and Wodonga. Our employees interact face-to-face and virtually across the MDBA in both internal and external contexts. The ability to work collaboratively and productively in a virtual environment is essential.

Desirable requirements for this role

- Experience in managing teams providing financial services, including government budget and financial management.

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.
- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work
- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Katrina Tonkin, 0466 402 678
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0727191

Job Title	EL1 - Assistant Directors / Senior Advisors, Collection Branch (Multiple Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$106,667 - \$126,815
Classification	Executive Level 1
Position Number	Several
Agency Website	

Job Description

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

ABOUT THE NATIONAL LIBRARY

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

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

The Library's strategic priorities are intrinsically linked, requiring strong whole of agency vision and leadership to achieve Library goals. From 2023-24, the Library will more clearly articulate its support for Revive, the Government's National Cultural Policy, especially the Policy's first pillar, First Nations First. **Duties**

The Library has an exciting opportunity for professionals to join the Collection Branch in senior leadership positions (Executive Level 1) across multiple sections. The successful candidates will contribute to the Collection Branch strategic priority 'to collect today what will be important tomorrow for Australia's increasingly diverse community'.

The Library is a respected custodian of Australia's published, written, oral, visual and digital heritage, and a world-leading provider of access to that heritage. The collection is at the centre of the work we do to extend national reach and develop collaborative content. The Collection Branch is committed to developing capability to modernise our work practices, responding flexibly and innovatively to the changed and changing nature of our work, with a special focus on developing a culturally competent workforce capable of sensitively engaging with Indigenous people and culturally and linguistically diverse communities.

We have an immediate need for five senior Collection Branch roles, all ongoing. A merit pool will be created from this selection process that may be used to fill additional ongoing and non-ongoing vacancies that arise over the next 18 months.

These roles provide the right candidates with the opportunity to contribute to and grow their knowledge and experience in working with collections to lead a range of activities. This includes proactively identifying and acquiring material for the collection including commissioning oral history and photography, collection description and metadata management and business analysis, improvement and program management.

All roles have people, program, and stakeholder management responsibilities, requiring engagement with staff across the Library and maintaining positive working relationships with a network of people and organisations external to the Library.

Eligibility

Please read each Section Candidate pack and the detailed role statement to learn more about the Branch, Section, and role. The candidate pack also provides detail on eligibility requirements and the application process.

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

These roles are being advertised as both ongoing and non-ongoing, with the intent to fill these five vacancies on an ongoing basis. If other similar vacancies arise and the merit pool is accessed, the employment type will be determined in negotiation with the preferred candidate/s and the delegate.

Notes

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

About the National Library of Australia

To Apply

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

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Vacancy VN-0727113

Productivity Commission

Closing Date: Sunday 13 August 2023

Job Title	Senior Research and Data Analyst (Identified Position)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$106,871 - \$135,338
Classification	Executive Level 1
Position Number	PC-2308
Agency Website	

Job Description

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

We have opportunities available for Senior Research and Data Analysts with strong skills in project management, data extraction, analysis and reporting to work on either the [Closing the Gap Information Repository](#) or the [Report on Government Services](#).

Duties

Joining either our Closing the Gap reporting team or Commonwealth-State reporting team, as a Senior Research and Data Analyst, you will manage stakeholder relationships across government and non-government agencies required for your area of reporting. For Commonwealth-State reporting this includes managing an intergovernmental working group.

Your experience working with data, and applying your conceptual and analytical skills to prepare outputs including written material, will be highly valued in this role.

Our teams have a strong focus on the improvement of policies and programs that matter for Aboriginal and Torres Strait Islander people. For these positions, we are looking for people with knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures, histories and perspectives, and/or a demonstrated awareness and desire to develop, with strong skills in project management, data extraction, analysis and reporting.

Academic qualifications are required with a preference in areas with a strong focus on quantitative analysis or statistics.

We value people's diverse experiences and backgrounds and welcome applications from everyone. We particularly encourage applications from Aboriginal and Torres Strait Islander people, who bring important capabilities and perspectives to our work.

*A merit pool of suitable candidates may be established and used to fill similar vacancies either on an ongoing or non-ongoing basis.

What we offer

The Commission offers a competitive salary plus generous superannuation with employer contributions of 15.4%.

We provide on-going learning and development opportunities tailored to individuals' needs at different points of their careers including access to study assistance opportunities.

We have a collaborative, flexible work environment and we recognise the importance of balancing work commitments with family, caring and other personal commitments outside work.

We actively promote inclusion and diversity in our workplace. We have a workforce diverse in age, cultures, life experiences and abilities, and value their broad and diverse skills and perspectives.

Eligibility

You must be an Australian citizen or, in limited circumstances, in the process of obtaining citizenship, to be eligible for employment with the Commission.

This role is an identified position and has specific requirements because it involves working on matters of importance to Aboriginal

and/or Torres Strait Islander people. While identified positions are open to everyone, Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

The successful applicant must demonstrate an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Notes

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Human Resources team, recruitment@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0727116

Job Title	Project Manager (Identified Position)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$129,581 - \$162,555
Classification	Executive Level 2
Position Number	PC-2314
Agency Website	

Job Description

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

We are seeking a Project Manager to lead the development and maintenance of the [Closing the Gap Dashboard](#), and associated reporting functions.

Duties

In this role, you will project manage the delivery of regular updates on the Closing the Gap Dashboard. This includes leading a team to analyse and compile data and prepare written material for the Dashboard. You will provide input and advice on Aboriginal and Torres Strait Islander reporting matters to other parts of the Commission and external agencies, and advise on the use and interpretation of applied and/or quantitative analysis.

Supervising and mentoring staff and contributing to the wider organisational initiatives are key responsibilities of the role. You will also build and manage strong and sustainable working relationships across government and non-government agencies.

Successful applicants will have well-developed conceptual and analytical skills, experience working with data, experience managing projects including supervision of staff, and will have demonstrated ability to work and engage with Aboriginal and/or Torres Strait Islander organisations and individuals in a fair, inclusive, ongoing, and reciprocal way.

Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures, histories and perspectives is a requirement of this role. Professional or life experience working and engaging with Aboriginal and/or Torres Strait Islander people and organisations will be highly regarded.

Academic qualifications are required with a preference in areas with a strong focus on quantitative analysis or statistics.

We value people's diverse experiences and backgrounds and welcome applications from everyone. We particularly encourage applications from Aboriginal and Torres Strait Islander people, who bring important capabilities and perspectives to our work.

*A merit pool of suitable candidates may be established and used to fill similar vacancies either on an ongoing or non-ongoing basis.

What we offer

The Commission offers a competitive salary plus generous superannuation with employer contributions of 15.4%.

We provide on-going learning and development opportunities tailored to individuals' needs at different points of their careers including access to study assistance opportunities.

We have a collaborative, flexible work environment and we recognise the importance of balancing work commitments with family, caring and other personal commitments outside work.

We actively promote inclusion and diversity in our workplace. We have a workforce diverse in age, cultures, life experiences and abilities, and value their broad and diverse skills and perspectives.

Eligibility

You must be an Australian citizen or, in limited circumstances, in the process of obtaining citizenship, to be eligible for employment with the Commission.

This role is an identified position and has specific requirements because it involves working on matters of importance to Aboriginal and/or Torres Strait Islander people. While identified positions are open to everyone, Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

The successful applicant must demonstrate an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Notes

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Human Resources team, recruitment@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0727092

Therapeutic Goods Administration

Closing Date: Sunday 13 August 2023

Medicines Regulation Division
Prescription Medicines Authorisation Branch Business System Review and
Reporting Section

Job Title	Secretariat Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MRDIV-19030
Agency Website	

Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

Health Products Regulation Group's Prescription Medicines Authorisation Branch is seeking to fill a **Secretariat Support Officer** position in the Business Systems Review and Reporting Section at the APS6 level on an ongoing basis.

We are looking for a highly motivated individual, preferably with previous experience in a scientific or medical secretariat role, to join our team and contribute to the smooth functioning of our secretariat and assist in the management of administrative tasks. If you possess exceptional organisational skills, strong attention to detail, and a passion for stakeholder relationship management, we are keen to hear from you.

Duties

The Business Systems Review and Reporting (BSRR) section provides support for the registration of prescription medicines in Australia. Key responsibilities of the section include producing transparency documents including the Australian Public Assessment

Report (AusPAR), coordinating external advice, supporting the Advisory Committee on Medicines (ACM) and the Advisory Committee on Vaccines (ACV), supporting the application of technology, new policy development, project planning and development, business intelligence, data analytics and reporting.

- Provide Secretariat support for expert reference working group meetings, including drafting agendas, compiling supporting documents, preparing meetings reports and drafting minutes.
- Establish and maintain internal and external stakeholder relationships.
- Ensure that meetings are efficient, effective and achieve the desired outcome.
- Plan and prioritise work according to a calendar of scheduled meetings.

Eligibility

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

Notes

- Applications close 11:30pm AEST.
- Applicants should quote reference number 23-MRDIV-19030 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Emma Richards, 02 6289 1389
Agency Recruitment Site	https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0727082

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

Closing Date: Thursday 03 August 2023

Environmental Water & Aquatic Ecosystems
Several several

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Mildura VIC, Wagga Wagga NSW, Toowoomba QLD
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/2658
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=5B48C8E1-8DDD-7182-884F-D1D54F85CE6F>

Who we are

The Environmental Water and Aquatic Ecosystems Division supports the Commonwealth Environmental Water Holder (CEWH). The CEWH is an independent statutory position established under the Water Act 2007. The CEWH is responsible for managing Commonwealth water to protect and improve the health of rivers, floodplains and wetlands within the Murray-Darling Basin and is supported by CEWH staff. The CEWH and their staff work closely with other government agencies, First Nations, community and industry groups, local landholders and scientists to plan, manage and monitor the delivery of water to the environment. The Division also provides domestic and international leadership on the Ramsar Convention and is home to the Office of Water Science.

The Environmental Water and Aquatic Ecosystems Division has two branches.

The Engagement, Monitoring and Southern Basin Branch:

- leads and oversees the management of Commonwealth water for the environment across the southern and central regions of the Murray-Darling Basin (including the Murrumbidgee, Lachlan, lower Darling, Murray and northern Victorian rivers)
- leads and oversees the Commonwealth Environmental Water Holder's monitoring, evaluation and research programs
- leads strategic engagement, partnerships and communications on water for the environment, including with First Nations peoples.

The Policy, Aquatic Ecosystems and Northern Basin Branch:

- leads and oversees the management of Commonwealth water for the environment in the northern Basin (including Border Rivers, Gwydir, Macquarie, Namoi)
- oversees the management of the Commonwealth's water portfolio and associated finances and business frameworks
- delivers the CEWH's environmental activities investment grants program, known as the CEWO Environmental Activities Framework
- leads strategic water policy
- supports Australia's domestic and international engagement on the Ramsar Convention.

There are three director positions currently available:

- portfolio management section
- central Basin section
- environmental water sciences section

The Portfolio Management Section is responsible for managing, accounting, trading and reporting on the Commonwealth environmental water holdings and the Commonwealth Environmental Water Special Account.

The main duties of the position include, but are not limited to, leading and managing a team responsible for:

- managing the accounting and reporting of the Commonwealth environmental water holdings
- undertaking short-term portfolio management planning and providing public information updates on portfolio management, including the carryover and trade of water
- providing long-term portfolio management and water entitlement acquisitions advice to the senior executive
- overseeing the water trading and water allocation transfer protocols and activities for the CEWH
- leading the administration of the Commonwealth fund for environmental activities, to enhance the outcomes from environmental flows
- driving the upgrade of the underlying databases by leading the CEWH's engagement with other areas of the Department
- reporting, financial management, and administration of the Environmental Water Holdings Special Account.

The Central Basin Section is responsible for planning, managing and monitoring of the use of Commonwealth water for the environment in the Lachlan, Murrumbidgee and Edward/Kooley-Wakool valleys.

The main duties of the position include, but are not limited to, leading and managing a team responsible for:

- planning and day-to-day management of the use of Commonwealth water for the environment, including providing recommendations to senior executives, identifying and mitigating risks, and resolving issues
- engaging with a range of partners (including First Nations organisations, state government agencies, non-government organisations, industry groups) and local communities on the planning, use and monitoring of water for the environment
- representing the Commonwealth Environmental Water Holder at stakeholder meetings and community forums
- supporting the communication on the use and outcomes of water for the environment
- managing scientific monitoring and research projects and other complementary activities to support environmental flows and inform future planning and decisions
- program management and governance, including developing annual plans and approvals, maintaining accurate and up-to-date records and providing input to program reporting
- providing high-level analysis of issues and making a significant contribution to the management, preparation and coordination of complex information and other inputs to support policy or program development and implementation.

The Environmental Water Science Section leads and coordinates monitoring, evaluation and research that enables the CEWH to have access to the best available science to inform its decisions on managing Commonwealth water for the environment, as well as demonstrate the outcomes from its use.

The main duties of the position include, but are not limited to, leading and managing a team responsible for:

- leading the delivery of the CEWH's Science Program (Flow-MER) working with over 30 research institutions and organisations in the Murray–Darling Basin
- coordinating monitoring and research across the CEWH to ensure we are building our knowledge of ecological responses to environmental water, demonstrating outcomes, and informing adaptive management
- facilitating sharing of knowledge and communicating outcomes
- engaging in science related activities within the Department and with external stakeholders.
- This position is based in Canberra.

Duties

The Job

As a Director within the Division, you will be responsible for:

- influencing and developing strategies, policies, and operational practices to support the Commonwealth Environmental Water Holder
- providing high level advice to senior management and assume responsibility for managing highly complex or sensitive work programs
- providing direction and support to develop the capacity of your staff and liaise closely with other sections within the Division and across the Department
- overseeing and/or preparing a range of written material including business cases, cabinet submissions, reports, briefing papers, Ministerial correspondence and discussion papers

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have some or all of the following:

- experience leading and managing a cohesive team, supporting the development of staff and fostering a positive and productive work environment

- a proven track record in establishing and maintaining strong relationships with partners and community members
- experience in program and project management, coordination activities, financial administration, stakeholder engagement and communications, or policy development (dependent upon the role)
- an understanding of natural resource management, particularly in relation to water management, or the ability to acquire this
- Any qualifications related to these roles will be considered favourably including natural resource management, engineering, environmental science, economics and financial management

Skills and capabilities

- Demonstrated strong leadership, management skills and capacity to develop staff to promote high individual and team performance, and a positive and productive work environment.
- Excellent communication (written and verbal) skills combined with highly developed interpersonal skills and a proven ability to develop and maintain productive working relationships across a range of internal and external stakeholders, including with First Nations people.
- Proven decision-making and problem-solving skills, demonstrating accountability and sound judgement.
- Excellent judgement and the modelling of personal integrity.
- Strong organisational skills including the ability to manage available resources to complete multiple tasks in tight timeframes.
- Proven high-level capacity to research and analyse emerging issues to prepare strategic advice for senior departmental executive.

Desirable qualifications

- an understanding of natural resource management, particularly in relation to water management, or the ability to acquire this
- Any qualifications related to these roles will be considered favourably including natural resource management, engineering, environmental science, economics and financial management

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	Hilary Johnson, 02 5156 5456
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=5B48C8E1-8DDD-7182-884F-D1D54F85CE6F

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Attorney-General's

Vacancy VN-0727112

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 06 August 2023

Corporate
Chief Operating Officer Finance, Property and Procurement

Job Title	Procurement Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$86,452 - \$97,832
Classification	APS Level 6
Position Number	50004495
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, an Attorney General's Portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

The Finance Property and Procurement Branch provide critical services for the agency and the AIC. The Branch requires a wide variety of skills and experience in order to provide the following functions

- Budget management and reporting e.g. input to portfolio budget statements, management reporting
- Financial reporting e.g. monthly and annual financial statements
- Financial operations e.g. accounts payable and receivable, cash management
- Taxation, travel and credit card services
- Business support e.g. fleet, mail, stationery, office services
- National property projects e.g. fitouts, relocations
- Procurement services
- Language services (linguists)

About the roles

The Procurement Advisor will provide procurement services and contract management to ensure that ACIC business areas are able to meet their required outcomes. The occupant of the position will be involved in the full range of ACIC procurement activities, however there will be a particular focus on ICT procurement.

The successful occupant, in conjunction with business areas will undertake all components of the procurement process (except the evaluation component) for the entire life cycle of the procurement. The position also liaises with both internal and external stakeholders, in researching procurement options and in identifying opportunities to improve outcomes for the ACIC from procurement processes and the resultant contracts.

Duties

Our ideal candidate

- Maintains strong business relationships with stakeholders and suppliers including effectively managing contract enquiries, issues, disputes, variations, risks and undertaking negotiations with suppliers as required.
- Ensures customer satisfaction is a high priority and stakeholders receive responsive and proactive services.
- Identifies when specialist skills and expertise are required, including legal, probity or technical advice, and triage contract management and procurement matters with the relevant teams or subject matter experts to ensure appropriate advice, input and review is provided.
- Maintains simple and complex government contract documentation, including contract management plans, procedures, data and records to ensure timely and quality outcomes for the ACIC.
- Provides procurement and contract management advice and support to Business Units about contract establishment process, including identification of opportunities to improve procurement outcomes, efficiency and value for money.
- Manage the development and continuous improvement of ACIC procurement policies and processes in consultation with key stakeholders. Provides support to the Team Leader, ICT Procurement with procurement of other ICT requirements when priority resources are required.
- Motivate, guide, and develop staff and identify opportunities to enhance team performance.

Eligibility

Essential qualifications

- A Cert IV in Government Procurement but if not, a willingness to complete a Cert IV in Procurement.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a

non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2019/1 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	Maree, 02 6268 7799
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0727115

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 06 August 2023

Corporate
Chief Operating Officer Finance, Property and Procurement

Job Title	Procurement Support Officer/Procurement Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$71,560 - \$84,019
Classification	APS Level 4; APS Level 5
Position Number	50004630, 50004509, 50004546
Agency Website	https://www.acic.gov.au/

Job Description

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

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The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

The Finance Property and Procurement Branch provide critical services for the agency and the AIC. The Branch requires a wide variety of skills and experience in order to provide the following functions

- Budget management and reporting e.g. input to portfolio budget statements, management reporting
- Financial reporting e.g. monthly and annual financial statements
- Financial operations e.g. accounts payable and receivable, cash management
- Taxation, travel and credit card services
- Business support e.g. fleet, mail, stationery, office services
- National property projects e.g. fitouts, relocations
- Procurement services
- Language services (linguists)

About the roles

Procurement/Purchasing Support Officer (APS 4)

The Procurement/Purchasing Support Officer assists in a range of functions in relation to the procurement process. They will be responsible for drawing information from supporting procurement documentation to process purchase orders in SAP. Procurement Support Officers will provide advice, assistance and training to ACIC employees and lead ACIC's procurement

information on AusTender for reporting purposes.

Having some knowledge of the Financial Management Framework and Procurement Cycle would be of benefit, but not mandatory.

Procurement Officer (APS 5)

The Procurement Officer provides support of the procurement and management of ACIC contracts to meet the key organisational requirements. The occupant of this position will provide administrative support for the management of contracts for goods and services, including the procurement, tracking and maintenance of ICT hardware, software and warranty/support agreements.

Duties

Our ideal candidate

APS4

- Is able to interpret and apply legislation, policy, and guidelines.
- Has well developed oral and written communication skills, including the ability to provide advice to a range of stakeholders while building and maintaining effective internal and external stakeholder relationships.
- Demonstrates organisational and analytical skills, including an eye for details and the ability to contribute to the development of policies, procedures and other guidance materials.
- Can contribute positively to team operations including the ability to prioritise and meet deadlines.

APS5

- Can provide procurement guidance and advice to line areas on complex procurement, contract management and probity matters in accordance with Government legislation and policy.
- Can draft government contract documentation, including contract management plans, data and records to ensure timely and quality outcomes for the ACIC.
- Can draft procurement documentation, including section 23 approvals, requests for quotes and contract documentation.
- Is responsible for reviewing and updating the Contract Management Register when and where required.
- Develops and maintains strong business relationships with stakeholders and suppliers including effectively managing low level contract enquiries, issues, disputes, variations and risks and escalating when required.
- Will prioritise to ensure customer satisfaction and is responsive to stakeholders' requests
- Provides support to the Team Leader, Procurement with other procurement and administrative tasks when required.

Eligibility

Essential qualifications

- A Cert IV in Government Procurement but if not, a willingness to complete a Cert IV in Procurement.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2019/1 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	Maree, 02 6268 7799
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0727166

Australian Federal Police

Closing Date: Sunday 06 August 2023

Job Title	Team Leaders - Workforce Analytics, Health Analytics and People Insights
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$113,563 - \$121,628
Classification	Executive Level 1
Position Number	11808
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/11808/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)

- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the roles of:

- Team Leader Workforce Analytics
- Team Leader Health (SHEILD) Analytics
- Team Leader People Insights

Do you have skills in data analytics, people insights and/or behavioral insights?

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

A vacancy is available within each team (Workforce Analytics, Health Analytics and the People Insights). A pool will be established to fill current and future vacancies.

What will you do?

The Team Leader role provides leadership and strategic direction to deliver outcomes for the AFP. The Team Leader is an integral member of the broader People and Culture Command. The type of work that you can expect to perform in these roles include:

- Providing strong leadership to the team, and ensuring the team can respond to changing priorities to deliver outcomes for the AFP.
- Cultivating relationships among the People Command HR Leaders to support an integrated and cohesive HR service and/or organisational health service to our clients.
- Constantly developing your own skills while coaching and influencing the development of the broader team.
- Modelling tolerance and respect, while proactively identifying issues that need to be addressed and taking action to resolve them.
- Regularly engaging with clients and stakeholders to understand their needs, and ensuring a high level of service is provided.
- Managing client expectations and negotiating outcomes and timeframes where there is a need to do so, effectively ensuring the workload is manageable and the team remains focused on the key priorities.
- Actively managing and promoting a healthy working environment. This includes embracing diversity, inclusion and respect.

As the **Team Leader Workforce Analytics** or **Team Leader Health Analytics** you will provide the AFP with relevant and timely HR reporting to assist in sound business decisions. In addition to the leadership and strategic capabilities, the type of work the Team Leader Workforce Analytics and Team Leader Health Analytics will include:

- Leading, developing and mentoring a team or data analysis to improve data-driven decisions
- Collaborate with stakeholders to develop innovative data dashboards that engage the end users and drive data-driven decision making.
- Applying analytical techniques to draw insights into complex business problems.
- Ability to present and communicate complex findings in a clear and concise manner to drive effective decision making processes
- Identifying current and future data requirements and contributing to the design of datasets.
- Managing and providing high level advice on complex organisational structural reforms.
- Understanding how corporate and external systems work to inform what data and HR/health metrics can be utilised.
- Upskilling and training of end users in the operations of Data Visualisation Tools and sharing of technical expertise and experience.

Experience in showcasing your strategic approach to analytics and insights and communicating these trends to stakeholders.

As the **Team Leader People Insights**, you will provide the AFP with relevant and timely people experience insights and develop strategies to address underlying issues. In addition to the leadership and strategic capabilities, the type of work the Team Leader Workforce Analytics will include:

- Leading and developing a team to improve the people experience
- Applying qualitative and quantitative analytical techniques to draw insights from people experiences.
- Partnering with stakeholders to develop survey techniques and questions that elicit people experiences.
- Developing process maps to understand and demonstrate processes that hinder the employee experience.
- Developing and monitoring strategies that improve the employee experience.
- Displaying a user-centered focus to your work.

To succeed in the role, you will have experience in roles focused on workplace culture, inclusion and workplace engagement (staff and exit surveys). Experience utilising workforce planning trends and data to inform strategy, would be highly advantageous.

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.
- Demonstrated experience in leading a team.
- Relevant HR qualifications and/or experience in one or more fields of HR and/or data analytics or health.
- Well-developed conceptual and analytical skills.

Desirable Requirements

- A strong customer focus, designing products with the end user in mind.
- Proven ability to develop and maintain effective working relationships with a wide range of internal and external stakeholder to deliver outcomes.
- Excellent communication and interpersonal skills with the ability to present information in a concise and articulate manner.
- Experience creating user-centered dashboards in SAS Visual Analytics.
- High degree of proficiency in Excel.
- Experience to plan, drive and deliver on multiple concurrent projects.
- Capability to apply creative thinking.
- A learning mindset, particularly in relation to HR and/or health insights.

Notes

- This position is an AFP Band level 7.
- Role locations will be considered in VIC, ACT, NSW & QLD.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Michelle Guy, (02) 5126 7474
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/11808/

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Attorney-General's

Vacancy VN-0727175

Australian Human Rights Commission

Closing Date:Friday 28 July 2023

Investigation and Conciliation

Job Title	Respect at Work Information Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 4
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Commission has a non-ongoing vacancy for up to 12 months for a suitably experienced person to join the Investigation and Conciliation Section as a Respect at Work Information Officer, APS Level 4.

The successful applicant will provide information to members of the public about workplace rights and responsibilities, including sexual and sex based harassment and sex discrimination, pathways they can pursue and complaint processes.

The salary range is \$69,513-76,955 per annum plus superannuation.

Duties

1. By telephone and in writing, provide information to members of the public about workplace rights and responsibilities, including sexual and sex based harassment and sex discrimination, pathways they can pursue and complaint processes.
2. Provide information about the coverage of the Commission's 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.

3. Provide reasonable assistance to people to enable them to make a complaint where appropriate, including drafting statements.
4. Analyse and respond to written enquiries and prepare associated correspondence.
5. Under direction assist in the actioning of straightforward complaints in relation to workplace harassment and unlawful discrimination under the Sex Discrimination Act 1984 (Cth) and assist with basic research tasks as required.
6. Under direction, provide information sessions on the law, workplace sexual and sex based harassment and discrimination and complaint processes and participate in community education events as required.
7. Participate in the ongoing development of practices and procedures for the Respect at Work Information and Referral Service and the Investigation and Conciliation Section as required.

Eligibility

1. Good communication skills (both written and oral) and an ability to communicate with clients with respect, empathy, discretion, good judgement and utilise a trauma informed approach.
2. Sound knowledge of workplace sexual and sex based harassment and discrimination and complaint/regulatory procedures and the ability to interpret legislation.
3. Sound knowledge of referral pathways to other agencies/regulatory schemes and to legal and other support services and an ability to make appropriate referrals.
4. Ability to represent the Commission in the community and deliver information sessions on workplace sexual and sex based harassment and discrimination and complaint processes and support services.
5. Sound analytical skills and an ability to undertake research, analyse data and prepare correspondence and reports.
6. Ability to manage a high volume workload in accordance with identified priorities and performance standards.
7. Proficient word processing and computer skills and familiarity with computer based information and data systems.

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTIQI+ and people with disability.

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 provide a resume and covering letter outlining how you meet the requirements of the role, you are not required to address the selection criteria individually

Requests for additional information and specific questions in relation to the position may be addressed to christopher.hills@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Christopher Hills, 02 9284 9862
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0727090

Comcare

Closing Date: Sunday 06 August 2023

Regulatory Operations Group
Regional Operations SA/NT Team

Job Title	Administration Officer
Job Type	Part-Time, Ongoing
Location	Adelaide SA
Salary	\$73,692 - \$80,595
Classification	APS Level 4
Position Number	01938
Agency Website	

Job Description

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

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG). Our legislation requires the entities we regulate to understand, accept and address their obligations as detailed in the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act), the *Work Health and Safety Act 2011* (WHS Act) and the *Work Health and Safety Regulations 2011*. The team administers the WHS Act through a variety of prevention, assurance and enforcement activities. These activities include:

- workplace inspections
- education and awareness raising
- audits
- investigations

Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity.

Duties

The Administration Officer supports the management of regional operations in compliance, enforcement, inspection, audit, advisory, education, stakeholder engagement and issue resolution under the WHS Act. The role builds and maintains internal and external relationships, responds to enquiries and delivers administrative support services for regionally based teams. In particular, the position provides support for the Regional Operations Director and Assistant Director(s) with allocated responsibility for a specific national campaign, portfolio, and subject matter network or programme delivery.

Eligibility

The role requires the ability to obtain and maintain a Baseline Security Clearance

Australian Citizenship is a mandatory requirement for 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>

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	Thomas Dawson, (08) 8124 0504
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0727143

Comcare

Closing Date: Monday 07 August 2023

Claims Management Group
Various Teams

Job Title	Claims Management Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$92,620 - \$102,773
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

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

Your new employer

Comcare is a customer centred organisation who play a leading role in supporting safe and healthy workplaces across our nation. By doing so, they consult widely and with purpose to support and sustain workplaces that are physically and mentally healthy for all.

Comcare has several important functions, which include claims management and insurance, work health and safety regulation, and scheme management. Comcare also has essential enabling roles, focused on the capability and capacity of our own workforce and on supporting engagement and better practice approaches to health and safety across our scheme.

What we offer

- A dynamic workplace – get on board and make a difference!
- Generous remuneration and leave entitlements
- Flexible working arrangements, employee wellness and employee assistance programs
- Learning and development opportunities – move up and along your desired career path
- Study leave and study options available.

Duties

Your new role

Claims Management roles are both challenging and rewarding. We work with people during difficult times to support them in their recovery and return to work, and in doing so we can make a positive impact to people's lives, their employer, and the broader community.

Operational Claims Management APS6 roles work within teams responsible for the direct management of claims either by Comcare or service providers. APS6 roles are titled 'Senior' to indicate:

- the experience and capability expected in these roles and
- the leadership and supervisory expectations of these roles within the team and group.

APS6 team members will be accountable for more complex, higher risk work and the work requires high level cognitive skills and resilience. We have a strong focus on teamwork and collaboration across teams. All positions have a supportive team to help in delivering outcomes and work in a multi-disciplinary, collaborative way. Part-time working arrangements may be considered for these roles.

How to apply

Please note Comcare has partnered with Hays (Recruitment Agency) to assist in managing the recruitment process.

Applications must be submitted via email to: comcare@hays.com.au

Your application **must** include:

1. Your **resume**
2. A **statement (written summary, maximum 2 pages)** outlining what you could bring to the position including your skills, experience and knowledge **relevant to the job specific capabilities which are listed in the Job Pack available via: www.comcare.gov.au/about/careers/current-vacancies**
3. Please ensure your name is on each page of your resume and statement and also indicate which APS level and role(s) you are

applying for.

For further details on the position and the job specific capabilities, please find the Job Pack via:
www.comcare.gov.au/about/careers/current-vacancies

Applications close **9:00am Monday 7 August 2023**

Eligibility

Australian Citizenship and Baseline Vetting Security Clearance are required for these 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>

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	Patrick Ablir-Wilson (Hays Recruitment), 03 9604 9585
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0727145

Comcare

Closing Date:Monday 07 August 2023

Claims Management Group
Various Teams

Job Title	Claims Management roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$83,101 - \$89,150
Classification	APS Level 5
Position Number	Multiple
Agency Website	

Job Description

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

Your new employer

Comcare is a customer centred organisation who play a leading role in supporting safe and healthy workplaces across our nation. By doing so, they consult widely and with purpose to support and sustain workplaces that are physically and mentally healthy for all.

Comcare has several important functions, which include claims management and insurance, work health and safety regulation, and scheme management. Comcare also has essential enabling roles, focused on the capability and capacity of our own workforce and on supporting engagement and better practice approaches to health and safety across our scheme.

What we offer

- A dynamic workplace – get on board and make a difference!
- Generous remuneration and leave entitlements
- Flexible working arrangements, employee wellness and employee assistance programs
- Learning and development opportunities – move up and along your desired career path
- Study leave and study options available.

Duties

Your new role

Claims Management roles are both challenging and rewarding. We work with people during difficult times to support them in their recovery and return to work and in doing so we can make a positive impact to people's lives, their employer, and the broader community. Operational Claims Management APS5 roles work within teams responsible for the direct management of claims either by Comcare or service providers.

APS5 team members will be accountable for work that requires high level cognitive skills and resilience. We have a strong focus on teamwork and collaboration across teams. All positions have a supportive team to help in delivering outcomes and work in a multi-disciplinary, collaborative way. Comcare encourages candidates of a variety of backgrounds to apply as experience in insurance is desired but not required. Part-time working arrangements may be considered for these roles.

What you'll need to succeed

- Experience in analysing information, managing risk and using judgement to inform decisions.
- Resilient, responsive and collaborative with a proven commitment to individual and team outcomes.
- Developed communications, stakeholder engagement and relationship building skills.
- Experience working in service delivery operations.

How to apply

Please note Comcare has partnered with Hays (Recruitment Agency) to assist in managing the recruitment process.

Applications must be submitted via email to: comcare@hays.com.au

Your application **must** include:

1. Your **resume**
2. A **statement (written summary, maximum 2 pages)** outlining what you could bring to the position including your skills, experience and knowledge **relevant to the job specific capabilities which are listed in the Job Pack available via:**

www.comcare.gov.au/about/careers/current-vacancies

3. Please ensure your name is on each page of your resume and statement and also indicate which APS level and role(s) you are applying for.

For further details on the position and the job specific capabilities, please find the Job Pack via:
www.comcare.gov.au/about/careers/current-vacancies

Applications close **9:00am Monday 7 August 2023**

Eligibility

Australian Citizenship and Baseline Vetting Security Clearance are requirements for these 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>

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	Patrick Ablir-Wilson (Hays Recruitment), 03 9604 9585
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0727185

Fair Work Commission

Closing Date: Sunday 30 July 2023

Client Services Delivery Branch Case Support & Enquiries

Job Title	Case Support & Enquiries Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$74,488 - \$80,834
Classification	APS Level 4
Position Number	4802, 4803, 4804, 4805
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The role of a Case Support & Enquiries Officer covers work in two streams of the Case Support and Enquiries Team – the Client Services Team and the Case Management Team. Applicants may be expected to work in both work streams.

Client Services Team - The primary purpose of the Client Services Team is to provide front line services to clients of the FWC. This team has in-depth knowledge of all services the Commission can assist with, enabling the resolution of queries in a consistent manner nationally. The role within Client Services involves providing information on the Commission's Helpline, the processing of applications and the administrative preparation of cases at the pre-conciliation phase.

Case Management Team - The primary purpose of the Case Management Team is to delivery effective management of FWC cases at the pre-conciliation phase. This is a high performing team, responsible for meeting or improving on key organisation KPIs for the effective and efficient case management of unfair dismissal, general protections and stop order cases.

In addition, Case Support and Enquiries Officers may support internal clients through the regular onsite provision of certain functions. They may assist with issues relating to building management, Enabling Services and Tribunal Support in respect to one or more of the following support areas: facilities, finance, human resource, WHS and IT.

It is expected that all employees will work together collaboratively and flexibly in support of the objectives of the Client Services Delivery Branch including by assisting with other duties when required.

Duties

- Using the Commission's case management systems with a high level of attention to detail and accuracy to maintain accurate records.
- Responding to written, in person and phone enquiries with a strong client service focus.
- Providing high quality and consistent services to clients in accordance with established procedures ensuring clients receive complete, timely and accurate information on their case.
- Performing early case management for a range of applications to the Commission, managing and actioning client correspondence, scheduling proceedings and data entry.
- Working individually and with team members to achieve best performance and deliver results within deadlines.
- Collaborating with teams across the Client Services Delivery Branch to ensure quality client service and to deliver on Branch objectives.
- Contributing to strategic solutions, problem solving and issues management for internal and external stakeholders in relation to client service delivery.
- Maintaining an excellent working knowledge of the Fair Work Act 2009.

Eligibility

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

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of **no more than 1 page (minimum 10-point font)**, outlining your skills and/or experience relevant to the advertised role using '**Our Ideal Candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill current non-ongoing opportunities.

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

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

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

About the Fair Work Commission

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

To Apply

Position Contact	Emma Fulton, (03) 8656 4821
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0727146

Federal Court of Australia

Closing Date: Friday 04 August 2023

Federal Court of Australia
International Programs Unit

Job Title	Project Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	-
Classification	APS Level 5
Position Number	8577
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Federal Court of Australia is globally recognised as an exemplar of judicial development with an uncompromising commitment to the quality of its services. The Court has close relationships with judges and courts around the world, particularly across Asia and the Pacific. Since its establishment in 1977 the Court has played a significant role in the provision of assistance to over 50 countries. Its strong collaborative links and unparalleled access to networks and individuals around the world provide invaluable resources in the delivery of high quality professional development and capacity building support to partner judiciaries in both bilateral and multilateral contexts. The Court seeks a Project Coordinator to support the various projects in its International Programs Unit, with principal responsibility for delivering on activity implementation and financial aspects of the Pacific Judicial Integrity Program (PJIP).

Duties

- The International Programs Unit are seeking a Project Coordinator who is passionate about fostering the rule of law internationally. The role involves supporting Pacific Courts to preside over and manage corruption-related cases by:
- Organising and implementing a suite of activities. This includes responsibility for: coordination, administration, and tracking of international/domestic travel and other activity-based logistics; drafting and compiling briefings, communications and project materials, as well as contributing to activity and program reporting; and monitoring and acquitting activity budgets.
- Managing, monitoring and acquitting operating budgets, activity and project budgets, including preparing periodic budget forecasts;
- Provide accurate and comprehensive monthly, periodic and exception financial reports, including expenditure and variances;
- Follow the Court's financial procedures, including for procurement and use of financial templates, to ensure that all costs accord with approved budgets, applicable rates and represent value for money;
- Track, collate and develop all invoices for internal/external submission/acquittals as required;
- Support the Court's finance team to manage and process domestic and international payments efficiently and effectively;
- Maintain accurate, up-to-date and accessible records of all quotations, invoices, completed financial templates and other financial documentation and information for auditing purposes;
- Liaise with other Court and team personnel to operate and maintain accounts, including partner courts in other countries;
- Effective, timely and professional communication, including cross-culturally;
- Work collaboratively and collegially with other team members, including managing volunteers; and

- Any other tasks required to support the activities and projects of the International Programs Unit.

Eligibility

Competencies & Attributes

The Project Coordinator will possess the following competencies (knowledge, skills and attributes) to deliver the role:

1. Project Management: oversee, administer and implement activities within agreed timeframes, budget and to a high standard.
2. Financial Management: approve and monitor all expenditure to align with budgets, client/donor financial policy and value for money considerations. Effectively and efficiently manage, acquit and report on all activity and Unit expenditure and budgets. Comply with the financial requirements associated with donor-funded international development projects, and Federal Court procurement rules.
3. Communication: Establish and maintain strong and cooperative working relationships with all Partner Courts, team members, stakeholders and technical advisers. Effective interpersonal, communication and relationship building skills with stakeholders of various seniority, internally and across cultures.
4. Administration, Logistical and Financial Coordination: oversee and deliver the administration, logistics and financial arrangements for the PJIP and Unit's activities in line with procedural guidelines and rules.
5. Reporting: ensure all financial reporting against internal and donor requirements are met, and contribute to the progressive reporting against activities.
6. Professionalism: deliver all activities with a high level of professionalism, integrity, collegiality, attention to detail and flexibility in a dynamic environment of changing and competing priorities.

Formal Qualifications

Higher education or degree in business management or project management; or at least 5 years' experience working within the international development sector in a similar role.

Special Requirements

Potential travel in the Pacific region, including remote locations may be available to support education and learning opportunities in different cultural settings. Flexibility to work irregular hours, if required, particularly during travel.

Selection Criteria

1. At least 5 years' experience administering, implementing and reporting on complex development assistance activities/programs and budgets.
2. Demonstrated experience in effectively managing complex travel and other activity logistics, preferably in the Pacific.
3. Demonstrated experience in project budgeting, tracking, management and acquittals.
4. Effective time management and capacity to ensure that activity work plans and budgets are followed and (often concurrent) deadlines are met on time.
5. Demonstrated experience to comply with financial requirements associated with donor-funded international development projects, and procurement rules including seeking/analysing quotes, calculating and making payments.
6. Ability to work collaboratively, as well as with minimal supervision.
7. Proficient in using technology to perform functions and maximise reach/efficiency of activities, including Zoom, Microsoft Office (Word, Excel and Teams).
8. High level of professionalism, integrity, attention to detail and flexibility in a dynamic environment of changing and competing priorities.

9. Solutions-focused commitment to resolving activity and interpersonal challenges restoratively and expediently.

Notes

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

About the Federal Court of Australia

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

To Apply

Position Contact	Nicole Cherry, 0402610805
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0727208

Office of the Australian Information Commissioner

Closing Date: Thursday 03 August 2023

Dispute Resolution

Job Title	Investigations Officer, Privacy Case Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - QLD QLD
Salary	\$81,420 - \$98,866
Classification	APS Level 5;APS Level 6
Position Number	OAIC-2023-021
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

About the Opportunities

Our mission is to uphold and promote Australia's privacy and freedom of information laws.

We are seeking highly motivated individuals to work as Investigations Officers within the Dispute Resolution branch (DR branch).

If you have a background, qualifications and skills covering law, investigations and compliance then we want to hear from you.

The Privacy Case Management team (PCM team) manages the OAIC's high volume case load for privacy complaints that cover the full spectrum of the federal privacy law, including the Australian Privacy Principles (APPs) under the Privacy Act.

The work of the PCM team is critical to the OAIC's ability to deliver its core regulatory functions. The PCM team makes administrative decisions about privacy complaints exercising the delegated powers of the Australian Information Commissioner (the Commissioner).

The duties of Investigations Officers include:

- Managing privacy complaints on a high-volume basis, including complex and sensitive matters.
- Making decisions under the Privacy Act using the Commissioner's delegated powers, having regard to the principles of administrative law.
- Drafting preliminary views and decision letters.
- Identifying systemic issues and providing recommendations to the Assistant Director and the Director as to the appropriate action.
- Collaborating with other sections of the OAIC in handling privacy complaints as appropriate.
- Referring matters to the Determinations team as appropriate in consideration of the OAIC's regulatory priorities.
- Contributing to continuous improvement activities such as the development of innovative systems and processes to conduct investigations efficiently.
- Contributing to team performance objectives.
- Other duties as required.

Duties

Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates with the following skills and attributes:

- Sophisticated skills in drafting administrative decisions.

- Strong attention to detail with an ability to analyse voluminous documents and information.
- Ability to autonomously manage a high volume of cases.
- Knowledge of the federal privacy law (including the Australian Privacy Principles) or an ability to quickly acquire such knowledge.
- Strong ability to interpret and apply legislation.
- Ability to work with limited direction and use judgement to appropriately escalate matters.
- Excellent stakeholder relationship management skills, including a demonstrated ability to exercise tact and discretion in engagement with the parties.
- Collegiate attitude to work being willing to work collaboratively with colleagues.

While not essential, knowledge and experience in the areas of administrative law and dispute resolution will be highly regarded.

How to Apply

- Visit the OAIC website by clicking the 'Apply now' button to review the downloadable candidate information pack.
- Please complete the application sheet (located within the candidate information pack) as part of your application.
- You are asked to provide a single page application response (one-page-pitch) addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack available on the OAIC website.
- Your application form, CV and one-page-pitch should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au.
- Please ensure your email includes your full name in the email subject field, along with the job reference number which is OAIC-2023-021.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the baseline level and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

Position location

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD, we will consider candidate applications from all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC's hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

Diversity & Inclusion

The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Ji Jang (Acting Director), (02) 9942 4161
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Attorney-General's

Vacancy VN-0727209

Office of the Australian Information Commissioner

Closing Date: Thursday 03 August 2023

Regulation & Strategy

Job Title	Advisers & Assistant Director, Consumer Data Right Assessments
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 - WA WA, Various locations in SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$89,781 - \$121,035
Classification	APS Level 6;Executive Level 1
Position Number	OAIC-2023-023
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

About the Opportunities

Our mission is to uphold and promote Australia's privacy and freedom of information laws.

A privacy assessment (previously called an audit) provides an independent and systematic appraisal of how well an agency or organisation complies with all or part of its privacy obligations. In relation to Consumer Data Right (CDR), the OAIC conducts assessments under section 56ER of the *Competition and Consumer Act 2010* (Cth) of participants in the CDR system.

The CDR Assessments team have a number of opportunities available for highly motivated candidates performing the following roles:

1. EL1 Assistant Director
2. APS 6 Adviser (multiple roles).

Duties include:

- Planning and managing assessments of regulated businesses' compliance with the CDR rules and legislation, including information gathering, analysis, reporting and guidance.
- Guiding and mentoring staff, displaying leadership and integrity, and fostering a positive workplace culture.
- Contributing to the strategic review and uplift of the CDR assessment process.
- Delivering high quality advice on the assessment and referral of matters for compliance and enforcement consideration.
- Communicating information clearly to various audiences via assessment reports, briefings, letters and emails.
- Participating in internal and external CDR governance and implementation forums including with the Australian Competition and Consumer Commission, Treasury and the Data Standards Body.
- Maintaining and updating internal policies, procedures and systems.

To review the job specific capabilities, skills and experience we are seeking and for further detailed information about the roles, please visit the OAIC website and review the downloadable candidate information pack by clicking the 'apply now' button. **Duties**

How to Apply

- Visit the OAIC website by clicking the 'Apply now' button to review the downloadable candidate information pack.
- Please complete the application sheet (located within the candidate information pack) as part of your application.
- You are asked to provide a 500 word response (pitch) addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack available on the OAIC website.
- Your application form, CV page should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au.
- Please ensure your email includes your full name in the email subject field, along with the job reference number which is OAIC-2023-023.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.

- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

Position location

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The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Jasmine Tan - Acting Director, CDR Assessments, (02) 9942 4235
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Defence

Vacancy VN-0726541

Department of Defence

Closing Date: Sunday 06 August 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Cyber and Software Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	NSSG/06697/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A779E2A8-AC6F-5436-FDCA-D1D460AB385C>

Duties

The Role

The Cyber and Software Manager:

- Delivers and manages software engineering specifications and resources supporting the Defence materiel capability lifecycle.
- Investigates, analyses and reports on software engineering defects and requirements, develops and implements recommendations and advice.
- Performs and achieves complex to very complex software engineering work within an integrated workforce.
- Has in-depth knowledge of and compliance with legislative frameworks, government and Defence's mission and policy requirements.
- Provide expert policy advice by exercising sound decision making and judgement.
- Develops, implements and reviews relevant policies and procedure.
- Engages in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on Defence strategic or operational outcomes.
- Set work that aligns with the strategic objectives and communicate expected outcomes.
- Actively manages key stakeholder relationships and identifies relevant stakeholders' expectations and concerns to achieve outcomes.

About our Team

The Hydrographic System Project Office (HSPO) supports Navy Hydrographic and Army Amphibious capabilities. HSPO is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. It is a new national, integrated approach that is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding. If you require further information please email build.the.future@defence.gov.au.

HMAS Cairns is the primary Defence establishment in the Cairns Region. It is a Royal Australian Navy base with 900 Navy and civilian personnel. Cairns is a 'remote' location and Defence employees working in Cairns are eligible for locality benefits. APS employees are able to access site amenities at Defence establishments in Cairns. This includes a gym, yoga, basketball court and team sports.

Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will be subject to negotiation and Delegate approval. For more information, please download the APS Relocation Assistance Handbook.

Our Ideal Candidate

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

- Deciding and initiating action - Deciding, taking responsibility, taking calculated risks, taking initiative, generating activity.
- Adhering to principles and values - Acting with integrity and ethics, ensuring equal opportunities, using diversity, considering community and environment.
- Presenting and communicating information - Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility.
- Applying expertise and technology - Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines.
- Learning and researching - Learning rapidly, gathering information, understanding rapidly, managing knowledge, ensuring organisational learning approach.
- Adapting and responding to change - Adapting to change, accepting new ideas, adapting interpersonal style, showing sensitivity to different cultures or backgrounds, dealing with ambiguity at work.

Eligibility

Security Clearance

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

Mandatory Qualifications

This engineering position 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.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects 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>

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A779E2A8-AC6F-5436-FDCA-D1D460AB385C

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Defence

Vacancy VN-0726559

Department of Defence

Closing Date: Monday 07 August 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Quality and Information Manger
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NSSG/06690/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BA1D4333-4E3A-74F9-D2B9-D1D4627D1986>

Duties

The Role

The APS 6 Quality and Information Manager role is accountable under broad direction to manage the Hydrographic Systems Program Office (HSPO) Records and Quality Management System.

The Quality and Information Managers role will be responsibility for the records management system, maintaining the quality of the records within Objective (records repository) structuring and managing the records of a platform's complete life cycle, from acquisition to sustainment to disposal and sentencing of records.

The Quality and Information Managers role will be to coordinate and perform complex quality assurance, risk management, governance, auditing and corporate reporting activities with a strong focus on achieving best practice and continuous improvement.

The role may include development and implementation of quality assurance and governance procedures, practices and frameworks; quality assurance auditing and reporting; and applying critical thinking and data analysis to problem solve issues impacting on the achievement of desired SPO outcomes.

The Quality and Information Manager is accountable to have and maintain a well-developed understanding of and compliance to relevant legislative and regulatory frameworks, government decision making and Defence's mission and policy requirements. Using their knowledge in Quality and Records Management systems and assurance, they will build team capability, providing guidance and training sessions on the management of quality assurance processes and business planning including the review and improvement of business activities.

This role requires a high standard of written communication skills in accordance with Defence standards and adapting.

About our Team

The Hydrographic System Project Office (HSPO) operates within the Naval Shipbuilding and Sustainment Group, as a part of the Maritime Sustainment Division, within the Specialist Systems Branch. HSPO supports Navy Hydrographic and Army Amphibious capabilities.

As part of NSSG, HSPO is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. It is a new national, integrated approach that is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding. If you require further information please email build.the.future@defence.gov.au.

Our Location HMAS Cairns is the primary Defence establishment in the Cairns Region. It is a Royal Australian Navy base with 900 Navy and civilian personnel, and a responsibility extending from Rockhampton in the south to Thursday Island in the north.

Located in an idyllic spot between the Great Barrier Reef and tropical rainforests, Cairns is not only one of Australia's most popular tourist destinations but a great place to live and work. The city is well established and well set up for those who live and work here, for both individuals and families of all sizes. Cairns has an international airport and direct flights to all Australian capital cities.

Cairns is considered a 'remote' location and Defence employees who work in Cairns are eligible for locality benefits. APS employees are also able to access site amenities at Defence establishments in Cairns. This includes a gym, yoga, basketball court and team sports.

Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will be subject to negotiation and Delegate approval. For more information, please download the APS Relocation Assistance Handbook.

Our Ideal Candidate

As an APS 6 Quality and Information Officer you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Quality Assurance roles:

- Working with people: Understanding others, adapting to others, rewarding others, listening, consulting, supporting, caring.
- Relating and networking: Building relationships, identifying needs and relating to all levels.
- Persuading and influencing: Making an impact, gaining agreement, negotiating, persuading, convincing, promoting ideas, managing conflict.
- Writing and reporting: Writing clearly, succinctly and correctly, influencing through writing, avoiding jargon, structuring information
- Applying expertise and technology: Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines.
- Achieving personal work goals and objectives: Accepting and tackling demanding goals, working hard with time management, making the most of development opportunities and meets deliverables.

Eligibility

Security Clearance:

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

Notes

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

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

To Apply

Position Contact	Build the Future, Email Only
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA1D4333-4E3A-74F9-D2B9-D1D4627D1986

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Defence

Vacancy VN-0726790

Department of Defence

Closing Date: Sunday 30 July 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Assistant Director Strategic Recruitment
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/06449/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A80A6C81-96F9-68A1-E764-D1D465253A19>

Duties

The Role

- Lead purposeful work in a dynamic and inclusive team environment.
- Interesting and complex workforce, with supportive leadership.
- Take an enterprising approach with autonomy to start up and deliver on strategic recruitment projects and services.

The Assistant Director Strategic Recruitment will assist the Director Workforce Strategy and Planning to deliver strategic recruitment services and projects that deliver on workforce planning objectives. The successful candidate will be responsible for leading and growing the maturity of the strategic recruitment team and function in CASG, identifying talent trends and providing strategic recruitment services that deliver business impact.

This opportunity will see you:

- Provide expert advice on strategic recruitment services, working closely with the Workforce PMO to understand workforce demand.
- Lead a team to initiate, develop and implement strategic recruitment services which achieve the required outcomes.
- Engage and consult with the Senior Executive, project managers and other relevant stakeholders to improve recruitment targeting and capability.
- Lead the implementation of tailored recruitment approaches, ensuring recruitment processes are valid, reliable and offer high degree of candidate care.
- Work closely with the Defence People Group (DPG) to ensure CASG strategies and approaches are complementary to department attraction and recruitment efforts and aligned to One Defence outcomes.

About our Team

The Strategic Recruitment team is part of the Workforce Planning and Strategy Directorate that supports CASG through the development of workforce solutions. Working in partnership across CASG and with DPG, the Strategic Recruitment team provides tailored recruitment services to ensure CASG has a highly capable workforce, with the right skills at the right time.

The team offers CASG a high level of recruitment expertise and is forward-looking in its focus, as well as providing day to day support in resolving emerging operational issues. The operating environment is diverse and varied, and a high level of consultation is required to identify and address stakeholder needs.

Our Ideal Candidate

Our ideal candidate has:

- A strong understanding of modern talent attraction and recruitment challenges, including valid and reliable merit-based assessment methods.
- Excellent relationship management and stakeholder engagement skills with the ability to bring a customer service focus to the delivery of the strategic recruitment function.
- Well-developed written and oral communication skills, including the ability to explain recruitment concepts to a non-HR audience.
- Effective problem solving and critical thinking skills to exercise sound judgment in consideration of immediate and long-term work priorities.
- The ability to lead, mentor and develop others to build an effective, positive, and collaborative team, including prioritising and organising work to deliver on outcomes.
- A willingness to work in a dynamic environment, with the ability to work across functions and with different business areas to achieve results.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Shane Lysons-Smith, 02 6265 1836
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A80A6C81-96F9-68A1-E764-D1D465253A19

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Defence

Vacancy VN-0726861

Department of Defence

Closing Date: Sunday 06 August 2023

NAVY
Navy Capability

Job Title	ICT Accreditation Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NAVY/06840/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A273299C-19B2-854B-346C-D1D517647ECF>

Duties

The Role

The ICT Accreditation Officer (ICTAO) will engage with project teams and stakeholders to collaborate, develop and assist with ICT accreditation, security advice and risk assessments. They will develop registers and schedules, including scheduling re-certifications of sustained capabilities.

The position is a key contact for the coordination and management of Navy accreditation. It will involve engagement with stakeholders across the Navy cyberworthiness community of practice, the conduct of reviews, and the conduct of independent technical research and analysis.

Under the guidance of the Information Security Team Leader, the successful applicant will contribute to team coordination and planning, and gain experience in formulating policy advice and recommendations. They will be required to develop and maintain a sound understanding of all relevant legislative frameworks, government decision-making and Defence's mission.

Duty Statement:

- Use experience to provide advice on a range of cyber and information security matters.
- Prepare and produce cyber security reporting, policy or doctrine.
- Evaluate cyber and information security practices and procedures to ensure compliance with security policies, standards and guidelines.
- Use expertise to research and identify cyber and information security vulnerabilities.
- Design, develop and implement ICT and cyber accreditation processes, and assess applications from entities to become accredited users.
- Work collaboratively within a multi-disciplinary environment and actively participate in team work and group activities.
- Maintain and develop positive relationships with internal and external stakeholders.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence.

Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Navy Intelligence & Information Warfare Branch (NI&IWB) is an exciting and cutting edge workplace. The Branch supports the Chief of Navy in his role as a Capability Manager by sponsoring the Maritime Command and Control, Communications, Computers, Cyber, Intelligence, Surveillance and Reconnaissance and Electronic Warfare (MC5ISREW) Program. It is an exciting time to join the Branch as we strive to support next generation capabilities and new platforms out to 2030 and beyond.

The Branch structure consists of around 80 personnel within nine directorates, including an Executive team, and employs an integrated workforce; consisting of mostly Navy personnel, supported by a smaller number of APS and contractor staff.

The ICTAO is located within the Directorate of Navy Cyber and Space (DNC&S). DNC&S is a small team of eight personnel responsible for the provision of Navy's cyberspace operations capability, cybersecurity requirements, cybersecurity awareness and cyberworthiness policy. It is also responsible for developing Navy's space capability requirements and policy.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Determination, resilience and a focus on enabling others in support of Branch priorities.
- Sound judgement in the interpretation and application of security policy and legislative requirements.
- Sound communication skills, including both written and verbal.
- Ability to manage competing priorities and meet deadlines.
- Ability to work autonomously and as part of a team.
- Creative thinking and a solutions-focused approach.
- Attention to detail with sound administrative and recordkeeping skills.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Alex Mammen, 02 4078 1650
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A273299C-19B2-854B-346C-D1D517647ECF

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Defence

Vacancy VN-0726880

Department of Defence

Closing Date: Sunday 06 August 2023

Chief Information Officer Group
ICT Operations Division

Job Title	Customer Relationship Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	CIOG/06950/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3DB0FC36-EBB7-1B1B-F504-D1D54F739A28>

Duties

The Role

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

Customer Relationship staff also develop and execute Customer Engagement Plans to support targeted liaison and engagement with Defence personnel to enhance their access to CIOG capabilities. If you have a passion for delivering excellence in customer service then we want to hear from you!

This position is located at Anglesea Barracks, Hobart Tasmania and is a Face-to-Face Customer Service Position.

About our Team

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

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

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

Our Culture is one that is driven by a "One Team" approach, "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG."

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

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

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

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	Owen McDowell, 0439 698 750
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3DB0FC36-EBB7-1B1B-F504-D1D54F739A28

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Defence

Vacancy VN-0726896

Department of Defence

Closing Date: Sunday 06 August 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Systems Manager Operations
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/05641/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E451AC84-DD9C-9441-3863-D1D550DC36CA>

Duties

The Role

As the EL 1 System Manager Operations, you will be responsible for the technical management of a highly complex capability, along with the overarching corporate responsibilities associated with such a strategically important role.

This includes the management of the day-to-day technical support to operations, including liaison with internal stakeholders and specifically the HQJOC system owner and operator. You will manage a multi-disciplinary technical team to ensure capabilities are appropriately supported and remain operationally available to support critical ADF and Government objectives by maintaining and engineering for the classified system and its interfaces.

As part of the Product Team within a SPO, the EL 1 System Manager Operations will work closely with, and in support of, the Sustainment Director, Project Manager and technical team Lead to contribute by driving continuous improvement, reform and capability uplift within the team.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

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About our Team

About JC2SPO - The Joint Command and Control Systems Program Office (JC2SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas.

These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and

command and control systems for deployed military forces across the Submarine, Maritime, Land and Aerospace Domains.

JC2SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force. JC2SPO is responsible for the delivery and sustainment of Joint Data Networks (JDN), and Command Support Systems.

Our Ideal Candidate

The ideal candidate will have gained extensive exposure to COMSEC or INFOSEC practices, materials and equipment. Experience may have been gained through recent COMSEC or INFOSEC employment in Government, such as Defence, via previous career as an ADF communications or networking specialist, or performing similar work for another government agency.

You are a customer-oriented problem solver who is focused on achievement of necessary outcomes. With multiple stakeholders to satisfy and under the pressure of customers' operational demands, you can plan, prioritise and communicate effectively to ensure that team efforts are appropriately directed to meeting customer needs and keeping them informed.

Working within a strict compliance framework, you are a diligent record keeper and set the standard for others to follow. As part of the larger ADF COMSEC enterprise, you are a collaborator who shares knowledge, seeking to build the skill and expertise of those who work for and with you.

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	Belinda Goedecke, 02 5108 9972
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E451AC84-DD9C-9441-3863-D1D550DC36CA

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Defence

Vacancy VN-0726909

Department of Defence

Closing Date: Sunday 06 August 2023

Security and Estate Group
Service Delivery Division

Job Title	Assistant Director Information Access Unit
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	SEG/06883/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6A2EA169-50FA-EB3E-28FB-D1D552684864>

Duties

The Role

The Defence Information Access Unit (IAU) is seeking an energetic and contemporary people leader to support people seeking information from Defence. The IAU Assistant Director (AD) is a dynamic role that works with considerable independence and is accountable to perform and achieve very complex customer service delivery and management work within an integrated workforce. The IAU AD requires an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Exercising sound decision-making and judgement, you will provide expert policy advice. Utilising your in-depth knowledge of the customer service function, you will be responsible for the development, implementation, compliance and review of policies and procedures within the work area. You will coordinate sensitive projects for very complex work that has strategic, political or operational significance, engaging in complex problem solving and issues management.

Managing multiple teams across different geographical locations, you will plan, lead and manage human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. You will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.

You will set work that aligns with the strategic objectives of the IAU and communicate expected outcomes across the wider team. As the IAU AD you will actively manage key stakeholder relationships and be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices that will achieve outcomes.

You will be accountable to contribute towards ongoing self-improvement and professional development of your work area. This position has people management responsibility and you will be required to exercise people management skills and knowledge to lead a high performing and cohesive team.

This role will suit you if:

- You are passionate about creating high performing teams and driving continuous improvement.
- You enjoy positive and challenging aspects of customer engagement and have a high level of emotional intelligence.

- You enjoy making things happen and are not daunted by the unknown, enjoy a challenge and see these as learning opportunities.
- You have the ability to adapt to change in a positive and flexible manner.

About our Team

The Royal Commission into Defence and Veteran Suicide recommended Defence establish a single access point for people seeking information from Defence. The IAU works in close collaboration with the Customer Service Network (CSN) to provide services to Australian Defence Force members, ex-members, families and representatives across Australia.

The IAU is responsible for receiving and managing all requests made to Defence. This includes converting physical records to virtual records in response to customer requests. Staff in the IAU case manage customers with complex needs to ensure they are assisted in a trauma informed manner to access their information.

This role is part of the IAU Leadership Team and will work closely with other EL 1s to achieve a consistent application of services. You will support the Director of the IAU and the Assistant Secretary Regional Services, South East Zone by ensuring that services are provided across your footprint and staff are engaged, productive, trained, supported and providing a high standard of customer service.

Our Ideal Candidate

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks.

To be successful you will demonstrate the following characteristics:

- Experienced in building teams and developing individuals, you are comfortable providing coaching and mentoring your team.
- The ability to plan, lead, and manage resources across multiple teams and achieve strategic outcomes. Effective people management skills are essential.
- Genuine interest in providing the customer with a positive and professional streamlined experience.
- You thrive in a fast paced environment where you're given latitude to manage multiple tasks that also require prioritisation.
- You are able to undertake complex problem solving and issues management whilst juggling competing demands and under pressure.
- Strong analytical, research skills and an ability to interpret and apply legislation in defining business requirements in a logical manner.
- Experience with stakeholder management you are comfortable engaging and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships.
- A positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation.
- Excellent written and verbal communication skills.

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	Lynne Wyett, 0429 213 370
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A2EA169-50FA-EB3E-28FB-D1D552684864

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Defence

Vacancy VN-0726910

Department of Defence

Closing Date: Sunday 06 August 2023

Defence People Group
Commander Australian Defence College

Job Title	Contracting Officer
Job Type	Full-Time, Non-Ongoing
Location	Weston Creek ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	DPG/06984/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1D492BB8-3954-56A2-B433-D1D5525E32BA>

Duties

The Role

The APS 6 Contracting Officer will support the Assistant Director under limited direction, in the delivery of a wide array of ICT procurement projects and is expected to plan, lead and manage a range of fast-paced turnaround simple procurement activities, as well as providing direct support to complex contract management activities. They will engage in complex problem solving and issues management.

The successful applicant will have a wide range of opportunities to develop their procurement and contract management skills in a highly supportive environment. They will be exposed to unique opportunities to learn client-level procurement and contract management practises, lead internal and external stakeholder engagement on complex contract management activities, and to identify and implement strategic initiatives focussed on improving division level business management activities.

About our Team

Based in Weston Creek, the ADC Headquarters (ADCHQ) is a comparatively relaxed and supportive environment featuring a fully provisioned mess, gym, free parking, and a wide variety of available social activities. The ADC Business Management Unit (BMU), as part of ADCHQ, is a division level team providing specialist advice and support to all branches and business units within the remit of the ADC.

The BMU comprises several a high performing teams in areas of subject matter expertise. The Procurement and Contract Management team is one small specialist team within the BMU focussed on advising and supporting all procurement and contract management activities within the division.

Typical activities include taking the lead on complex contract management activities with the university sector as well as providing specialist advice and support to a wider range of activities such as contractor engagement and management, procurement compliance support, ICT acquisition and support, estate and infrastructure management, and procurement education and training.

Our Ideal Candidate

We are looking for motivated and experienced candidates with a demonstrated understanding of and / or experience in procurement and contracting; including ICT panel procurements. The role requires a firm grasp of the Commonwealth Procurement Rules and the broader legislative and policy framework to which they belong as well as a pragmatic understanding as to how this framework is applied in a practical outcomes-focussed setting.

The ideal candidate would be confident in expressing initiative and exercising judgement on general procurement and contract management matters, with a view to finding the procedurally compliant way to achieve the organisations goals.

The candidate that would be the best fit for the Procurement and Contract Management Team would be a quick learner with well-refined organisational skills who is able to build and maintain positive working relations with a diverse range of stakeholders, deftly marshalling their input and providing clear and considered feedback.

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	Simon Eggins, 02 5131 8137
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D492BB8-3954-56A2-B433-D1D5525E32BA

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Defence

Vacancy VN-0726929

Department of Defence

Closing Date: Sunday 06 August 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineering Professional – Land Command, Control, Communications & Computer Systems
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/06973/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1C4607D1-8177-C6DB-316C-D1D551C84492>

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.

As an Engineering Professional, you will provide detailed engineering technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. In doing so, you will have knowledge of and compliance with legislative frameworks, government decision making and Defence's mission and policy requirements. You will be responsible for exercising assigned engineering authorities within the Land Worthiness framework.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to realign resourcing to meet emerging demands. Successful applications will provide support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities.

These positions require stakeholder engagement (including industry) and therefore successful candidates will need to possess excellent communication and interpersonal skills.

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.

LC4S Branch is seeking Engineering Professionals for the following roles:

LC4 Acquisition SPO - APS 6 - Land 200 Phase 3 Battle Management System Software Engineer (Defence Plaza Melbourne – VIC; or Russell - ACT):

The successful candidate will work within the Land 200 Phase 3 Project Team seeking to incrementally deliver a new Battle Management System to the land and integrated joint force, address capability deficiencies and improve interoperability with Partner nations. Working within the Technical Regulatory Framework - Land (TRF-L). They will provide specialist Software Engineering Subject Matter Expertise during Engineering Planning, Stakeholder Engagement, Requirements Refinement, and Delivery of this Project.

LC4 Modernisation SPO - APS 6 - Platform Integration of Electronic Systems (PLAT-IES) Engineer (Defence Plaza Melbourne/Simpson Barracks - VIC)

The successful candidate will work within the PLAT-IES Engineering Team investigating and resolving current and emerging Army

Vehicle Platform Command, Control, Communications and Computers (C4) integration issues. Working within the Land Technical Regulatory Framework, they will provide specialist Engineering Subject Matter Expertise during Vehicle Platform and System Integration, Engineering Change, Materiel Certification, Test and Trials, Fault Finding and Rectification, which all contribute to ensuring that LC4 Materiel Integration risk is minimised so far as is reasonably practicable before entering into service with Army. The day to day tasks will include prototyping and integration activities, testing activities (including bench level testing within the Land C4 Systems Integration Laboratory) and development of technical certification engineering artefacts.

Flexible working arrangements and opportunities for part-time and home-based work can be negotiated, including remote working arrangements for the right candidates.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review.

Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease."

About our Team

Land C4 Systems 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 work across both Acquisition and Sustainment of Command and Control, Communication, and Computer Systems to Army and Joint Force.

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.

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.

Key attributes and experience we are looking for:

- A demonstrated track record working within engineering projects using appropriate engineering practices and processes.
- A thorough understanding of the relevant engineering disciplines and their application in a technical regulatory framework.
- Demonstrated focus on timely resolution of issues in order to achieve a program outcome.
- High Level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Excellent communication and stakeholder engagement skills, with ability to negotiate and build relationships with stakeholders.
- A team player who values team work and performs well in a diverse and integrated environment.

Eligibility

Security Clearance

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

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>

About the Department of Defence

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To Apply

Position Contact	Steven McNaught, 0400 628 845
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1C4607D1-8177-C6DB-316C-D1D551C84492

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Defence

Vacancy VN-0726946

Department of Defence

Closing Date: Sunday 06 August 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Deputy Director Future Policy
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	JCG/06975/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A416CC68-B073-D72B-3005-D1D60288D1D8>

Duties

The Role

A fast paced, end-user focused role responsible for the design, development and digital publishing of logistics information. A newly created position, the Deputy Director will manage the Integrated Business Management System (BMS) used to publish information within Joint Logistics Command and manage contractors working with the software platform Holocentric Modeller.

Our current challenge is the digitising and uploading of core logistics policy is occurring at the same time as a major review of the documentation. The roll out of Enterprise Resource Planning (ERP), a Defence wide business transformation project, also requires significant change to the documentation as many of the logistics systems and processes will be changing.

Working within this context, the role will manage the challenge of logistics documentation reviews, updates and publishing to complement the ERP roll out, while always focussed on the end user experience.

About our Team

We are a small total workforce system team utilising the skills of Australian Defence Force, Public Service and contractor team members to deliver on our mission. The Deputy Director Future Policy works to the Director Defence Logistics Strategy and Training, CAPT Lorinda Carlin.

This job is making a tangible difference for Defence professionals across Australia being able to access accurate and updated logistics related information through a single, easy to use platform designed for the end user.

Our mission is at the centre of our work: Lead the Defence Logistics Enterprise to ensure current and future strategic logistics requirements are identified, documented and managed to support the Defence mission. Our vision helps us shape our approach to our work: Provide strategic logistics leadership and expertise to the Defence Logistics Enterprise through clear and achievable guidance and innovation in support of the Defence mission.

Our Ideal Candidate

In our team, we are invested in success and delivering against our vision which means we are directly invested in our team members. We will help you grow in the role and support you to achieve the role goals and your own development requirements. To succeed in this role:

- You will have experience providing superior customer service and be able to manage contractors to deliver curated material within the Integrated Business Support System.
- You will need strong analytical abilities and enjoy bringing innovative and 'outside the box' approaches to problem-solving in a knowledge management context.
- You will have experience working in a fast-paced (sometimes demanding) environment and be able to juggle multiple priorities while maintaining high levels of attention to detail.
- While not mandatory, an understanding of Defence logistics systems and the interaction with ERP will be advantageous for you in the role.

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	Lorinda Carlin, 02 6203 6741
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A416CC68-B073-D72B-3005-D1D60288D1D8

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Defence

Vacancy VN-0726947

Department of Defence

Closing Date: Sunday 06 August 2023

Capability Acquisition and Sustainment Group
Australian Industry Capability

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Keswick SA, Canberra ACT, Melbourne VIC
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/06451/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=73BA814E-2223-DA5A-51BA-D1D60378C9DF>

Duties

The Role

As an APS 6 Contracting Officer, you will:

- Provide procurement, commercial and / or contracting advice and guidance on matters related to Australian Industry Capability (AIC).
- Assist in applying AIC policy in project business cases, approval documents and evaluation of the AIC aspects tender responses.
- Assist with industry engagement activities.
- Assist in negotiations of contracts with suppliers and finalise AIC elements of contracts with clients.
- Undertake simple procurement and manage contracts on behalf of the branch where appropriate.
- Assist with preparing briefing material to support Ministerial meetings and events relating to the AIC program.

About our Team

Australian Industry Capability (AIC) Division supports Defence delivery on the Government's policy direction to equip and sustain the ADF. AIC Division assists in developing new initiatives designed to drive behavioural change across Government, Defence and Industry to develop a deeper and broader sovereign industrial base while making Defence a stronger client.

Our team works closely with senior Defence Leaders and Minister's providing advice on all aspects of AIC Delivery. AIC Division assists Defence to implement and enhance the AIC Program by providing advice and support to Capability and Project Managers. We work across Defence and with other federal agencies to implement the AIC program, drive exports through the creation of supply chain opportunities, run the Defence Industry Studies Course, and help Defence understand industry capability through the use of specialised tools.

Working with us will provide a unique opportunity to engage with Government and Industry on an important Government initiative, and an opportunity to develop or utilise your experience in public service and/or commercial acumen.

Our Ideal Candidate

We are seeking high-performing candidates who enjoy a challenge and are comfortable working with competing priorities, responding and adapting to new and changing circumstances, while maintaining strong attention to detail.

We are looking for highly motivated, enthusiastic and collaborative people to join the Division contributing to outcomes set by the Government. You will be able to successfully work as part of a team of diverse people to achieve timely outcomes that are beneficial to both Defence and Government.

Our ideal candidates will have an interest in/ or experience in working in dynamic team environments; engaging with diverse stakeholders; using initiative to solve problems; and developing advice for senior Defence leaders and Ministers.

We are seeking candidates with well-developed written and verbal communication skills, that are self-motivated and client focused. Your good interpersonal skills, your ability to work well in a team environment, be accountable, and value high levels of integrity will be well 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	Rebecca Hartog, (02) 5108 8575 or 0437 887 915
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73BA814E-2223-DA5A-51BA-D1D60378C9DF

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Defence

Vacancy VN-0726957

Department of Defence

Closing Date: Sunday 06 August 2023

NAVY
Fleet Command

Job Title	Business Support Manager
Job Type	Full-Time, Ongoing
Location	Nowra Hill NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NAVY/04198/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=985BD4AF-2DA3-71F6-E296-D1D60409AC73>

Duties

The Role

The Headquarters Fleet Air Arm (HQ FAA) APS 6 Business Support Manager (BSM) is responsible for the management of the FAA Operational Budget, meeting financial governance and compliance requirements, interpreting policy and providing subject matter expertise and procedural direction.

The BSM is expected to manage and coordinate the FAA budget by analysing budget expenditure and variances while collaborating with stakeholders to ensure budgetary compliance. The BSM will provide guidance, training and support to a team of Business Support Officers within the FAA and will supervise a small team.

The BSM is a high tempo position that will on occasion require surge periods of work outside of normal working hours in order to achieve FAA objectives.

About our Team

The Headquarters Fleet Air Arm Business Support Management division is an integral and critical workforce within the Fleet Air Arm Business Management Unit (BMU). The BMU is a small but very dynamic, resourceful and high performing team, delivering and ensuring all business requirements to an expected level of professionalism to the FAA Force Commander (COMFAA).

COMFAA is responsible to the Navy Fleet Commander (COMAUSFLT) for providing operationally ready and airworthy Navy aircraft through the command and management of the Navy Aviation capability and the development, oversight and regulation of Airworthiness in accordance with Defence Aviation Safety Regulations (DASR).

HQFAA provide overarching business management of the subordinate shore based Squadrons/Units and the multiple Ship's Flights on-board Royal Australian Navy Ships.

The Headquarters Fleet Air Arm is located in the Shoalhaven region of NSW and is an organisation with a long and tremendously proud history through 76 years of delivering exceptional Navy Aviation capability to the Navy Fleet Command.

Our Ideal Candidate

To be successful in the role you will need to be a highly motivated, team focused individual who can work under limited direction within a network of internal and external stakeholders. The role requires experience in financial management, policy expertise and the ability to communicate complex information effectively. The ability to remain flexible in a changing environment is essential.

The ideal candidate will:

- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Have an in-depth knowledge of the role and functions of the agency and an understanding of how these relate to a work area.
- Make decisions using good judgement, expertise and knowledge, under limited guidance. Ensure decisions are governed by the application of regulations, best practice principles or the agency's operating instructions and procedures.
- Manage relationships with stakeholders to meet work area requirements and ensure positive customer outcomes.
- Assist in strategic planning, program and project management and/or policy development for the work area.

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>

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To Apply

Position Contact	Phillip Black, 02 4449 3502
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=985BD4AF-2DA3-71F6-E296-D1D60409AC73

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Department of Defence

Closing Date: Sunday 06 August 2023

Job Title	Culture, Communication and Governance Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	DIG/07020/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=421348B4-14C6-ABBA-E4B1-D1D604E83B27>

Duties

The Role

As a member of the Governance, Culture and Communications team, you will be instrumental in shaping the landscape of the evolving Defence Intelligence Group (DIG), who contribute to supporting Australia's national security and strategic objectives.

You will be an active member of a diverse team of motivated individuals who will help coordinate a broad program to realise significant change. The key duties of these roles include:

- Assist in program management, such as:
 - Mapping strategic objectives to tangible change initiatives, with clear milestones, aligning activities, and accountable and responsible officers.
 - Design and deliver the monitoring and reporting tools which help manage change and governance initiatives, including accountability and success measures.
- Develop and deliver governance, cultural and communications resources, including briefs, resources, events and strategic documents.
- Work collaboratively with stakeholders and subject matter experts, including senior leadership, to achieve change objectives.
- Liaise extensively and coordinate effectively across different levels, including senior leadership.

About our Team

Defence Intelligence Group (DIG) is looking for high performing, motivated individuals to be a part of their small but dynamic Governance, Culture and Communications Directorate. The diverse yet specialised team are dedicated to shaping the evolving culture and governance of our Group.

Being responsible for managing culture, change, communications and governance initiatives across the Group, including those identified through the Employee Value Proposition, we are focused on making the Defence Intelligence Group an employer of choice.

If you join DIG, you will work collaboratively across the Group, the broader Defence intelligence enterprise, the Department of Defence, and National Intelligence Community. The working

environment offers exciting challenges, a diverse range of work, flexibility to be innovative, and the guidance and support to ensure that you always have everything required for success.

Our Ideal Candidate

We are looking for highly energetic staff who desire experience in translating strategic objectives into tangible change activities. The right people will have the flexibility to respond to shifting priorities, talent to harness opportunities and dynamically realign to meet fresh demands.

To succeed in these roles, applicants must be able to demonstrate:

- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- Excellent judgement, problem solving skills and initiative;
- Ability to work independently and as part of a small, high-performing team;
- Ability to develop productive relationships with diverse stakeholders;
- Strong written and verbal communication skills; and
- Research skills to inform program design and delivery.

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	Held for Security Reasons, 02 5109 0053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=421348B4-14C6-ABBA-E4B1-D1D604E83B27

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Defence

Vacancy VN-0726980

Department of Defence

Closing Date: Sunday 06 August 2023

Defence Intelligence Group
Intelligence Capability Division

Job Title	Culture, Communication and Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	DIG/07005/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DFF2C123-9267-19DB-7147-D1D6052FAE74>

Duties

The Role

As a member of the Governance, Culture and Communications team, you will be instrumental in shaping the landscape of the evolving Defence Intelligence Group (DIG), who contribute to supporting Australia's national security and strategic objectives. You will be an active member of a diverse team of motivated individuals who will help coordinate a broad program to realise significant change. The key duties of these roles include:

- Mapping strategic objectives to tangible change initiatives, with clear milestones, aligning activities, and accountable and responsible officers.
- Design and deliver the monitoring and reporting tools which help manage change and governance initiatives, including accountability and success measures.
- Develop and deliver governance, cultural and communications resources, including briefs, resources, events and strategic documents.
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Our Ideal Candidate

We are looking for highly energetic staff who desire experience in translating strategic objectives into tangible change activities. The right people will have the flexibility to respond to shifting priorities, talent to harness opportunities and dynamically realign to meet fresh demands. To succeed in these roles, applicants must be able to demonstrate:

- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results.
- Excellent judgement, problem solving skills and initiative.
- Ability to work independently and as part of a small, high-performing team.
- Ability to listen to and consider different ideas from stakeholders.
- Strong communication skills that are clear and appropriate to the audience.
- Research skills to inform program design and delivery.

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	Defence Intelligence Group, 02 5109 0053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DFF2C123-9267-19DB-7147-D1D6052FAE74

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Defence

Vacancy VN-0726984

Department of Defence

Closing Date: Sunday 06 August 2023

Defence Intelligence Group
Intelligence Capability Division

Job Title	Senior Graphic and Web Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	DIG/07025/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8B63795B-5F8D-315A-9635-D1D605CB3E02>

Duties

The Role

As the Senior Graphic and Web Manager in the Governance, Culture and Communications team, you will be instrumental in shaping the landscape of the evolving Defence Intelligence Group (DIG). The key duties of these roles include:

Planning and producing procedures to support graphic design and web services in accordance with relevant policy and standards.

- Managing the delivery of graphic design products and web services, including:
 - Monitoring workflows from brief to final products,
 - Monitoring quality and delivery to agreed timeframes,
 - Scheduling, assigning and prioritising work, and
 - Managing client and stakeholder relationships.
- Supporting the Group's communication capabilities, including:
 - Use of brand across various channels, and
 - Providing expert advice on visual design and web services.
- Building and sustaining effective relationships with team members and actively participate in team work and group activities

About our Team

Defence Intelligence Group (DIG) is looking for high performing, motivated individuals to be a part of their small but dynamic Governance, Culture and Communications Directorate. You will join the Communications team, which is a diverse yet specialised team dedicated to shaping the internal communications across the Group.

If you join DIG, you will work collaboratively across the Group, the broader Defence intelligence enterprise, the Department of Defence, and National Intelligence Community. The working environment offers exciting challenges, a diverse range of work, flexibility to be innovative, and the guidance and support to ensure that you always have everything required for success.

Our Ideal Candidate

Successful candidates will be highly motivated, adaptable and resilient in their approach to contributing to, leading and delivering meaningful outcomes. You will be an exceptional communicator with the courage to offer fresh insights and ideas on how best to communicate our intended messages across and about the Group.

You will have the creative talent to help bring about desired change as well as bringing diverse staff and stakeholders, from across the Group along on our transformative journey. To succeed in these roles, applicants must be able to demonstrate:

- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- In-depth knowledge of media and communication practices, including the ability to provide best practice advice and support to others;
- Knowledge of current and/or relevant web technology and graphic design applications; and
- Ability to develop productive relationships with diverse stakeholders, including the ability to negotiate solutions to complex matters

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Michelle Dunn, 02 5109 0053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8B63795B-5F8D-315A-9635-D1D605CB3E02

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Defence

Vacancy VN-0726988

Department of Defence

Closing Date: Sunday 06 August 2023

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	ADFHQ/07032/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=572E6ED6-B536-AEE1-97EF-D1D605F06A4B>

Duties

The Role

Do you want to contribute to how military acquisition decisions are made that are essential to Australia's national security?

The primary role of the ICT Manager, Assistant Director Portfolio Performance Measurement (ADPPM) position is to support the Portfolio Performance Measurement Directorate in managing the design and delivery of the CapabilityOne System. CapabilityOne is an ICT system that manages information related to the One Defence Capability System and the Defence Integrated Investment Program.

The role 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 ICT business 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 position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team. They will develop and implement work plans, set performance

indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

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

The successful applicant will lead APS and contracted ICT specialists in managing the following functions:

- Maintaining system availability.
- Development of business transformation requirements.
- Build, test and implement software and system changes.
- Configuration and security management.
- Developing enhanced business intelligence solutions.
- Data governance and data management.

Under broad direction, the ADPPM will manage resources, set work priorities and develop strategies to meet business outcomes through engagement with stakeholders across Defence. The role is expected to motivate and mentor colleagues to support an environment that promotes creativity and innovation.

About our Team

IPMB supports the highest-level decision makers in Defence and government by providing independent analysis and advice to deliver a more capable Australian Defence Force (ADF). We directly support the Vice Chief of the Defence Force in his role as Chair of the Investment Committee and we are an influential voice with the ability to shape and assure outcomes on the big investment decisions for the ADF.

Our Ideal Candidate

The short answer: people with integrity, curiosity, resilience, a willingness to learn, the ability to work effectively in a dynamic team, within a high tempo environment and a wish to deliver better Defence outcomes. Don't worry about experience - if you have already worked in a related field then you will know what this work entails.

IPMB is unique, so we welcome new starters who have demonstrated high-level stakeholder engagement (including cross-agency), strong analytical and critical thinking skills, good written and oral communication, sound professional judgement and a desire to learn about the Defence capability system.

Eligibility

Security Clearance

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

Notes

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

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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	Sanjay Patel, 02 5108 8479
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=572E6ED6-B536-AEE1-97EF-D1D605F06A4B

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Defence

Vacancy VN-0727023

Department of Defence

Closing Date: Sunday 06 August 2023

ARMY
ADFHQ-Office of Chief of Army

Job Title	Risk Governance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ARMY/07030/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C85EEB97-5042-41C5-76DB-D1D63F9CEBFD>

Duties

The Role

Are you highly motivated and looking for a challenging role to further your Defence business skills?

Then being the Risk Governance Officer within Army headquarters at Russell Offices will meet your need. You would be working in a small vibrant team – the Army Business Operations Section, compiling biannual reporting of performance and risk against the

Defence Corporate Plan, leading Army Business Plan Risk reporting and engaging with a range of risk management specialists within Army and the other Groups and Services. Other tasks include participating in Army risk working groups and contributing to improving enterprise-level risk management processes within Army.

This position supports the SO2 Army Business Intelligence role within the Section and plays an essential role within the wider enterprise risk management community of practice. This requires a combination of business acumen, risk management skills, leadership skills and knowledge of Army business processes.

About our Team

The Army Business Operations Section comprises of a 3-person team: 2 uniformed Army personnel and an APS member. This section works within the Directorate of Business Intelligence – Army, along with its sister section – the Army Data Hub.

Our Ideal Candidate

Army Business Operations are looking for an enthusiastic, energetic candidate with sound ethical attributes and well-developed governance skills to join our team. We pride ourselves in a positive, collaborative and inclusive workplace culture. It's about teamwork and output, and we want the successful candidate to be productive and cooperative part of the section. Our ideal candidate will enjoy working in a dynamic workplace, be challenged in their thinking and encouraged to develop their professional technical and business skills.

The following attributes is what we seek in the ideal candidate:

- Enthusiasm, initiative and willingness to learn.
- Sound judgement.
- High level of interpersonal skills.
- Ability to contest views in a respective professionalism manner.
- Ability to work independently and as part of small team.
- Ability to meet deadlines and prioritise workloads.
- Possess adaptability, resilience and flexibility with changing priorities.
- Good written and verbal communication skills.
- Ability to work collegiately and respectfully with personnel.
- Good understanding of legislative, policy and regulatory frameworks.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	F. Campagnolo, 02 5108 7557
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C85EEB97-5042-41C5-76DB-D1D63F9CEBFD

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Defence

Vacancy VN-0727055

Department of Defence

Closing Date: Sunday 06 August 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Director Function Management
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	CASG/03893/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=563EA5C4-7AFD-778B-4806-D1D6420E678F>

Duties

The Role

Are you looking for the next career opportunity in a world class enterprise environment that brings together your HR and commercial experience and consultative leadership approach?

Do you value an inclusive, diverse and integrated workforce that supports work life balance and offers flexible working arrangements?

Secure your next role with us at Defence as an APS employee for job security and generous employment benefits including professional learning opportunities.

This exciting opportunity will suit an inspired leader who is looking to join a highly complex engineering environment to contribute to Defence's approach to workforce planning and learning and development within the Engineering and Technical (E&T) Function. The Director Function Management will provide support to both other Directorates in the E&T function and coordinate Job Family support to the divisions within Capability Acquisition and Sustainment Group (CASG).

About our Team

The Engineering and Technical (E&T) Function Centre provides the engineering and technical services (Policy, Processes, Application Guidance, Training and Professionalization) required to support delivery of capability in projects across CASG by the E&T workforce Job Family members.

The E&T workforce include several thousand engineering and technical people in CASG, most of whom work within the projects and Systems Program Offices (SPOs). Under the CASG Balanced Matrix model, the Engineering and Technical (E&T) Function Centre supports the Engineering & Technical (E&T) workforce in SPO's and business units to deliver capability to the ADF.

E&T Function members are involved in the development and control of the requirements, design, construction, configuration, performance, verification, validation, and in service maintenance and modification of products; including activities such as the conduct of technical investigations, reviews, and assessment of designs, materiel, incidents and organisations.

Our Ideal Candidate

Our ideal candidate will come from an extensive workforce background with proven experience and skills in stakeholder management, strategic data literacy (HR preferred) and procurement.

Key attributes and experience we are looking for:

- Deep experience of workforce management initiatives and strategies specifically relating to the employee experience and employee engagement.
- Deep understanding of the skills, competencies and capabilities required to develop Engineering and Technical workforce within CASG and other delivery groups.
- A proven ability of business planning, contracting and financial management in a complex environment.
- Innovative and forward thinking to problem solve is highly regarded.
- Strong stakeholder management skills with ability to build and maintain productive working relationships and influence outcomes.
- An experienced and inspired leader and mentor who is passionate about coaching and mentoring teams and individuals across Defence.
- A precise and confident communicator in both verbal and written communication

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	John Campbell, 02 5109 6038
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=563EA5C4-7AFD-778B-4806-D1D6420E678F

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Defence

Vacancy VN-0727130

Department of Defence

Closing Date: Monday 31 July 2023

Associate Secretary's Group
Australian Nuclear Powered Submarine Regulatory Design (ANPSRD)

Job Title	Assistant Director Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	ASG/07152/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=19C11C40-7418-51C6-E89C-D1D6B4A6C04B>

Duties

The Role

- Are you an experience leader in the field of finance?
- Do you have a track record of achieving quality results in a fast paced and dynamic environment?
- Do you want to be a key contributor to Australia's Defence Nuclear Powered Submarine capability?

If so, you might be the person we are looking for to be the EL1 Assistant Director Finance within the Australian Nuclear Powered Submarine Regulatory Design team, located in Canberra.

The EL1 Assistant Director Finance is accountable under broad direction to perform and achieve complex to very complex budget 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.

The EL1 Assistant Director Finance 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.

About our Team

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

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

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

Our Ideal Candidate

As an EL1 Assistant Director Finance, you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the ANPSRD.

- **Leadership:** Set direction and standards, delegate, motivate, empower, and develop others.
- **Formulate strategies:** Working strategically: set strategies, think broadly about the organisation.
- **Apply expertise:** Ability to manage budgets and achieve effective financial management of a workplace, noting the expected creation of the ANPSSR.
- **Deliver results and meet expectations:** Focus on organisation needs and satisfaction, set high quality and quantity standards and achieve project goals.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Murray Thompson, 02 5109 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=19C11C40-7418-51C6-E89C-D1D6B4A6C04B

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Defence

Vacancy VN-0727152

Department of Defence

Closing Date: Monday 31 July 2023

Associate Secretary's Group – Australian Nuclear Powered Submarine
Regulatory Design (ANPSRD)

Job Title	Facilities Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ASG/07157/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6DC90B87-7636-893B-6CB1-D1D6B63673ED>

Duties

The Role

- Can you quickly develop effective working relationships to achieve quality results in a fast paced and dynamic environment?
- Do you want to be a key contributor to Australia's Defence Nuclear Powered Submarine capability?

If so, you might be the person we are looking for to be an APS6 Facilities Officer within the

Australian Nuclear Powered Submarine Regulatory Design team, located in Canberra.

The APS6 Facilities Officer is accountable under broad direction to perform and achieve complex property management work within an integrated workforce. They will provide detailed estate property policy advice in relation to complex work and contribute to strategic planning, program and project management of facilities pertaining to the work area.

The APS6 Facilities Officer will manage and monitor contractors and consultants to achieve business outcomes and provide sound advice on real property management in the Defence environment. They are also expected to resolve real property issues using expertise, and identifying alternative courses of action.

About our Team

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

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

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

Our Ideal Candidate

As an APS6 Facilities Officer you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the ANPSRD.

- **Apply expertise:** Ability to deliver complex property and facilities management work.
- **Relate and network:** Build effective relationships, gain agreement, and relate well to all levels.
- **Plan and organise:** Set objectives, plan, establish contingencies, manage time, resources and people, and monitor progress.
- **Deliver results and meet expectations:** Focus on organisation needs and satisfaction, setting high quality and quantity standards and achieve project goals.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Murray Thompson, 02 5109 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DC90B87-7636-893B-6CB1-D1D6B63673ED

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Defence

Vacancy VN-0727156

Department of Defence

Closing Date: Monday 31 July 2023

Associate Secretary's Group – Australian Nuclear Powered Submarine
Regulatory Design (ANPSRD)
Office of Associate Secretary

Job Title	Finance Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ASG/07143/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5413F556-3784-DC72-9A92-D1D6B66F5CA9>

Duties

The Role

- Do you have a passion for finance and accounting?
- Do you have a track record of achieving quality results in a fast paced and dynamic environment?
- Do you want to be a key contributor to Australia's Defence Nuclear Powered Submarine capability?

If so, you might be the person we are looking for to be an APS6 Finance Support Officer within the Australian Nuclear Powered Submarine Regulatory Design team, located in Canberra.

The APS6 Finance Support Officer is accountable to perform and achieve complex financial reporting 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.

The APS6 Finance Support Officer is expected to deliver complex financial management and accounting activities, including balance sheet management and financial statement analysis and reporting. The APS6 Finance Support Officer will also prepare and provide advice on complex accounting and financial reporting policy to stakeholders and line managers.

About our Team

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

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

As an APS6 Finance Support Officer you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the ANPSRD.

- **Apply expertise:** Ability to manage budgets and contribute to the effective financial management of the workplace, noting the expected creation of the ANPSSR.
- **Persuade and influence:** Make an impact, gain agreement, negotiate, persuade, convince, and promote ideas.
- **Analyse:** Analyse information, probe for clarity, produce solutions, make judgements, and think systemically.
- **Deliver results and meet expectations:** Focus on organisation needs and satisfaction, set high quality and quantity standards and achieve project goals.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Murray Thompson, 02 5109 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5413F556-3784-DC72-9A92-D1D6B66F5CA9

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Education, Skills and Employment

Vacancy VN-0727137

National Gallery of Australia

Closing Date: Sunday 06 August 2023

COO
Governance and Strategic Planning

Job Title	Risk and Fraud Manager
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	3301
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

This is no ordinary risk role, this high-profile position at the National Gallery requires someone who:

- thrives on engaging with teams on complex and unique challenges;
- uses curiosity and broad thinking to surface potential solutions;
- balances creative problem solving with acute attention to detail; and

- is proactive, solution oriented, and passionate about contributing to the successful, sustainable and safe operations of a widely respected national cultural institution.

Our ideal candidate has deep technical knowledge and experience in risk management systems and frameworks, internal audit and business continuity practices. An ability to prepare high quality, clear and user-centred guidance, tools, templates and reporting is also fundamental to this role. The Risk and Audit Manager is regularly required to engage with and present to the National Gallery's Senior Management Group, Director and Council Members, so confidence in engaging with diverse and senior stakeholders is essential.

The Risk and Fraud Manager forms part of the National Gallery's Governance and Strategic Planning team and reports to the Head of Governance and Strategic Planning. The team is known and respected for its approachability, complex problem solving, solution orientation and professionalism.

We also offer a rare opportunity to put your skills to practice on novel challenges, such as working with our curators on protecting multi-million-dollar artworks.

The position is a non-ongoing, part-time job-share employment opportunity for two days per week for twelve months, with the possibility of an extension. There is also the possibility of working three days per week in the short term. You will be job sharing with someone who currently works two days per week. **Duties**

In accordance with the APS Executive Level 1 work level standards, you will:

- Jointly oversee and improve the National Gallery's risk management, fraud management and business continuity frameworks and policies, including leading regular review and continuous improvement activities.
- Build capability across the National Gallery by developing and leading effective training and education activities, and by developing and embedding user centred guidance, tools and templates to support team members undertake compliant risk, fraud and business continuity activities.
- Jointly lead, manage and coordinate all activities relating to the National Gallery's internal audit program. This includes procurement and contract management of the internal audit service providers, development and execution of a risk based strategic internal audit program and reporting to the National Gallery's Senior Management Group, Audit and Risk Committee and Council on the progress and outcome of internal audit activities.
- Work with business units to embed risk management within business processes, achieve a positive risk culture and otherwise promote awareness of risk and related governance frameworks so that risk identification and mitigation becomes a core element of all Gallery activities.
- Jointly manage the National Gallery's business continuity arrangements, including the development of plans, and assisting with testing exercises at both operational and strategic levels to prepare the National Gallery to recover quickly from business interruption events.
- Jointly oversee the management of the National Gallery's insurance program with Comcover, including analysing risk areas to ensure adequate coverage.
- Prepare management reporting including sharing insight into trends and recommended courses of action to improve compliance, simplify internal processes and otherwise improve risk, audit, fraud and business continuity capabilities.
- Provide ad-hoc advice and support for teams in conducting risk activities across and undertake governance team ad-hoc duties as required.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

The following are highly desirable:

- Relevant tertiary qualifications in Business, Commerce, Law, or other relevant discipline(s); and
- Government Investigations, Fraud Control, Internal Audit, Risk Management or equivalent experience.
- Professional certification and/or membership of relevant professional associations is desirable.

Notes

HOW TO APPLY

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 'Our ideal candidate' information available in the position document on our website.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, 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.

You should forward your application to recruitment@nga.gov.au.

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 excellence, creativity, courage, respect, and accountability.

To Apply

Position Contact	Shireen Huda, +61 6240 6535
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0727147

National Gallery of Australia

Closing Date: Sunday 06 August 2023

Marketing, Communications and Visitor Experience
Marketing

Job Title	Senior Marketing Coordinator, Creative Production
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	2327
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

The National Gallery is seeking a senior marketing coordinator with strong creative production experience.

This is an exciting opportunity to bring your creativity, project and production management experience to the National Gallery.

Working in the marketing team, the role project manages the creative production of all marketing assets, campaign advertising and Gallery produced retail products. Excellent planning and project management, high attention to detail and the ability to manage competing priorities in a busy environment is critical.

You will work with external creative partners and collaborators on the production of assets as well as with teams across the Gallery.

The Marketing team is part of the Marketing, Communications and Visitor Experience portfolio who work to attract and engage diverse audiences, grow earned revenue to support the Gallery's work, position the brand, and create inspiring and memorable experiences for everyone who visits.

This Senior Marketing Coordinator, Creative Production reports to the Marketing Manager, Campaigns and Insights and is a non-ongoing full-time position with the opportunity to become ongoing.

Duties

In accordance with APS Level 6 work level standards, you will:

- Coordinate the production of marketing assets, promotional materials and retail merchandise ensuring high quality execution, brand consistency and timely delivery of material.
- In collaboration with external design studios and product development partners, drive the development and production of exhibition merchandise and collection products for the Art Store.
- Be a key point of liaison and coordination with internal and external teams with responsibility for briefing in design jobs, clarifying requirements, obtaining approvals and coordinating design reviews.
- Source design assets such as images ensuring approvals are in place with the rights and permissions team and that relevant procedures are followed.

- Oversee production schedules on all aspects of graphic design and production, including obtaining quotes, negotiating cost-effective production of all materials, scheduling, project and risk management, ensuring outcomes are timely and managed within budget.
- Working closely with the commercial team, contribute to the display and visual merchandising of product within the Art Store, and art direction and coordination of product photography for promotions across the Gallery's marketing channels.
- Provide support to the Marketing team and participate in organisational initiatives and activities as required.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in or equivalent experience in marketing, production or project management or related discipline

Notes

HOW TO APPLY

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 'Our ideal candidate' information available in the position document on our website.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, 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.

You should forward your application to recruitment@nga.gov.au.

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 excellence, creativity, courage, respect, and accountability.

To Apply

Position Contact	Shane Cosgrove, +61 2 6240 6636
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Education, Skills and Employment

Vacancy VN-0727165

National Gallery of Australia

Closing Date: Sunday 06 August 2023

Chief Operating Officer
Enterprise Project Management Office

Job Title	Enterprise Project Management Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	3014
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

Over the coming years, the National Gallery of Australia will be delivering a large and ambitious program of works. This includes but is not limited to:

- significant activity in capital works
- our artistic program and
- reactivation of commercial and outdoor spaces.

This pipeline of critical and groundbreaking projects that are happening in Canberra and across Australia.

The Gallery is committed to developing and embedding a strong project delivery framework to enhance existing practices. The Enterprise Project Management Office (EPMO) supports capable project sponsors and project managers across the business, while working on tailored strategies to continue to lift framework knowledge and capability.

The EPMO has a broad remit. The right candidate will be exposed to diverse tasks, across the full spectrum of the Gallery's activities.

The role will see you:

- Continuing to embed the Project Management Framework, tools and templates within business areas – taking a tailored approach to enhancing Project Management maturity.
- Leading and guiding project governance.

- Supporting business areas with project issues and enhancing Project Management capabilities and
- Developing an approach for whole-of-organisation planning - looking at a 2-5year horizon to support the Executive identifying organisational constraints.

This position reports to the Enterprise Project Management Office, Manager (EPMO Manager) and is responsible for providing guidance, support and oversight to all projects in delivery across the National Gallery. This position of EPMO Officer is an ongoing full-time role with the EPMO team.

Duties

In accordance with the APS 6 work level standards, you will:

- Support the management of the Project Management Framework and associated processes, reporting, documents, tools, and templates.
- Provide guidance and support to the Head of EPMO and the Gallery's project management resources, driving standard project delivery practices.
- Coordinate and support program prioritisation and project initiation / pipeline management tools and processes.
- Contribute to developing a master Gallery schedule and develop tools and approaches to identify conflicts and options for resolution.
- Coordinate the development of a Project Management capability plan and roadmap to enhance overall capability.
- Other activity as required to develop or enhance EPMO support services.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Prior experience in the arts sector is desirable but not essential, and the role will suit someone with a broad range of project experience – potentially across multiple sectors or ex-consultant-type delivery roles. Experience in any/ all of the following is also desirable:

- project reporting
- project governance
- master scheduling for organisations or large business areas
- developing project management capabilities and change management.

Notes

HOW TO APPLY

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 'Our ideal candidate' information available in the position document on our website.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, 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.

You should forward your application to recruitment@nga.gov.au.

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To Apply

Position Contact	Zoe Bennett, +61 2 6240 6421
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Foreign Affairs and Trade

Vacancy VN-0727144

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Sunday 06 August 2023

Research Programs

Job Title	Associate Research Program Manager, Gender Equity and Social Inclusion
Job Type	Full-Time, Non-Ongoing
Location	Bruce ACT
Salary	\$141,700 - \$153,978
Classification	Executive Level 2
Position Number	0067
Agency Website	https://www.aciar.gov.au

Job Description

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

Research Programs in ACIAR comprises 10 thematic research programs: Agribusiness, Climate Change, Crops, Fisheries, Forestry, Horticulture, Livestock Systems, Social Systems, Soil and Land Management, and Water. Each research area is directed by a Research Program Manager (RPM), who have responsibility for the identification, development, implementation, monitoring and evaluation of research projects.

The 2018–2027 Strategy of ACIAR commits to “improving gender equity and empowerment of women and girls”. It recognises this commitment – and its operationalisation – as crucial to ensuring that research for development (R4D) succeeds in building effective, sustainable, and inclusive agricultural systems that reduce poverty and ensure food and nutrition security for all.

As part of this commitment ACIAR acknowledges it must consistently integrate a gender equity and social inclusion (GESI) lens across its programs and projects. This requires a commitment of resources and embedded GESI expertise within ACIAR. In line with this commitment ACIAR is recruiting an Associate Research Program Manager (ARPM) with GESI expertise to lead the delivery of key initiatives and provide expert advice and oversight of the agenda outlined in the 2023–2027 GESI Strategy.

The GESI ARPM will work closely with ACIAR’s Research, Capacity Building and Country Network teams to ensure coherent implementation of the principles and quality standards outlined in the ACIAR GESI Strategy.

The role is suited to driven and self-motivated individuals with experience in research, innovation or development, and with a track-record in GESI research relevant to agriculture and natural resource management.

The position is based at our headquarters in Canberra (Bruce) with extensive travel internationally and domestically.

Duties

Under the limited direction of the Research Manager, Portfolio Planning and Impact Evaluation, the ARPM GESI will be required to:

1. Support RPMs to liaise with Project Leaders in developing, implementing, monitoring, and evaluating the GESI strategies in the projects within their program area.
2. Lead the implementation of key initiatives identified in the ACIAR GESI Strategy and Action Plan.
3. Drive GESI thought leadership within ACIAR through expert advice on the implementation of cross-cutting components of the Action Plan and Co-Chairing the ACIAR GESI Committee.
4. Support the Manager of Portfolio Planning and Impact Assessment to develop and implement portfolio wide GESI design and monitoring guidance, end of project and post-project evaluation of the GESI outcomes and impacts of ACIAR research.
5. Support the Social Systems RPM to identify, assess and commission novel GESI research, and to manage and evaluate active GESI research projects.
6. Maximise the potential contribution of GESI specific knowledge generated by ACIAR’s research investments by working with project teams, ACIAR outreach and Country Network to identify appropriate knowledge brokering opportunities.
7. Represent ACIAR and assist RPMs in communicating with and advising other Australian and partner country agencies on matters relating to GESI in agriculture and natural resource management in the smallholder sector.
8. Contribute their specific research or professional expertise to the management of the ACIAR Research and Capacity Building Program as required including through peer review of ACIAR projects and programs, contribution to submissions and reviews, and contribution to internal committees.
9. Contribute to the corporate development of ACIAR by assisting in the induction, training and mentoring of staff and participation in broader corporate and outreach activities.
10. Undertake interstate and overseas travel as required, to engage with our Australian and in-country research partners, and to contribute to the development and review of ACIAR projects.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen
- **Security clearance** - our successful candidate will be required to undergo pre-employment screening prior to commencement
- **Qualifications** - Post-graduate qualification in a relevant field or equivalent professional 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>

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciarc.gov.au>

To Apply

Position Contact	Bethany Davies, 02 6217 0510
Agency Recruitment Site	https://www.aciarc.gov.au/careers

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Health

Vacancy VN-0726655

Department of Health and Aged Care

Closing Date:Friday 04 August 2023

Quality and Assurance Division
Strengthening Providers Branch Regulator Policy and Engagement Section

Job Title	Executive Level 1 - Assistant Director, Regulator Policy and Engagement Section
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Woden ACT, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-QAADIV-18930
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Regulator Policy and Engagement Section

The section is responsible for leading policy and reforms to support a robust aged care system regulator and leads the formal engagement between the Department and the Aged Care Quality and Safety Commission (ACQSC). Key initiatives led by the section include an independent capability review of ACQSC and strengthening their regulatory functions as recommended by the Royal Commission into Aged Care Quality and Safety.

Duties

The successful candidate will be part of a small fast paced team that will lead the departments contribution on the development of a new ongoing resource model for the aged care regulator. The candidate will also provide broad support to the team leading the implementation of recommendations from the recent independent capability review of the regulator. The ideal candidate will be highly motivated, have excellent written and verbal communication skills and can demonstrate relevant experience in the following skills:

- Leading complex financial or policy contributions on behalf of the department.
- Demonstrated experience in developing or reviewing financial modelling and resource allocation options.
- Provide expert advice and analysis on the design, development and implementation of effective regulatory policy and reform.
- Strategic policy development including implementation of key social policy reforms.
- Supporting governance processes, including provision of timely input and advice.
- Strong communication and engagement skills with the ability to represent the Department in various forums.
- Well-developed understanding of Government processes including Budget processes.
- Actively develop and manage relationships with key internal and external stakeholders to identify opportunities, achieve outcomes and facilitate cooperation, including liaising with central agencies.
- Lead a small team, providing strategic direction and ensuring the achievement of quality outcomes.
- Build capability in the team through coaching and providing performance feedback.

Eligibility

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

Mandatory Requirements:

To be eligible for this position applicants must have knowledge or experience with financial modelling and Budget processes.

Notes

Applications close **11:30PM Friday, 4 August 2023 AEST**

Applicants should quote reference number **23-QAADIV-18930** to assist when making an enquiry.

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

This recruitment process is being used to fill non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 12 months with the possibility of being extended.

(NOTE the above is subject to 3 years 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>

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Ben Oberhardt, 07 3360 2641
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0726656

Department of Health and Aged Care

Closing Date: Thursday 03 August 2023

Medicare Benefits and Digital Health Division
Digital Health Branch Various Sections

Job Title	Policy and Project Officers (Several Positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Hobart TAS, Surry Hills NSW
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-MBDHDIV-18802
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

There are several opportunities across multiple sections within the Digital Health Branch, and a merit list may be created to fill future vacancies across the branch.

My Health Record Section:

Opportunities are available to join a dynamic and innovative team that plays a key role in modernising primary care through better use of My Health Record (MHR). Improving MHR and related digital health technologies aims to empower consumers to participate in their own healthcare, support healthcare providers deliver high quality care and drive insights in national planning, resourcing, and continuous quality improvement.

As a policy and project officer you will lead evidence-based policy development and implement policy and regulatory changes that significantly increase the health information available in MHR to individuals and their health care professionals while ensuring fundamental privacy protections are maintained. In this role you will establish collaborative relationships with delivery partners, including the Australian Digital Health Agency, and a broad range of key stakeholders across the health sector, consumers and state and territory health departments. You will manage APS staff and promote a positive and inclusive work environment that fosters innovation and continuous improvement.

Digital Health Strategy Section:

Opportunities are available to join a fast paced and dynamic team that plays a key role in the strategic alignment of key national digital health policy initiatives, including policy development for national health information exchange capabilities, future digital health policy investments and budget strategy and the continued modernisation of the Governments digital health ecosystem.

As a policy and project officer you will be responsible for aiding in the development of future Commonwealth digital health policy and a digital health investment strategy, providing strategic oversight, coordination and general support for a number of digital health governance committees and partnership forums across key government agencies including the Australian Digital Health Agency (the Agency). We also support the management of the Department's strategic relationship with the Agency.

Duties

- Contribute to the development of policy and program advice, including research and analysis of policies.
- Assist in the development of new policy proposals.
- Engage with internal and external stakeholders to contribute to projects and other branch priorities.
- Prepare draft correspondence, discussion papers, minutes, briefs, legislation instructions and input to external requests for information.
- Contribute to management of group inbox.
- Collate and analyse Medicare and other data to inform briefings and discussion papers. (Specialist data skills not required; skills can be acquired on the job).
- Undertake other activities including project management to support the section and branch to deliver a range of project on time.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level. **Notes**

- Applications close 11:30pm AEST
- Applicants are asked to quote reference number 23-MBDHDIV-18802 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Andrew Wotten, 0438 381 055
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0726975

Department of Health and Aged Care

Closing Date: Friday 18 August 2023

Population Health Division
Tobacco and E Cigarettes Control Various

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-PHDIV-19029
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The Tobacco and E-cigarette Control Branch is seeking motivated officers to contribute to the development and implementation of tobacco and e-cigarette control policy in Australia in a fast-paced reform environment.

Duties

Successful applicants will be engaged to work in a high performing team. Responsibilities will include a mix of:

- Providing evidence-based advice on a wide variety of topics in e-cigarette and tobacco control and ensuring consistency of this advice with national policy and regulation, including the National Tobacco Strategy 2023–2030, Commonwealth tobacco control legislation, and the (WHO FCTC).
- Supporting the development and implementation of tobacco and/or e-cigarette control policy, regulatory and budget reform measures.
- Supporting the preparation of complex policy documents such as new policy proposals, Ministerial and Departmental briefs, and other documents as required.
- Drafting a range of documents such as reports, briefs, agenda papers, committee papers, minutes and ministerial correspondence.
- Providing secretariat support to national committees including providing advice, organising, scheduling and coordinating logistics and supporting documentation.
- Supporting procurement and contract management activities.
- Ensuring coordination and communication with internal and external stakeholders is professional, timely and effective.
- Assisting with managing risk, including risks related to e-cigarette and tobacco industry activity in accordance with Australian Government Guidance for Public Officials on Interacting with the Tobacco Industry (WHO FCTC - Article 5.3).

- Supporting the broader team to achieve results in tobacco and e-cigarette control.
- Making a positive contribution to branch and divisional culture and activities.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST
- Applicants should quote reference number 23-PHDIV-19029 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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To Apply

Position Contact	Jessica Foley, (02) 6289 9207
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0727109

National Health and Medical Research Council

Closing Date: Thursday 03 August 2023

Digital Communications, Media and Parliamentary

Job Title	Social Media and Communications Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$108,995 - \$123,999
Classification	Executive Level 1
Position Number	24/2023
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council's (NHMRC) Digital Communications, Media and Parliamentary section strives to inform and educate stakeholders, employing a multi-channel approach and using a mix of written and visual content, to communicate to audiences including government, the general public and the research sector.

The small media team manages media enquiries, promotes NHMRC activities through the media, develops online content to promote through social media platforms and communicates important information to the research sector on grant process and timelines.

Duties

The Social Media and Communications Manager supports both internal and external communications activities by developing and implementing communication strategies, undertaking communication projects and tasks and providing communication advice and assistance to NHMRC executive, Committees and broader leadership team. A key focus is the management of media enquiries, development of content for our social media channels and broader communication channels.

Major functions of the position include:

- Providing guidance and advice to senior staff across the NHMRC, relevant portfolio Minister and media advisers, on NHMRC-related news, including contentious issues in the media.
- Management of media inquiries and provide timely advice on responses, alternative approaches and strategies.
- Development of productive, collaborative relationships with NHMRC's Executive team and staff as well as a wide range of external stakeholders to manage NHMRC's external presence consistent with the communications strategy and content pipeline that the position manages.
- Identify and secure media opportunities to promote NHMRC, aiming for balanced coverage by building strategic relationships with key journalists and organisations receiving NHMRC grants. Engagement with the CEO and other senior staff may be needed when developing these opportunities.
- Working independently with other staff and stakeholders to research, write and edit content on NHMRC's website and a broad range of other external communication methods including social media, speeches, presentations, print publications, media releases and briefing papers.

Job Specific Duties

As the Social Media and Communications Manager, you will manage the delivery of NHMRC's communications through:

- Development and management of NHMRC's content strategy and quarterly content pipeline plans.
- Manage a small team to achieve the aims and objectives of the content strategy.
- Oversee daily media monitoring and monitoring social media channels.
- Initiate, write and proof online content for promotion through NHMRC's social media and other digital communication channels.
- Provide advice on draft responses to media inquiries in consultation with line areas and NHMRC's Executive team.
- Manage grant announcements and award announcements, including liaising with the research sector and Minister's office.
- Provide advice on communications, including treatment of media releases and communications to the health and medical research sector.
- Maintain and cultivate key contacts in communication networks and stakeholder groups.

This position participates in a team roster for weekday media monitoring. This work commences on rostered weeks at 7:00 am.

Eligibility

The successful candidate will demonstrate the following capabilities:

- Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language.
- Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.
- Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints.
- Operates as an effective representative of the organisation in public and internal forums.
- Provides impartial and forthright advice.
- Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches.
- Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.
- Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Builds and sustains relationships with a network of key people internally and externally.
- Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views.
- Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required.
- Strong news sense, interest in the media cycle and newsgathering, and a keen sense of contentious issues.

Highly Desirable

- Demonstrated knowledge and experience of media and/or a communications team for a research organisation or government department and/or communications team in the private sector.
- Qualifications in journalism or communication, or qualifications in health or medical research, science or other, with industry experience in communications.

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, and:

1. Be an Australian citizen and be able to provide evidence of this,
2. Provide the required documents and authorisation for the Document Verification Service* (DVS) in order to verify your identity.

*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency managing investment in, and the integrity of, health and medical research. NHMRC funds research of the highest quality across the four pillars of biomedical, clinical, public health and health services research. It supports diversity of research and researchers across disciplines in universities, medical research institutes and hospitals, and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. NHMRC also oversees national regulation of research using human embryos. An important part of NHMRC's activities is maintaining a leadership role in the development of public and environmental health and clinical advice designed to prevent illness, improve health, enhance clinical care and support the states and territories in achieving consistent standards. NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund grant opportunities.

To Apply

Position Contact	Prue Torrance, 02 6217 9101
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0727177

Australian Nuclear Science and Technology Organisation

Closing Date: Sunday 13 August 2023

Nuclear Operations and Nuclear Medicine
Waste Management Services

Job Title	Manager - Waste Projects, Assets and Engineering
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$143,563 - \$161,410
Classification	
Position Number	PD-2199
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$143k - \$161k +15.4% super
- Pivotal leadership role
- Lead and direct the ANSTO radioactive waste capital and asset management program
- Challenging & highly technical environment that promotes learning & development

About the Opportunity

The Manager, Waste Projects, Assets and Engineering is responsible for developing and leading the Waste Management Services (WMS) capital strategy and its delivery on time, accurately forecast and within budget. This includes the management and leadership of a team of engineers, project managers and asset professionals; provision of technical expertise and advice to ensure projects meet their goals, driving a continuous improvement program in our operational endeavours to improve safety, efficiency and reliability and delivering a robust ongoing asset management program.

About You

"We are looking for a friendly, highly organised and detail oriented person who loves to learn. They will seek efficiencies, challenge the status quo and be reliable in delivering all aspects of their work." - **Paula Berghofer, General Manager, Waste Management Services**

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.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

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

Duties

Your Duties and Responsibilities

- Lead the WMS engineering, project and asset management operations including the management of a team of professionals to promote a progressive culture that motivates top performance and high morale to deliver a high performing team.
- Set the strategy for and lead the development and implementation of the 25-year WMS capital works programme in consideration of ANSTO's current and future activities and in consultation and negotiation with the ANSTO Capital Project Management Office.
- Set the strategy for and lead the development of the WMS asset management programme to ensure safe and reliable operations.
- Set the strategy for and lead the development of the engineering continuous improvement programme to increase safety and reduce risk to our operations.
- Develop the business plans and investment cases to support the capital and asset strategies, provide strategic advice to management/executive and identify and manage/mitigate risks to the delivery of the plans and to ongoing operations.
- Develop plans and business cases to seek governmental funding under the New Policy Proposal (NPP) stream and support associated regulatory processes.

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 Paula Berghofer on (02) 9717 3754. For all other queries please contact Talent Acquisition on (02) 9717 9912.

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

Application closing date: 11:59PM, Sunday 13th August 2023.

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

The Australian Nuclear Science and Technology Organisation, (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 find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Paula Berghofer, 02 9717 3754
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0727135

Geoscience Australia

Closing Date: Thursday 17 August 2023

Space Division
Positioning Australia SouthPAN

Job Title	SouthPAN Contract Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$129,536 - \$161,431
Classification	Executive Level 2
Position Number	18879
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](#).

Our team

We have an opportunity for a Contract Manager in the SouthPAN project team. The Contract Manager reports to the SouthPAN Delivery Manager and is part of the team located across Canberra and Wellington. They will work closely with project managers, partner organisations, project stakeholders, and project supporting functions.

Duties

The SouthPAN Contract Manager is a role in the Southern Positioning Augmentation Network (SouthPAN), a joint project and capability between the Australian and New Zealand governments. SouthPAN is seeking an experienced Contract Manager to work at Geoscience Australia and working closely with project partner Land Information New Zealand (LINZ).

In this role you will:

- Contract management activities for the SouthPAN Prime contract, satellite payload contracts, and other SouthPAN client-side contracts (including legal, probity, engineering and security).
- Providing expert advice on best practice, identifying and developing mitigation strategies for risks associated with procurement and contracting activities, analysing contract performance.

- Developing procurement documentation and approvals, and contract management artefacts.
 - Supporting the SouthPAN team by providing knowledge transfer regarding relevant parts of the SouthPAN contract suite, to inform and expedite specific activities.
- Building and sustaining relationships with key stakeholders at the strategic and operational level.
- Providing commercial experience and business acumen working on large acquisitions and/or sustainment projects.

The role will report to and work closely with the SouthPAN Delivery Manager.

There may be a requirement for the role to travel to New Zealand and remote locations in Australia for short periods of time.

To be successful in the role you will:

- Establish contract governance for SouthPAN contracts in relation to stakeholder engagement strategy, oversight, systems, processes, decision making and reporting;
- Develop and implement a contract management plan and additional contract management guidance processes for managing complex infrastructure projects;
- Develop and implement risk management plan(s) – liaising with the engineering and project management teams, as necessary;
- Coordinate legal and probity advice for contract management while ensuring suppliers meet their work health and safety, security and land access obligations;
- Establish performance management strategy for measuring, monitoring, and assessment against agreed contract performance measures to enable early discovery of performance issues and timely response to resolving issues;
- Monitor and assess deliverables to enable acceptance and achieve contract outcomes;
- Engage and sustain collaborative engagement mechanisms with the contractor(s). Ensure contract changes are dealt with as contract variations, support Contractor adherence to the agreed budget, ensure roles and responsibilities are well understood, support the organisation's compliance with the contract including Government Furnished Elements, serve as a single point of contact for all contractual matters;
- Direct and manage the administrative activities undertaken to support day-to-day contract activities, meet legislative requirements for records management, and establish an audit trail to meet transparency requirements;
- Proven ability to develop contracting strategies and dispute resolution in order to ensure legal and commercial interests are best protected;
- May be a requirement for the role to travel to remote locations in Australia and New Zealand for short periods of time.

Required skills, knowledge, experience and/or qualifications

- Extensive experience, 10+ years in complex contracts/commercial management, including leading negotiations, and proactively managing them to ensure intended benefits are delivered,
- Personally driven to be action oriented and outcome focused, with excellent written and oral communication skills
- Extensive experience in risk managements relating to contract and procurement and an ability to undertake ongoing risk management and prepare executive level reporting
- A thorough understanding of Australian Government public service procurement methods, New Zealand public service procurement methods would also be desirable,
- Excellent communication and stakeholder engagement skills with ability to negotiate and build relationships with stakeholders,

- High level organisational skills, self-drive and initiative with the ability to influence others to achieve results and business objectives, and
- Tertiary qualifications in Law, Business, Commerce or Finance would be considered an advantage.
- Demonstrated experience working across both public and private organisations, work experience across defence, aerospace or government sector highly desirable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers 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 Sven Wittchen on (02) 6249 9230 or email sven.wittchen@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre-employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit 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. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Sven Wittchen, (02) 6249 9230
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0727173

Geoscience Australia

Closing Date:Friday 04 August 2023

Space Division
Positioning Australia National Geodesy

Job Title	Team Lead, Australian Geospatial Reference System
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$109,001 - \$123,220
Classification	Executive Level 1
Position Number	03494
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](#).

Our team

Geoscience Australia is an Australian Government listed entity within the Industry, Science and Resources 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. Geoscience Australia is the Commonwealth focal point for Australia's fundamental national positioning infrastructure and services, and the Verifying Authority for position in 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 regional-scale satellite 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.

Duties

The Australian Government has committed to providing accurate and reliable positioning to all Australians through the Positioning Australian program. To ensure users can access and maximise the benefits of precise positioning, Geoscience Australia is seeking a person to lead a team responsible for the development, implementation and communication of the Australian Geospatial Reference System.

This includes:

- Manage the development and refinement of the national adjustment used to define the coordinate reference system in Australia.
- Investigate and improve how to combine and compare measurements of the Earth from complementary geodetic techniques to enhance the international and national coordinate reference frame.
- Manage the development and improvement of open source tools services and products, which enable people to access and apply the Australian Geospatial Reference System.
- Work with colleagues internationally and within Australia on geodetic standards to prepare for the implementation of precise positioning in Australia.
- Ensure the completion of high precision local ties, which are critical for the determination of the international terrestrial reference frame.
- Develop and implement stakeholder engagement and communications plans to inform government and industry on the importance of, and how to access, the Australian Geospatial Reference System.

- Represent Geoscience Australia on a number of committees including International Organization for Standardization and International Association of Geodesy Local Tie Working Group.
- Assist the Director of National Geodesy with Geoscience Australia's contribution to the Australian Aid funded Pacific Sea Level and Geodetic Monitoring Project by observing changes in land height over time.
- Assist the Director of National Geodesy with the management and operation of the Australian Satellite Laser Ranging, and Very Long Baseline Interferometry networks.

To be successful in the role you will:

To succeed in this role, you will work under limited direction to:

- Apply your experience and knowledge of geodesy and geomatics to lead a high performing team tasked with developing, implementing and communicating the Australian Geospatial Reference System.
- Engage with the international community to ensure Australia is developing a world-class geospatial reference system.
- Set the direction of the team and your own work priorities to ensure the provision of timely and accurate advice and play a role in coaching, guiding and developing employees.
- Work collaboratively across the Positioning Australia program to ensure we meet our goal to provide accurate and reliable positioning to everyone.

Required skills, knowledge, experience and/or qualifications

- Experience in the fields of geomatics and / or geodesy.
- Experience in leading teams and developing staff.
- Strong communications skills; both written and oral.
- Experience working collaboratively with a diverse range of stakeholders with different domains of expertise.

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 the [careers 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 Nicholas Brown on (02) 6249 9831 or email Nicholas.Brown@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit 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. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

About the Geoscience Australia

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To Apply

Position Contact	Nicholas Brown, (02) 6249 9831
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0727073

IP Australia

Closing Date: Monday 07 August 2023

Governance
Office of Legal Counsel

Job Title	FOI Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$80,916 - \$86,713
Classification	APS Level 5
Position Number	494469
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Do you have excellent communication, organisational and client liaison skills with a strong customer centric focus? This position might be the position for you!

The Freedom of Information Officer will contribute to the operational objectives of the Office of Legal Counsel (OLC) by ensuring IP Australia is able to meet its legislative responsibilities under the Freedom of Information Act 1982 (FOI Act).

The Freedom of Information Officer will assist with decisions under the FOI Act, including internal reviews and Information Commissioner reviews, as well as information requests pursuant to the FOI Act, Trade Marks Act 1995, Patents Act 1990, Plant Breeder's Rights Act 1994, Designs Act 2003 and Privacy Act 1988.

The successful applicant must have excellent communication, organisational and client liaison skills and a strong customer centric focus. The successful applicant should be skilled at managing conflicting deadlines and operating under pressure and will be required to work independently and under supervision to achieve high quality results.

Duties

The successful candidate will be required to:

- Provide high quality advice to IP Australia's business groups and external stakeholders on routine FOI and information access matters (for e.g. under the *Trade Marks Act 1995*, *Patents Act 1990*, *Plant Breeder's Rights Act 1994*, *Privacy Act 1988* and the *Designs Act 2003*);
- Assist with decision making (collecting documents, reviewing documents and preparing correspondence) on routine FOI and information access matters;

- Work collaboratively and under limited direction to balance competing priorities, interpret legislation and policy within legislated timeframes;
- Liaise with the Office of the Information Commissioner (OAIC) in relation to its review of IP Australia's FOI decisions where required;
- Maintain accurate and up-to-date files and records;
- Assist with the management and publication of IP Australia's FOI Disclosure Log;
- Have well-developed analytical skills and acumen, coupled with a strong level of strategic awareness to recognise links between interconnected issues;
- Assist with FOI reporting to IP Australia's Executive, the OAIC and other stakeholders as required;
- Build productive working relationships within IP Australia and with IP Australia's external stakeholders;

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

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.

The successful applicant/s must be willing to disclose all relevant and required information.

Notes

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

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

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 LGBTIQ+ 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>

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	Simon Henkel, 02 6283 2110
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726956

High Speed Rail Authority

Closing Date: Sunday 13 August 2023

Job Title	Chief Executive Officer (CEO)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

Duties

Role of the Chief Executive Officer

As the CEO, your role is pivotal to the newly established entity. You will carry out critical duties as set out under the High Speed Rail Authority Act 2022 (HSRA Act), including being responsible for the day to day administration of the Authority in accordance with policies and strategies determined by the Board.

Strategy development and implementation

- Support and advise the Board and ensure the Board is well briefed and understand their responsibilities.

- Provide strategic direction and guidance to the Authority, including leading the development and implementation of a corporate plan within guidelines established by the Board and the requirements of the Commonwealth Government.
- Be accountable to the HSRA Board for the performance of the organisation.
- Be responsible for the Authority's budget, supplier payments, management of bank accounts, the functions and powers set out in the AAI's.
- Manage directions, strategies, budgets, programs and plans approved by the Board.
- Oversee the development of Strategic business cases.

Corridor planning and development

- Lead and facilitate the planning, selection and securing corridors for the proposed high speed rail network.
- Oversee the gaining of planning and environmental approvals.
- Oversee the acquisition of land for rail corridor and related purposes.
- Oversee the procurement, negotiation and award of major construction contracts for establishing corridor infrastructure, through competitive tender processes in accordance with Government guidelines.
- Manage and supervise construction contract to ensure all parties meet their obligations and deliver on time and within budget.
- Develop market growth strategies and the adoption of new technologies where justified.

Stakeholder relations

- Lead engagement with stakeholders including Government agencies, private sector partners, impacted local communities, media and public and communicate the benefits and progress of the high speed rail project.
- Build long term, cooperative, credible and effective relationships with key stakeholders including Commonwealth, state and territory Governments and their agencies.

Authority staffing

- Establish the Authority's workforce through planning and recruitment of staff and consultants.
- Provide people focused leadership and management ensuring that the Authority is working effectively and efficiently towards achieving goals.
- Promote a workforce culture based on productively, safety and service.

Governance, Risk and Compliance

- Be responsible for upholding the Australian Public Service Values and Code of Conduct as the Agency Head.
- Ensure the health and safety of employees, contractors, visitors, customers and protection for the public through continuous improvement in the safe conduct of business activities, implementation of an integrated environmental, rail safety and workplace health and safety management.
- Foster a culture and systems to identify and manage risks associated with the high speed rail project.

Eligibility

To be eligible for appointment as CEO, you must satisfy the following requirements:

- Must be able to obtain and/or hold a security clearance at Negative Vetting Level 2. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background.
- Disclose all interests that may conflict with the performance of duties, including place of employment. This is an ongoing requirement of the role.

- Hold a tertiary qualification.

Selection Criteria

In addition to meeting the eligibility criteria as set out above, you need to meet the following selection criteria consistent with the merit and transparency guidelines for an Agency Head:

Skills and Experience

- Demonstrates working successfully and cooperatively with (or within) multiple levels of government at senior level
- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation
- Track record in complex transport related infrastructure and adjacencies across planning, development and/or delivery
- Experience in management large and/or complex operations
 - achieves results within the context of organisational and/or government policy
 - strong people management skills, including building sustainable team
 - experience in change management
 - skilled in communications and stakeholder engagement
 - strong financial management, ensuring efficient and effective and ethical use of resources
 - understanding of and commitment to quality organisational governance and risk management

Attributes

- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - operates collaboratively with others to meet organisational objectives
 - listen to people and values different perspectives
- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capability to promote these in an organisation

Notes

Terms and Conditions

Under the HSRA Act, the CEO is appointed by the Board. The term of appointment is up to 5 years. This is a full time position and Eastern Seaboard locations will be considered, noting the Authority is currently principally based in Canberra. Remuneration and allowances for this position are set by the Remuneration Tribunal.

How to apply

Applications must include:

- An expression of interest, no more than 4 pages, including a statement of claims against the eligibility and selection criteria as outlined.
- A resume of no more than 6 pages outlining qualifications, experience and expertise.
- The names and contact details of two referees who have direct and relevant experience of your work.

Please email your applications to Matthew.Smee@hudson.com. For further information please contact Matthew Smee on 0439 074 251. Applications close 11:59pm AEST on Sunday 13 August 2023.

About the High Speed Rail Authority

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for providing advice to Government on the proposed high speed rail network. It will oversee the planning, development and construction of a transformational high speed rail network in Australia. This will be a significant, nation-building project for Australia and the Authority will be critical to the success of the planned high speed rail network. The Authority will support the Australian Government in planning for the future by working closely with state and territory governments to develop high speed rail between major cities and key regional centres which will advance social, economic and population outcomes. The Authority's first priority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

To Apply

Position Contact	Matthew Smee, 0439 074 251
Agency Recruitment Site	

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726722

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 30 July 2023

Facilities, Capital Projects, Heritage & Security
Capital Projects & Heritage

Job Title	Manager Built Heritage
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$102,838 - \$116,250
Classification	Executive Level 1
Position Number	NP
Agency Website	

Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

Reporting to the Head – Capital Projects, the Manager Built Heritage will play a key role in the successful delivery of the Museum's ongoing capital works program to ensure compliance with the Old Parliament House and Curtilage Heritage Management Plan (2021-26) and the OPH Heritage Strategies. This position will be part of a team responsible for the planning and delivery of capital works, with a focus on Heritage compliance and planning for major refurbishments and capital works.

Duties

Under direction from the Head – Capital Projects, the Manager Built Heritage will be expected to:

- Lead a small team to fulfil the Agency's responsibility to identify, protect, conserve, present and transmit, the Heritage values of Old Parliament House. This role will also support the successful delivery of capital works projects.
- Provide written and verbal advice on all actions to achieve Agency objectives in harmony with the place's heritage values. Ensure works are guided by HMP policy, delivered according to the established procedures, and are consistent with the EPBC Act.
- Manage the Actions Proposal Process including reviewing documentation for accuracy and completeness. Provide approval for all Project Records. Review and advise on consultant plans, documentation and reporting.
- Manage the preventative conservation program and activities for Old Parliament House.
- Identify and implement opportunities for continuous improvement of Heritage and Collections practice, policies and systems. This includes leading processes such as the HMP Review and the Heritage Strategy Review.
- High level reporting to key stakeholder groups such as the Heritage Actions Committee, Project Steering Committee, Board and the Annual Report.
- Develop, coordinate and maintain stakeholder relationships to achieve desired outcomes, this includes external agency's such as the National Capital Authority and the Department of Climate Change, Energy the Environment and Water for works approvals and any Referral if required.
- Work collaboratively with the Head - Capital Projects, provide strategic leadership to the Heritage team and other Section team members to promote team cohesion, performance improvement and a commitment to quality.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

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

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Chris Grebert, 02 6270 8118
Agency Recruitment Site	https://www.moadoph.gov.au/about/employment/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726736

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 06 August 2023

Exhibitions, Interpretation and Engagement
Research and Collections

Job Title	Senior Curator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$102,838 - \$116,250
Classification	Executive Level 1
Position Number	NP
Agency Website	

Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to

provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Senior Curator plays a key role in MoAD's management team by supporting the Head Exhibitions, Interpretation & Engagement, overseeing high-level research and curatorial activities; directing curatorial strategy and content development; and reviewing and approving content prepared by other sections to ensure it is accurate, balanced, and reflects MoAD's values and priorities.

The position holder will manage the development and application of MoAD's editorial policies, oversee the development of internal curatorial content online and onsite, lead concept development for in-house and travelling exhibitions and lead collection development planning.

Duties

- Contribute to the management of the museum collection, including managing the acquisition of items through donations, sale, or proactive collecting, identifying opportunities for contemporary collecting, completing acquisition proposals, chairing Pre-Acquisitions Committee meetings, participating in Acquisitions Committee meetings and contributing to de-accessioning process of collection items.
- Lead concept and content development for curatorial projects, in particular in-house and travelling exhibitions, displays and online collection-based content, and review and direct content development created within the Research and Collections Development team
- Manage, support, coordinate, implement or review content as needed including oversight of staff development for exhibitions, programs, and events.
- Provide research, writing and other contributions to onsite, online and outreach programs, working closely with all sections of the museum to provide content to support the museum's strategic goals.
- Promote the museum through a diverse range of activities including research and writing on Australian political and democratic history, delivering historical talks and specialist tours of the museum's exhibitions, representing the museum in public and specialist forums, including the media.
- Develop and maintain positive relationships with donors and potential donors, including identifying and outreach to prominent or noteworthy parliamentarians, advocates and activists and other figures of note and identify opportunities for exhibition and collection development related to contemporary issues and events.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

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

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Andrew Harper, 02 6270 8129
Agency Recruitment Site	https://www.moadoph.gov.au/about/employment/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0727170

National Archives of Australia

Closing Date:Friday 04 August 2023

Corporate Services Property and Security

Job Title	Facilities Manager
Job Type	Full-Time, Ongoing
Location	Chester Hill NSW
Salary	\$79,126 - \$84,878
Classification	APS Level 5
Position Number	32557
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Under limited direction the main duties of the role are to assist and support the Assistant Director Facilities Management Northern in managing the delivery of facilities services to the NSW Office and other states such as QLD, NT or WA if required.

Duties

This includes the following tasks:

- Monitor the delivery and performance of building maintenance service contracts facilitated by landlords.
- Monitor the delivery of repairs and maintenance programs, including the building management control system to maintain environmental conditions; and attendance to urgent minor maintenance issues when requested.
- Coordinate the replacement, planning, purchasing, disposal, stocktaking and maintenance of National Archives owned physical assets, including the security of these assets.
- Coordinate associated corporate services (fleet management, stationery and mail room etc.)
- Work closely with staff of other sections of the National Archives and liaise with suppliers, contractors and building owners.
- Monitor the building emergency and control systems to ensure appropriate security, health and safety for staff, visitors and the building. This includes out of hours monitoring, attendance to site and callout duties.
- Coordinate the delivery of facilities projects and services with both internal and external stakeholders, within budget, tight time frames including maintenance and infrastructure contracts and projects.
- Supervise, mentor, and assist with the development of staff.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Negative Vetting 1.

Notes

The successful applicant must be able to attend the site during emergencies outside core business hours.

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

About the National 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. The 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. The 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	Jason Bailey, 02 6212 3750
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0727172

National Archives of Australia

Closing Date: Friday 04 August 2023

Corporate Services Property and Security

Job Title	Assistant Director Facilities Management Northern
Job Type	Full-Time, Ongoing
Location	Chester Hill NSW
Salary	\$110,409 - \$118,830
Classification	Executive Level 1
Position Number	32794
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

National Archives of Australia is seeking a candidate who can operate in an environment with a high level of autonomy, with the expectation to display significant initiative, sound judgement and reliable leadership and management.

Duties

- Build and maintain an in-depth knowledge of facilities management functions; develop, review, implement and ensure compliance with policies and procedures relevant to managing NSW, QLD, WA and NT National Archives facilities.
- Ensure NSW, QLD, WA and NT National Archives facilities meet essential service maintenance requirements and are Work Health & Safety compliant.
- Manage complex and high value facilities projects including refurbishment programs that impact on strategic or operational outcomes for National Archives.

- Conduct high-level negotiations with external providers of facilities and project management services to achieve prompt, reliable, cost-effective and quality service. This includes the preparation of all necessary documentation required to tender for the provision of facilities and project management services.
- Oversee building emergency and control systems to ensure appropriate security, health and safety for staff, visitors and the building, including the availability to attend site during emergencies outside core business hours.
- Deliver corporate support services through the Business Continuity Plan, pre-employment security screening of contractors, and fleet management.
- Oversee staff management of the team including performance management reviews, professional development and setting work area priorities to ensure optimum performance within a team environment.
- Build and maintain effective and professional relationships with National Archives staff, service providers, regulatory authorities, government bodies and internal and external stakeholders to achieve work area and agency goals.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Negative Vetting 1.

Notes

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

About the 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. The 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. The 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	Jason Bailey, 02 6212 3750
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0727184

National Archives of Australia

Closing Date: Friday 04 August 2023

Collection Management National Network Coordination

Job Title	Archival Officer, Public Engagement
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$71,767 - \$77,333
Classification	APS Level 4
Position Number	30277
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

National Archives of Australia is seeking an enthusiastic APS Level 4 Archival Officer to be part of a team engaged in the effective and efficient delivery of Reference, Description, Access Examination and Public Programs in the NSW office.

In this role you will work under limited supervision, in accordance with established guidelines and procedures, using a variety of digital information management systems, as well as the physical handling of records, to deliver access to the national archival collection.

Duties

- Assist the Australian community to access the National Archives' collection by responding to inquiries and providing online, phone and onsite reference assistance, applying research skills, and using business information systems and digital processes.
- Undertake reference inquiry and access examination tasks in accordance with service standards and statutory requirements. Contribute to the development of work group procedures and guidelines.
- Communicate effectively both orally and in writing, and develop and maintain productive and professional working relationships with internal and external stakeholders, with a high standard of customer service.
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.
- Participate in the delivery of public engagement and education activities, including seminars and workshops, for the Australian community.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2030 and Our Values.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Negative Vetting 1.

Notes

Relevant tertiary qualifications and/or experience working with a collection in the galleries, libraries, archives and museums (GLAM) sector is highly desirable.

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

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. The 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. The 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	Rachel Cullen, 02 9782 5329
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0727091

Office of the eSafety Commissioner

Closing Date: Sunday 06 August 2023

Technology and Strategy
Strategic Communications

Job Title	Executive Manager, Strategic Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW
Salary	\$219,329 - \$235,075
Classification	Senior Executive Service Band 1
Position Number	2401-2023-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

The eSafety Commissioner is seeking to appoint an established leader to oversee a new branch within eSafety delivering strategic communications to build heightened public awareness of our regulatory role and functions.

As Executive Manager, Strategic Communications you will lead a small Branch of approximately 20 professionals providing vital enabling communications support across eSafety, including to the Commissioner and to the branches and sections within eSafety's Regulatory Operations Division.

The position will work closely and collaboratively with internal stakeholders including the Commissioner and Executive in delivering strategic and targeted communication programs across a diverse range of channels and audiences.

Due to eSafety's remit, this role may involve occasional exposure to highly sensitive and potentially distressing material. This role will at times include weekend and out of hours work.

Duties

As Executive Manager, Strategic Communications Branch, you will set and execute on the strategic communications approach for eSafety. You will be accountable for the delivery of eSafety's communications, marketing, and digital content functions and will lead all media operations. This role will be responsible for the efficient management of campaigns and events, coordinating cross-office resources in an effective manner to optimise awareness raising opportunities. The role will also hold responsibility for ensuring the eSafety website is kept up-to-date with accessible, easy to understand information to ensure eSafety's services and resources are accessible to the public at all times.

You will be called upon to lead an agile and proactive Branch of communications specialists to provide strategic, proactive, timely and tailored communications, marketing, digital content, media and public affairs advice to the Commissioner, and Executive.

Eligibility

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Kathryn King, 02 9334 7871
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0726813

Department of the Prime Minister and Cabinet

Closing Date: Sunday 06 August 2023

Corporate and Technology
People Inclusion and Diversity

Job Title	Adviser, Inclusion and Diversity
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$79,941 - \$99,363
Classification	APS Level 5;APS Level 6
Position Number	PMC/2023/149
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

People Branch works to enable PM&C to have a workforce with diverse skills and life experience, to deliver outcomes for the Australian Government and people. Key to this is fostering a safe, inclusive and high performing culture and a contemporary employment framework. We deliver human resource services, advice and strategies underpinned by a modern and flexible employment framework.

The People Branch offers a flexible and dynamic working environment, where we collaborate across teams to deliver outcomes and grow our skills. APS5 and APS6 vacancies exist in PM&C's Inclusion and Diversity team, where our forward focus is delivering our newly launched PM&C Inclusion and Diversity Strategy and Action Plan and renewing our Reconciliation Action Plan.

The team drives PM&C's inclusion and diversity agenda and conversations, which seeks to give everyone permission to perform at their best by contributing their unique skills and experience to the complex and ambiguous problems faced by Government every day. We facilitate PM&C's commitment to strengthening the capability and diversity of our workforce and provide a platform for staff to foster an inclusive, safe and respectful culture. We deliver work with enthusiasm, expertise and ambition to deliver positive change for PM&C. We are outcomes focused, forward thinking and seek opportunities to strengthen PM&C's workforce. We collaborate with team members, both within the section and across the branch, to share information and ensure we have a joined up, fit for purpose inclusive approach to our work. We celebrate our successes.

The role supports the operation of our six employee led Diversity networks and the relationships with our SES Champions, coordinates a number of training and events throughout the year and particularly around days of significance, monitors progress and reporting against our Plans, and supports secretariat for the Inclusion and Diversity Committee. The role also supports the completion of external reporting such as Multicultural Equity and Access, Australian Workplace Equality Index, Access and Inclusion Index and Gender Pay Gap Reporting.

We welcome applications from all candidates with relevant experience and skills.

A merit pool will be established and may be used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

Our ideal candidate will have:

- A knack for communicating clearly, concisely and convincingly - impressive collaboration and stakeholder relationship skills
- An openness to sharing knowledge, skills and continuous learning
- The ability to work with a range of people of different backgrounds, skills and work styles
- Good judgement and the ability to manage multiple competing priorities
- Dedication to improving the employee experience and curiosity to seek out, learn, and implement best practice approaches
- Relevant qualifications and/or experience in HR or related roles is desirable but not essential.

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 Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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>

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To Apply

Position Contact	Trent Nigalis, (02) 6271 5988
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0726827

Department of the Prime Minister and Cabinet

Closing Date: Sunday 06 August 2023

Corporate and Technology
People Branch Inclusion and Diversity

Job Title	Adviser, Inclusion and Diversity - Affirmative Measure Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$79,941 - \$99,363
Classification	APS Level 5;APS Level 6
Position Number	PMC/2023/152AMI
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

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The team drives PM&C's inclusion and diversity agenda and conversations, which seeks to give everyone permission to perform at their best by contributing their unique skills and experience to the complex and ambiguous problems faced by Government every day. We facilitate PM&C's commitment to strengthening the capability and diversity of our workforce and provide a platform for staff to foster an inclusive, safe and respectful culture. We deliver work with enthusiasm, expertise and ambition to deliver positive change for PM&C. We are outcomes focused, forward thinking and seek opportunities to strengthen PM&C's workforce. We collaborate with team members, both within the section and across the branch, to share information and ensure we have a joined up, fit for purpose inclusive approach to our work. We celebrate our successes.

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Duties

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- An openness to sharing knowledge, skills and continuous learning
- The ability to work with a range of people of different backgrounds, skills and work styles
- Good judgement and the ability to manage multiple competing priorities
- Dedication to improving the employee experience and curiosity to seek out, learn, and implement best practice approaches
- Relevant qualifications and/or experience in HR or related roles is desirable but not essential.

Eligibility

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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.

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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.

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

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

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To Apply

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Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0726847

Department of the Prime Minister and Cabinet

Closing Date: Sunday 06 August 2023

Corporate and Technology
People Branch Inclusion and Diversity

Job Title	Adviser, Inclusion and Diversity - Affirmative Measure Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$79,941 - \$99,363
Classification	APS Level 5;APS Level 6
Position Number	PMC/2023/153AMD
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

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Eligibility

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Notes

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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.

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.

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

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To Apply

Position Contact	Trent Nigalis, (02) 6271 5988
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0727179

Digital Transformation Agency (DTA)

Closing Date: Wednesday 02 August 2023

Digital Investment Advice and Sourcing Division
Portfolio Assurance Branch Assurance Strategy and Engagement Team and
Assurance Escalations Team

Job Title	Assistant Director, Portfolio Assurance, EL1
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$114,880 - \$127,349
Classification	Executive Level 1
Position Number	213_07/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The Digital Transformation Agency (DTA) offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. The DTA is the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA leads the development, delivery and monitoring of whole-of-government strategies, policies and standards.

We encourage applications from all candidates, including Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

About the position

Several opportunities exist across two teams within the Portfolio Assurance Branch at the EL1 classification, for motivated strategic thinkers who are seeking a challenging and rewarding career that supports Government's major digital and ICT projects:

- The Assurance Strategy and Engagement team leads strategy, planning and monitors the system of assurance for digital and ICT investments, based on the Government's [Assurance Framework](#).
- The Assurance Escalations team has primary responsibility for managing the design and application of escalation protocols, under the [Assurance Framework](#) for digital and ICT Investments. These escalation protocols exist to support investments which are not going well, by implementing course corrections swiftly and effectively.

Duties

The key duties of the positions include

- Fostering productive and respectful working relationships with agencies to ensure consistent understanding and application of the Assurance Framework for digital and ICT investments across Government, including through assurance education and awareness activities;
- Identifying and driving initiatives to improve the independence, quality and consistency of assurance information available to decision-makers across the digital investment system, including Senior Responsible Officials, central agencies and Ministers;
- Working to ensure digital and ICT investments have appropriate levels of assurance agreed via formal Assurance Plans – and lead the intake of Assurance Plans from newly approved investments, engaging with agency delivery teams as required;
- Monitoring compliance with agreed Assurance Plans and reviewing assurance information as part of ongoing analysis of investment performance;
- Tracking Delivery Confidence Assessments resulting from assurance activities to review and identify at-risk investments that need to be escalated;
- Supporting agencies in applying the escalation protocols effectively and analyse results to inform reporting and advice to Government;
- Supporting timely and accurate reporting on assurance across Government. This may include drafting reports, briefs, talking points and advice on investments under DTA's assurance oversight; and
- Managing a small team of assurance specialists (up to three direct reports), providing leadership and building team capability.

Capabilities required

- Further to the core requirements for an EL1 employee in the Australian Public Service, you must also have:

- Exceptional problem solving and critical thinking skills: Highly developed strategic, lateral, conceptual, analytical, and system thinking skills as well as very strong problem-solving skills;
- Interpersonal savviness: Exceptional collaboration skills, with an ability to influence and use your own strengths in working with others both within and outside of the DTA to achieve joint outcomes;
- Ability to influence and shape thinking as a trusted strategic adviser: Exceptional written, facilitation and oral communication skills including a very high level of attention to detail and accuracy. You must be able to harness information from a variety of sources and independently develop sound advice and recommendations for senior audiences including Ministers and Cabinet;
- Proven leadership qualities: A proven, highly resilient leader with outstanding organisational and project management skills and a confident ability to manage competing priorities in an often pressured and fast-moving environment;
- Outcomes-focussed mindset and high levels of resilience: High levels of initiative, a positive attitude and a learning mindset are required – with the ability to adapt to changing priorities and circumstances;
- Expertise in key knowledge domains: Understanding and knowledge of Cabinet processes and investment governance, as well as extensive understanding of digital, data and ICT investment trends and challenges (or the ability to quickly acquire this knowledge); and
- Assurance expertise and whole-of-government outlook: Demonstrable experience and/or knowledge of digital and ICT project/program assurance, and the conditions which maximise its contribution to successful delivery (or the ability to quickly acquire this knowledge).

Desirable

- Tertiary level qualification/s in an analytical discipline.
- Background in a consulting or corporate client-facing environment with strong experience in preparing strategic advice and driving stakeholder engagements
- Certification as a project management professional, internal auditor or risk manager would be advantageous.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.
- An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.
- The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential

Notes

- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview and/or a written assessment.
- A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months, consistent with Section 25 of the APS Commissioner's Directions.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

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To Apply

Position Contact	Monique Carew, Director Assurance Escalations, 0427 364 537
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0727142

National Indigenous Australians Agency

Closing Date: Sunday 06 August 2023

Central
Office of the Group Manager Executive Support / Business Services Support

Job Title	Senior Officer & Assistant Directors, Office of the Group Manager, Central Group
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Darwin NT
Salary	\$91,072 - \$133,387
Classification	APS Level 6; Executive Level 1
Position Number	NIAA/2023/151
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=4926F48C-95A6-96C9-E324-D1D6B5B93AB2>

The National Indigenous Australians Agency (NIAA) has some exciting Darwin based opportunities at the APS 6 and EL 1 classification levels within the Office of the Group Manager, managing the Central Group team across the Northern Territory.

Central Group leverages local knowledge and our stakeholder relationships to create connections between community, private sector and all levels of Government to contribute positive outcomes with Indigenous Australians. The Office of the Group Manager provides high quality, professional administration and coordination services to Central Group. The advertised roles provide strategic direction and leverage expertise to ensure quality outcomes are delivered across Central Group. The roles play a key leadership role in helping to shape, drive and deliver outcomes within regions across the Territory and priority focus on high reform agendas.

APS6 Business Services Support Officer

The Senior Officer will have people, program and stakeholder management responsibilities. They manage employees and take responsibility for their overall performance. The role collaborates with a range of key internal and external stakeholders and networks on a range more complex matters.

The Senior Officer works with a broad degree of self-direction, overseeing and guiding the day to day activities of the team to deliver high quality professional corporate services administration including fleet and asset management, staff and property management of staff housing and office locations, Emergency / safety equipment to NIAA in the Northern Territory.

The role requires management or oversight of small projects for the team and/or, work on larger projects for the Branch/Group. The focus is strongly on the management of assets.

The Senior Officer contributes to NIAA outcomes through effective advice and guidance on corporate services, that inform day to day operations and decision making. They coach and share expertise and technical knowledge with team members, peers and more broadly across the agency.

We are looking to fill 2 EL1 roles, the Regional Corporate Assistant Director and the Business Services Assistant Director.

Regional Corporate Assistant Director

The Regional Corporate Assistant Director is a key leadership position within the Group/Branch Leadership Team with people, program and stakeholder management responsibilities. They manage employees and contribute to overall branch performance. The role nurtures and manages a range of key internal and external stakeholder relationships and networks. They have delegated authority and responsibility to resolve issues and risks across wide ranging activities.

The Regional Corporate Assistant Director works with a considerable degree of independence, under broad direction from the Director. They undertake management or oversight of projects for the branch/group or, work with larger projects for the Agency.

Business Services Assistant Director

The Business Services Assistant Director will lead the Fleet and Asset Management, as well as emergency and safety equipment management. They will also be responsible for staff housing and office location management.

Both roles support the development of Group strategic plans, business cases and project plans for improvement initiatives. These roles provide expertise across a broad range of activities including corporate services and administration, project management, community and partner engagement and culture.

Duties

Our Ideal candidates for the roles will:

- Lead teams to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators.

- Oversee the development, coaching and mentoring of staff. Invest time into understanding team member's strengths and aspirations. This includes identifying and fostering emerging talent to ensure succession planning is maintained.
- Effectively manage relationships with internal and external partners, stakeholders and service providers, promote the NIAA's business objectives through key strategic relationships.
- Actively lead the decision making and strategic planning within the allocated work area, fostering and supporting Section/Branch/NIAA goals and objectives to meet assigned outcomes.
- Manage the strategic delivery of a program, project or special initiative and be responsible for related outcomes.
- Plan, implement, manage and monitor work processes, and set performance indicators.
- Review a function, program, policy, project or initiative and drive quality assurance and continuous improvement practices.
- Conduct risk assessment and risk management activities for area of responsibility.
- Research, analyse and develop complex policy, procedures or programs that require a detailed analysis of diverse data and views where there are a range of viable options.
- Understand and exercise appropriate delegations when providing expert advice and support on programs, policy, legislation, systems and/or processes that contribute to the strategic direction of NIAA in area of specialisation.
- Create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood.
- Guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

Eligibility

- You must have a current motor vehicle license as intrastate travel is required.
- 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.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months).

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.

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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	Tabitha Newman, (02) 6152 3526
Agency Recruitment Site	https://niaa.nga.net.au/?jati=4926F48C-95A6-96C9-E324-D1D6B5B93AB2

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Social Services

Vacancy VN-0727093

Department of Social Services

Closing Date:Friday 04 August 2023

Corporate Group
People Services

Job Title	Payroll Officer - Recruitment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Tuggeranong ACT
Salary	\$75,770 - \$81,442
Classification	APS Level 4
Position Number	EXT-2023-0679
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

People Services Branch is looking to fill a number of vacant APS4 positions and establish a merit pool of quality candidates. We are seeking professional, high performing and motivated individuals, with an interest and/or experience in Pay and Conditions or Recruitment.

These roles are best suited to candidates who are customer focused, are good at managing multiple tasks and are committed to

achieving outcomes. Candidates with knowledge of pay and conditions or recruitment principles and practices are encouraged to apply.

Duties

Pay and Conditions

The Pay and Conditions Team delivers fortnightly pays via SAP to the department's employees, as well as two client agencies under a shared services arrangement. The Pay and Conditions Team administers conditions of service and entitlements for employees including processing of pay, leave and superannuation. Duties include:

- processing of fortnightly pay
- salary increases/advancements
- leave and allowances
- superannuation calculations
- leave liabilities and prior service.

Recruitment

The Recruitment Team manages all aspects of recruitment administration for the department and provides specialist advice on recruitment policy, merit and best practice guidelines. The Team also manages the onboarding and probation of employees, the Graduate Development Program, and works closely with staff and managers. Duties include:

- manage all aspects of recruitment administration including advertising, merit pool requests, outcome notices and onboarding
- navigate the eRecruit system and build stakeholder capability in the use of the system
- manage enquiries via phone and email
- adhere to procedures and ensure recordkeeping is up-to-date and accurate.

Please review the job pack for the full position description.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Kelsie Miller, 02 6146 3047
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0727161

National Disability Insurance Agency

Closing Date: Thursday 03 August 2023

Chief Information Officer Division
ICT Services ICT Operations

Job Title	APS6 ICT Service Desk Team Leader
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Midland WA, Geelong VIC
Salary	\$89,612 - \$99,072
Classification	APS Level 6
Position Number	1170_07/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Seeking a challenging and rewarding career opportunity in the Information Communication and Technology (ICT) sector?

NDIA's Information Communication and Technology (ICT) Services branch is looking for an APS6 ICT Service Desk Team Leader to join the team.

The ICT Services branch within the Office of the Chief Information Officer (OCIO) provides essential technology services and support to the NDIA staff and partners. The branch manages the relationship with Services Australia and other external ICT service providers within the agreed service levels.

*Please note – Affirmative Measures provisions are also open for this position. The affirmative measure positions are to improve employment opportunities for people with disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service.

The successful candidate is a leader with knowledge and experience to operate autonomously and collaborate confidently at all levels. This position requires working in the team setting and the ideal candidate will have with the ability to work in a fast-paced environment with changing priorities. Ideally, you will have excellent stakeholder management and interpersonal skills.

You are a problem solver by nature, act with integrity and show care for the people you work with. We are looking for someone with a positive contemporary attitude towards people with disabilities and a high-level understanding and knowledge of disability and its impact on individuals. **Duties**

In this exciting role you will lead a team who will draw on your expert technical and functional knowledge across ICT. To be successful in this role you are required to provide leadership, control, planning, resource management, performance management and decision making to your team members.

You will be a highly collaborative and influential communicator, who can build trust and meaningful relationships with internal and external stakeholders.

Responsibilities of the role include but are not limited to:

- Working with the Service Desk Manager and other Service Desk Leadership to deliver customer service excellence.
- Coaching and mentoring staff to enable developmental and technical/process outcomes.
- Delivering ICT support and education via a range of methods including telephone and email.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 18 months, with the possibility of extension up to three years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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.

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.

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

About the National Disability Insurance Agency

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	DFP Recruitment, 1300 888 033
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0727153

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 04 August 2023

Complaints Commissioner Division
Complaints Complaints

Job Title	Incident Triage and Early Resolution
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$74,357 - \$79,924
Classification	APS Level 4
Position Number	129_07/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Staff within the Complaints Commissioner Division assist the Complaints Commissioner to manage the Commissioner's complaint and reportable incidents functions.

This includes:

- Functions relating to the management, assessment and monitoring of reportable incidents and other regulatory intelligence consistent with the National Disability Insurance Scheme Act 2013 and Rules.
- Assisting with the continued development of the complaint and reportable incidents function, including implementation of best practice, policy, procedures and training functions relating to the intake and triaging function within the NDIS Commission
- Manage and resolve a caseload of incidents reported to the Commission by providers, engaging with providers and other stakeholders on complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Educating stakeholders, and developing resources relating to best practice handling of risk related incidents arising out of, or in connection with, the provision of supports or services by registered NDIS providers
- Ensuring the views and experience of people with disability are embedded in the assessment and resolution of incidents that are in connection with their supports and services
- Supporting registered NDIS providers to develop and implement effective incident management and complaint systems
- Collecting, correlating, analysing and disseminating information relating to reportable incidents to identify trends or systemic issues, and
- Building NDIS provider capability to develop a culture of learning and innovation to deliver high quality supports and services, prevent incidents and respond to complaints.

Duties

- Assessing and monitoring reportable incidents and other regulatory intelligence, consistent with the National Disability Insurance Scheme Act 2013 and Rules.
- Managing a workload including a caseload of reportable incidents in connection with the provision of supports and services by Registered NDIS providers (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Completing assessments and maintaining records within a case management system to a quality standard within agreed timeframes.
- Providing education and training to providers in relation to identifying incidents, preventing and effectively responding to abuse and neglect of people with disability, through the provision of information about the Commission's functions.
- Developing and maintaining strategic relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the function, and the NDIS Commission more broadly.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shauna Maguire, 07 4417 1004
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0727180

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 04 August 2023

Complaints Commissioner Division
Complaints Complaints

Job Title	Incident Triage and Early Resolution
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	131_07/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Staff within the Complaints Commissioner Division assist the Complaints Commissioner to manage the Commissioner's complaint and reportable incidents functions. This includes:

- Functions relating to the management, assessment and monitoring of reportable incidents and other regulatory intelligence consistent with the *National Disability Insurance Scheme Act 2013* and Rules.
- Assisting with the continued development of the complaint and reportable incidents function, including implementation of best practice, policy, procedures and training functions relating to the intake and triaging function within the NDIS Commission
- Manage and resolve a caseload of incidents reported to the Commission by providers, engaging with providers and other stakeholders on complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Educating stakeholders, and developing resources relating to best practice handling of risk related incidents arising out of, or in connection with, the provision of supports or services by registered NDIS providers
- Ensuring the views and experience of people with disability are embedded in the assessment and resolution of incidents that are in connection with their supports and services
- Supporting registered NDIS providers to develop and implement effective incident management and complaint systems
- Collecting, correlating, analysing and disseminating information relating to reportable incidents to identify trends or systemic issues, and
- Building NDIS provider capability to develop a culture of learning and innovation to deliver high quality supports and services, prevent incidents and respond to complaints.

Duties

- Managing a caseload of reportable incidents in connection with the provision of supports and services by Registered NDIS providers, including the assessment of complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Providing education and training to providers in relation to identifying incidents, preventing and effectively responding to abuse and neglect of people with disability, through the provision of information about the Commission's functions.

- Developing and maintaining strategic relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the function, and the NDIS Commission more broadly.
- Preparing complex and/or sensitive correspondence and corporate documentation, including reports, briefings and submissions.
- Completing assessments of reportable incidents and other regulatory intelligence to a quality standard within agreed timeframes.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shauna Maguire, 07 4417 1004
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0727188

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 04 August 2023

Complaints Commissioner Division
Complaints Complaints

Job Title	Incident Triage and Early Resolution
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Parramatta NSW, Perth WA
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	132_07/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Staff within the Complaints Commissioner Division assist the Complaints Commissioner to manage the Commissioner's complaint and reportable incidents functions.

This includes:

- Functions relating to the management, assessment and monitoring of reportable incidents and other regulatory intelligence consistent with the *National Disability Insurance Scheme Act 2013* and Rules.
- Assisting with the continued development of the complaint and reportable incidents function, including implementation of best practice, policy, procedures and training functions relating to the intake and triaging function within the NDIS Commission
- Manage and resolve a caseload of incidents reported to the Commission by providers, engaging with providers and other stakeholders on complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Educating stakeholders, and developing resources relating to best practice handling of risk related incidents arising out of, or in connection with, the provision of supports or services by registered NDIS providers
- Ensuring the views and experience of people with disability are embedded in the assessment and resolution of incidents that are in connection with their supports and services
- Supporting registered NDIS providers to develop and implement effective incident management and complaint systems

- Collecting, correlating, analysing and disseminating information relating to reportable incidents to identify trends or systemic issues, and
- Building NDIS provider capability to develop a culture of learning and innovation to deliver high quality supports and services, prevent incidents and respond to complaints.

Duties

- Guiding and mentoring staff around the implementation, assessment and monitoring of reportable incidents and other regulatory intelligence, consistent with the *National Disability Insurance Scheme Act 2013* and Rules.
- Managing a caseload of reportable incidents in connection with the provision of supports and services by Registered NDIS providers, including the assessment of complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Providing education and training to providers in relation to identifying incidents, preventing and effectively responding to abuse and neglect of people with disability, through the provision of information about the Commission's functions.
- Developing and maintaining strategic relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the function, and the NDIS Commission more broadly.
- Preparing complex and/or sensitive correspondence and corporate documentation, including reports, briefings and submissions.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shauna Maguire, 07 4417 1004
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0727206

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 04 August 2023

Complaints Commissioner Division
Complaints Complaints

Job Title	Assistant Director – Incident Triage and Early Resolution
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	133_07/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Staff within the Complaints Commissioner Division assist the Complaints Commissioner to manage the Commissioner's complaint and reportable incidents functions.

This includes:

- Functions relating to the management, assessment and monitoring of reportable incidents and other regulatory intelligence consistent with the National Disability Insurance Scheme Act 2013 and Rules.
- Assisting with the continued development of the complaint and reportable incident's function, including implementation of best practice, policy, procedures and training functions relating to the intake and triaging function within the NDIS Commission
- Manage and resolve a caseload of incidents reported to the Commission by providers, engaging with providers and other stakeholders on complex incidents (including deaths of

people with disability) and escalating incidents for investigation or other action where necessary.

- Educating stakeholders, and developing resources relating to best practice handling of risk related incidents arising out of, or in connection with, the provision of supports or services by registered NDIS providers.
- Ensuring the views and experience of people with disability are embedded in the assessment and resolution of incidents that are in connection with their supports and services.
- Supporting registered NDIS providers to develop and implement effective incident management and complaint systems.
- Collecting, correlating, analysing and disseminating information relating to reportable incidents to identify trends or systemic issues, and
- Building NDIS provider capability to develop a culture of learning and innovation to deliver high quality supports and services, prevent incidents and respond to complaints.

Duties

- Overseeing a caseload of reportable incidents in connection with the provision of supports and services by Registered NDIS providers, including the assessment of on complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary.
- Providing expert advice on trends and issues through the oversight and review of reportable incidents received by the NDIS Commission.
- Providing leadership nationally to officers to ensure assessments of reportable incidents and other regulatory intelligence are completed to a quality standard within agreed timeframes.
- Providing education and training to providers in relation to identifying incidents, preventing and effectively responding to abuse and neglect of people with disability, through the provision of information about the Commission's functions.
- Developing and maintaining strategic relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the function, and the NDIS Commission more broadly

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii)

by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Shauna Maguire, 07 4417 1004
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0727076

Royal Australian Mint

Closing Date: Sunday 06 August 2023

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	Custom Minting Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$72,113 - \$76,333
Classification	APS Level 4
Position Number	1325
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Custom Minting Officer is responsible for supporting customers with custom minting orders, from conception to delivery. They oversee the Mint's foreign effigy brokerage service and are responsible for liaising with international distributors and banking authorities, and assessing coin designs against coin design policies.

The Custom Minting Officer is responsible for negotiating timelines and discussing technical requirements to ensure that

appropriate information is exchanged with the relevant stakeholders. They undertake research and analytical work to ensure that appropriate advice relating to costing and delivery is provided to inform quotations, contracts and tender responses.

The Custom Minting Officer assists in drafting contracts, coordinating accounts and maintaining appropriate documentation relating to custom minting orders and foreign effigy brokerage services. They work under limited direction to achieve revenue targets and maintain customer satisfaction.

Duties

1. Developing and fostering relationships with external stakeholders, including international delegates, to ensure the effective provision of advice and services.
2. Overseeing the foreign effigy brokerage service, including liaising with international distributors and banking authorities to achieve outcomes.
3. Reviewing proposed coin designs to ensure compliance with the Mint's coin design policies.
4. Resolving customer enquiries relating to medals and medallions, foreign circulating coin and foreign effigy services.
5. Liaising with internal stakeholders to negotiate timelines, discuss technical requirements and ensure appropriate information is exchanged.
6. Planning, scheduling, monitoring and delivering custom minting orders to agreed standards and outcomes including DIFOT (Delivered in Full and On Time).
7. Preparing quotations, contracts and tender responses based on research and analysis.
8. Preparing and maintaining accurate documentation and records including business cases, project plans, risk assessments and currency determinations.
9. Drafting and coordinating contracts within defined parameters and with attention to detail.
10. Coordinating accounts and managing statements, payments and credits.
11. Identifying and mitigating risks that impact on own and team outcomes.
12. Achieving budgeted revenue targets by setting defined goals, focussing on customer service and satisfaction, and identifying new customers.

Eligibility

Security clearance

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Sunday, 6 August 2023**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Sacha Stephens, (02) 6202 6926
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Employment and Workplace Relations

Vacancy VN-0726905

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 06 August 2023

Workforce Australia Provider Support Division
Tasmania State Office Employment Team

Job Title	Senior Delivery & Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/1795
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Tasmania State Office manages external service providers who deliver employment programs, and/or skills and apprenticeship programs throughout Tasmania.

Key functions across the office include local and regional stakeholder engagement, program and contract management, policy review and implementation, and collecting place-based intelligence.

Reporting to an Assistant Director (EL1) Team Leader, State Network Senior Delivery & Engagement Officers (APS6) work within a supportive team environment with flexible working conditions.

To be successful in the role, candidates should be highly motivated to achieve quality outcomes and work collaboratively with our colleagues in other states, territories, and the department's national office.

We are seeking candidates who are keen to make a difference to people's lives through managing service providers' delivery of high-quality employment services and tailored programs that help job seekers secure sustained employment.

We welcome newcomers who can contribute positively to the Tasmania State Office culture that values initiative, inclusivity, and flexibility.

Duties

Multiple roles may be available, and responsibilities of the APS 6 level may include:

- Providing leadership as an individual within a team, including leading discussions and taking initiative with projects or issues.
- Managing and building relationships with internal and external stakeholders to collaboratively achieve the department and Government's policy measures.
- Managing Australian Government contracts with service providers who deliver employment services to the Tasmanian community.
- Researching and interpreting program guidelines and policies to provide advice and guidance to internal stakeholders and our contracted providers.
- Monitoring and assessing provider performance and compliance through data analysis, file monitoring and site visits.
- Drafting compelling communications and briefs for managers, delegates and visiting executives.
- Actively participating in planning, project management, decision-making and solution brokering.
- Frequent engagement with external stakeholders and/ or with service providers in visits to their premises around Tasmania.
- Contribute to knowledge sharing across the WAPS Division.
- Propose and facilitate innovative solutions and contribute to business improvement strategies and changes in workplace practices.
- Candidates must also demonstrate leadership and provide mentorship to other team members, as well as lead discussions and take initiative with projects/issues in a leadership context within the Tasmania State Office.

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>

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment

sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Dean Crow, 03 6222 9865
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0726913

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 06 August 2023

Workforce Australia Provider Support Division
State Network Site Coordinator Team

Job Title	Site Coordinator
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/1918
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

Reporting to the State Manager, the Site Coordinator will manage and deliver site-specific corporate, property and accommodation services across DEWR state and regional offices.

Site Coordinators are a new role based at each state and regional office and will manage and support DEWR's location agnostic staff. Led by a National Site Coordinator, Site Coordinators will be appointed to manage local accommodation plans, onboard and offboard staff, manage site equipment, assets, building passes and be involved in WHS and Emergency management at the site. You will work within an allocated budget, reporting monthly progress to the National Site Coordinator.

You will assist the National Site Coordinator with site coordination policy development, and provide input to emergency management, business continuity planning, risk assessment and contribute to DEWR's Future Ways of Working policies.

Site Coordinators will manage property and accommodation services, resolving complex matters or escalating issues impacting site staff. You will be required to provide leadership, guidance and support to other Site Coordinators.

An important part of the role will be a focus on promoting Team DEWR culture at the site. You will organise local activities that foster a positive DEWR workplace culture such as diversity events, social club to ensure inclusion of all locations agnostic staff. You will reinforce corporate messages on a state/territory basis. Provide local support and mentoring as needed.

Duties

Led by a National Site Coordinator, you will be part of a newly established team dispersed across the State Network, located in each State and Regional office. This hybrid team may have a number of reporting lines including Business Line Managers and State Managers. Site Coordinators are a dedicated role that will implement all elements of property and accommodation services, with a people first focus.

Initial implementation will include:

- Setup of accommodation plans
- Establishing key contacts
- Creating distribution lists
- Updating business continuity plans
- Emergency Management and WHS Plans and policies for each site.

Once implemented, the role will be to maintain and manage the site, ensuring our people are supported and safe. **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

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To Apply

Position Contact	Trish Evans, 02 6121 5801
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0727140

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 06 August 2023

Evidence and Assurance Division
Quality Assurance and Risk Management Quality Assurance Framework

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Darwin NT, Adelaide SA, Hobart TAS
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/1870
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Quality Assurance and Risk Management Branch ensures job seekers, employers and the department are receiving value for money services through data analysis and review of claims and payments data, investigating fraud and sharp practice, targeted assurance activities and identifying risks and mitigations. We have multiple positions within the branch, you should consider applying if you have skills relating to one or more of the following areas:

- Compliance/audit
- Investigations
- Data analysis
- Project management

Duties

Reporting to the Assistant Director, the APS6 Data Analyst is responsible for:

- Analysing employment services data to identify non-compliant behaviour.
- Researching market behaviour to develop and enrich risk indicators of non-compliance.
- Engaging with internal stakeholders to develop measures and build dashboards to enable program risk monitoring.
- Design and build surveys to gather data and intelligence.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Qualifications relevant to data analysis
- Experience with SQL or other coding languages

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Catherine Farrell, (02) 6121 7858
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0727189

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 06 August 2023

Evidence and Assurance Division
Quality Assurance and Risk Management Quality Assurance Framework

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Darwin NT, Adelaide SA, Hobart TAS
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/2105
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Quality Assurance and Risk Management Branch ensures job seekers, employers and the department are receiving value for money services through data analysis and review of claims and payments data, investigating fraud and sharp practice, targeted assurance activities and identifying risks and mitigations. We have multiple positions within the branch, you should consider applying if you have skills relating to one or more of the following areas

- Compliance/audit
- Investigations
- Data analysis
- Project management

Duties

Reporting to the Assistant Director, the APS 5 Data Analyst is responsible for:

- Contributing to team project work, including high level administrative support and input to briefing material.
- Supporting the analysis of the employment services dataset, including development of your data analysis skills as required, to identify trends and high-risk activity for further investigation, including developing and delivering briefing material for key stakeholders.

- Undertaking reviews to support investigations into allegations of fraud or sharp practice from tip-offs and other intelligence sources.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Qualifications relevant to data analysis
- Experience with SQL or other coding languages

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

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To Apply

Position Contact	Catherine Farrell, (02) 6121 7858
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Communications and the Arts

Vacancy VN-0726604

Australian Communications and Media Authority

Closing Date: Sunday 06 August 2023

Content

Job Title	General Manager – Content Division
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$290,321 - \$298,177
Classification	Senior Executive Service Band 2
Position Number	2425-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Content Division's responsibilities cover media, content and gambling responsibilities, including our role administering content safeguards, community broadcasting and media control regulation. The Division has responsibility for interactive gambling, including establishing and management of Betstop - the National Self-Exclusion Register. It also oversees our responsibilities for addressing mis and disinformation on digital platforms.

Duties

As General Manager of the Division, reporting directly to the Chair/Agency Head, you will lead a diverse and highly motivated team (spread across three locations) undertaking regulatory, investigation and compliance activities.

The Division comprises two branches - the Content Safeguards Branch and the Gambling and Mis/Disinformation Branch.

Each branch has responsibilities which include:

- supporting the development of regulatory frameworks that balance the interests of consumers audiences, citizens and industry in an evolving media and communications environment
- promoting industry compliance with communications and media laws and regulations and undertaking investigations and enforcement when necessary; and
- protecting and safeguarding the interests of consumers and audiences in a contemporary communications and media environment.

As a member of the senior leadership team, you will contribute to the overall effective administration of the Agency in cooperation with other General Managers, the Chair and Deputy Chair. You will positively shape to the culture and values of the organisation. Alongside the APS values, we have adopted our own ACMA-specific values of being purposeful, curious and questioning and collaborative.

You will be an experienced executive with excellent leadership skills, strategic insight, a strong

record of achievement and an ability to engage effectively with a wide range of stakeholders. Our ideal candidate will display strong leadership emphasising critical thinking and analysis skills with a proven ability to deliver outcomes in a fast-paced dynamic and often complex operating environment. **Eligibility**

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

The successful applicant must be able to obtain and maintain a Negative Level 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Ms Nerida O'Loughlin PSM, 02 6219 5115
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0726613

Job Title	Executive Manager – Content Safeguards
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$219,329 - \$235,075
Classification	Senior Executive Service Band 1
Position Number	707-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Content Division's responsibilities cover media, content and gambling responsibilities, including our role administering content safeguards, community broadcasting and media control regulation. The Division has responsibility for interactive gambling, including establishing and management of Betstop - the National Self-Exclusion Register. It also oversees our responsibilities for addressing mis and disinformation on digital platforms.

Duties

Our ideal candidate will be able to simultaneously deliver effective regulatory outcomes in a complex and changing environment while also shaping the regulatory framework to be efficient, effective and deliver contemporary safeguards into the future. They will be able to maintain a constant focus on the protection of users of media and communication services, building confidence in news, media, and entertainment content. They will harness information to make strategic decisions using good judgment, research, and data.

With responsibility for leading a branch with staff across multiple locations, you will be a strong people and resource management professional who can support people, deliver through them, build capability for the future and who also understands, or can quickly build understanding of, the contemporary content environment. An ability to deal with uncertainty, and identify and respond to opportunities as they arise, complemented by a positive and proactive approach to issues resolution and a readiness to engage with risk, are also key attributes to be successful in this role.

Eligibility

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

The successful applicant must be able to obtain and maintain a Negative Level 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

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To Apply

Position Contact	Cathy Rainsford, 02 6219 5500
Agency Recruitment Site	https://www.acma.gov.au/careers

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